

### **Board Briefs**

Board Meeting was held January 16, 2014. Attendees: Keith Austin, Sylvia Teague, Alvin Hodges, Gloria Valigura, and J.C. Longaker, representing ACMP, Inc.

The next board meeting of HBTM HOA will be held Thursday, February 20, 2014. Homeowners are always invited to attend.

### **Committee Reports**

ACC - Nancy Nichols, Paul Behrend and Alvin Hodges – No new ACC's.

Pool – Pool is now closed

Communication Committee – Judy Callaway, Patty Hodges, and Sylvia Teague – Watch the Marquees for good information.

Recreation Committee – Gloria Valigura and Patty Hodges

- Santa in the Park – Was a success with over 100 people attending.

Welcoming Committee – Lisa Behrend, Patty Hodges

Web Page – Gloria Valigura

Landscaping Committee – Gloria Valigura, Judy Callaway, Patty Hodges

### **Open Discussion and/or Votes Taken**

- **2013 Maintenance Fees** – 6.7% of homeowners have not yet paid their 2013 maintenance fees. Please contact Ransom Daly at ACMP, Inc. (281-855-9867) to arrange for payment, including monthly payment plans if that helps you. Another 2% of homeowners have made arrangements for a monthly payment plan.
- **2014 Maintenance Fees** – The maintenance fee for 2014 is \$450 per year and will be due no later than January 31, 2014. After that time, penalties and other fees begin to apply.
- **Financials** –
  - The autopays for November had not yet been processed even though ACMP has on several occasions contacted the appropriate companies.
  - The board requests monthly bank reconciliations statements.
  - On the Balance Sheet, the \$ amount shown in Capital Reserve MMMA should equal the \$ amount shown in Replacement Reserves. Wunch and ACMP are to resolve this item.
- **Precinct 4 Crime Statistics** for RR MUD #1 & 2 – are available to you on our HOA website.
- **Contracts** – All contracts are current.
- **Request for funding from MUDs #1 and #2 to offset some of our park improvements** -- Gloria and Keith made a presentation at the February RRMUD #1 and #2 meeting to request funds to offset the cost of installing rubber mulch in the smaller playground area in the park. We should hear something in March/April.
- **Property Action Item list (PAL)**
  - #59 – (9/12) Gloria and Hormoz will revisit putting cameras at our entrances with Pct 4.
  - #66 – (11/12) We are receiving bills for three meters; however, there may be a fourth. Appears bill for the meter at Perry/Fallbrook is the one missing. Keith Austin to resolve.
  - #67 – ((2/13) Board to update Capital Improvement Cost Analysis in early 2014.
  - #97 (6/13) New signage in playground. Board approved Ransom to reorder sign as well as a 2<sup>nd</sup> sign and a new horse-shoe shaped sign holder.
  - #100 – prepare policy wrt credits on previous owner accounts. We need to document how to resolve these accounts. Gloria to provide more specific information on these accounts.
  - #101 – Resolve open items on bank accounts for > 3 months
  - #110 – ACMP to move our bank accounts from New First to Associated Capital at the end of December 2013

- #113 – Keith would like to receive electronic copy of all autobills.
- #119 – Ransom to ask Jeff Messock to write up document that the person who receives the most votes gets to select what length of term they would like. If vote is tied, the involved people determine or a coin is flipped.
- #120 – Board voted to have Wunch & Assoc perform 2013 financial audit soonest.
- #121 – Gloria to convert board SS to account names used by ACMP
- #122 – Currently if board voting via e-mail all board members need to vote, not just quorum. Board voted to amend the By-Laws to state that a majority of the board is sufficient, even if not all board members respond, to vote on matters outside of a meeting, provided that all board members were notified. ACMP as directed to have the amendment drawn up by the Association's attorney.
- #123 – ACMP to prepare list of documents that we must maintain per our and the State of TX Records Retention requirements – especially if other than HBTM Records Retention Policy filed with Harris County in May 2012.

2/3/14