

FALL CREEK HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 11, 2015

A meeting of the Board of Directors for Fall Creek Homeowners Association, Inc. was held on Tuesday, August 11, 2015,, at 6:00pm at the Fall Creek Information Center located at 7930 Fall Creek Bend, Humble, TX 77396 pursuant to notice attached hereto as Exhibit "A".

Board Members Present

Matt Carpenter, President
Jennifer Grillo, Vice President
Jonathan Jones, Secretary
Stephen Kradjian, Treasurer
Charles Huete, Assistant Secretary / Treasurer

Guests in Attendance

See attached sign-in register

PCMI

Robin Gard
Peter Freedman

I. CALL TO ORDER:

A quorum was established and Board President, Matt Carpenter called the meeting to order at 6:08 p.m.

II. ADOPT AGENDA

The agenda was adopted unanimously with a motion from Matt Carpenter, and second by Stephen Kradjian.

III. HOMEOWNER CONCERNS / REQUESTS

1. The board heard various questions and topics of concern
 - i. Homeowner addressed the Board regarding children being picked up and dropped off at Fall Creek elementary school and the traffic issues pertaining to each. Solution was offered to speak to the Principal and PTO President to offer solution for parking along Stonebridge Creek.
 - ii. A homeowner congratulated Jonathan Jones on the improvements in pool service and safety vs. previous years. This homeowner also address the financials being made available on line and offered to serve on financial committee if the Board so chooses to assemble.
 - iii. A homeowner addressed concerns of irrigators that appear to be pointed in the wrong direction or in disrepair. As a result, the streets are being watered and it appears flowers are dying. This resident also addressed PCMI with deed restrictions such as boats and jet ski's in the community.
 - iv. An owner informed the Board of the creek erosion at Lynbrook Falls. A solution was offered to draft a letter endorsed by the Board, to the Harris County Flood Control for assistance.
 - v.

IV. COMMITTEE REPORTS

1. WEBSITE COMMITTEE
 - i. No Report
2. TENNIS COMMITTEE
 - i. Carol McCloud, Lead Chairperson submitted a proposal in the amount of \$6581 from McKenna Contracting for tennis court improvements.
 - a). Motion- Stephen Kradjian
 - b). Second – Charles Huete
 - 1). Unanimous approval

RESOLVED, the Board approved the proposal in the amount of \$4581 from McKenna Contracting. The Board requested that the committee submit a 2016 draft of the landscape budget no later than September 8, 2015 Board meeting for consideration.
3. SOCIAL EVENTS COMMITTEE
 - i. Jennifer Grillo reported on the success of the wine Tasting Event at Michel's Wine & Bar. The next scheduled event will be an outdoor movie held in September and Zydeco concert and gumbo cook-off in October.
 - ii. Fred Scibuola reported on National Night Out. The Board approved \$3000 to fund the event.
 - a). Motion – Matt Carpenter
 - b). Second – Stephen
 - 1). Unanimous approval

RESOLVED, the Board approved \$3000 to fund National Night Out.

4. CRIME WATCH COMMITTEE

- i. Wilson reported on the vandalism at the golf course.
- ii. Wilson agreed to draft the 2016 Crime watch Committee 2016 budget for Board consideration by September 8, 2015 Board Meeting.
- iii. The Legal Committee agreed to follow up on the Sheriff's Deputy Contract to adjust for the Harris County WCID #96 commitment to fund 70% of patrol contract.
- iv. The Board discussed funding \$32,000 or 30% of the Sheriff's Deputy Contract for two (2) additional officers.
 - a). Motion – Matt Carpenter
 - b). Second – Stephen Kradjian
 - c). Opposed – Charles Huete

RESOLVED, the Board agreed to pay for two (2) additional patrol officers in the amount of \$32,000.

5. LANDSCAPE COMMITTEE

- i. The Committee submitted a proposal from Shooter & Lindsey, Inc. in the amount of \$5831 to purchase a TP board and control panel to serve as backup so there is no down time when the current system is being repaired.
 - a). Motion – Matt Carpenter
 - b). Second – Stephen Kradjian
 - 1). Unanimous approval

RESOLVED, the Board approval the purchase of a Calsense TP Board and control panel in the amount of \$5831.

- ii. The Committee suggested purchasing signage for Yard of the Month winners in each village.
 - a). Motion – Stephen Kradjian
 - b). Second – Charlie Huete
 - 1). Unanimous approval

RESOLVED, the Board approved the purchase of Yard of the Month signage not to exceed \$5000.

- iii. Matt Carpenter offered to follow up with Curtis "Rusty" Campbell for confirmation regarding resident tree relocation.
- iv. The Committee will obtain proposals from Shooter & Lindsey for drainage at all playgrounds.

6. POOL COMMITTEE

- i. PCMI submitted pricing for a four (4) yard dumpster for pool #2 in the amount of \$132 monthly, collection to be once per month.
 - a). Motion – Stephen Kradjian
 - b). Second – Matt Carpenter
 - 1). Unanimous approval

RESOLVED, the Board approved the rental of a four (4) yard dumpster for pool #2.

- ii. Jonathan Jones proposed pricing to repair the backwash valve for pool #1 not to exceed \$5000.
 - a). motion – Stephen Kradjian
 - b). Second – Jennifer Grillo
 - 1). Unanimous approval

RESOLVED, the Board approved the repair of the backwash valve no to exceed \$5000.

- iii. The Board ratified the motion approved outside of the meeting to purchase clocks for the pools.
 - a). Motion – Matt Carpenter
 - b). Second – Stephen Kradjian
 - 1). Unanimous approval

RESOLVED, the Board ratified the approval of the clock purchases.

- iv. It was requested that more additional umbrellas be made available for pool #2. Jonathan Jones agreed to follow up on the pins needed to secure the current umbrellas.

EXECUTIVE SESSION

V. COLLECTION POLICY

- i. PCMI was tasked to contact the Association's attorney regarding guidance on the proposed Collection Policy and payment plans to achieve a decrease in delinquencies,
- ii. PCMI reported receiving the Residential Lease as requested for the foreclosed property. Stephen Kradjian offered to review the lease and report back to PCMI. The Board has requested that the lease be presented so that September 2015 rent may be collected by tenant.

VI. BANKING OPTIONS

- i. PCMI presented rates and banking options from numerous bank institutions for Board review. The Board agreed to move 100% of the Association funds from ACB to NewFirst National Bank effective immediately.
 - a). Motion – Stephen Kradjian
 - b). Second – Charles Huete
 - c0. Opposed – Matt Carpenter

RESOLVED, the Board agreed to move all Association funds to NewFirst National Bank.

VII. MAINTENANCE FEES COLLECTION STATUS UPDATE

- i. The Board requested PCMI to obtain the following information:
 - a). What is the highest amount of interest that may be charged to a delinquent account?
 - b). What is the highest fee that may be assessed for a delinquent account?
 - c). Once homeowner enters into a payment plan, what fees may be added to monitor and/or administer account?
- ii. The Board requested that PCMI send statements of account each month to delinquent homeowners that have not been turned over to the attorney to be pursued legally.
- iii. The Board requested that PCMI furnish a report that would define account balances to show the true cost of the accounts reflected on the delinquency report..
- iv. The Board requested that PCMI provide a flow chart for the delinquency accounts to demonstrate the process of collection from initial demand letters through foreclosure proceedings so that the Board can have a more clear understanding of procedures.
- v. The Board requested that PCMI obtain account balances for each delinquent account placed with RMWBH and Tu, Payne for collection so that balances made be made available to all delinquent homeowners in an effort to resolve delinquencies.
- vi. The Board asked that PCMI not send highlighted accounts on the delinquency report to the attorney's office until they have thirty (30) days to pay.
- vii. The Board requested that PCMI follow up on addresses for several delinquent homeowners to be assured they have not submitted an alternate address for mailing statements.

VIII. DEED RRESTRICTION VIOLATION REPORT

- i. PCMI presented the July Compliance report to the Board for review.
- ii. PCMI reported that monthly inspections are conducted each month by the Property Manager and her admin. The Board feels that Robin Gard's time could be better utilized by not being present on the inspection. PCMI has reviewed Robin's schedule and has assigned Dolores Sue to mentor and assist with time management to increase productivity and assure the needs of Fall Creek are met in a timely manner.

IX. SECRETARY REPORT - APPROVAL OF MINUTES:

- i. BOARD OF DIRECTORS MEETING MINUTES
- ii. The board reviewed a draft of the amended meeting minutes from the March 10, 2015 and April 7, 2015. The Board also reviewed a draft of the July 14, 2015 minutes.. None of these minutes were approved. Jonathan Jones and PCMI will review minutes and notes from each meeting to amend accordingly. All minutes will be submitted to the Board for review and acceptance at the September 8, 2015 meeting.

X. TREASURER REPORT – FINANCIAL REPORT

1. PCMI submitted the Financial report for July 31, 2015 to the Board for review and approval.
 - i. Current assets were reported as \$3,075,297.14 with \$2,750,458.39 held in the operating account and \$324,838.75 in reserve funds.
 - ii. Fall Creek HOA Total YTD Income was reported at \$2,353,758.82
 - iii. Fall Creek HOA Total YTD expenses were reported at \$1,290,539.85
 - iv. Fairway Crossing YTD Income was reported at \$90,614.37
 - v. Fairway Crossing YTD Expenses were reported at \$17,121.28
 - vi. Serrano Creek YTD Income was reported at \$49,638.40
 - viii. Serrano Creek YTD expenses were reported at \$12,358.92
 - ix. The Foundation Current Assets were reported at \$308,477.25
 - x. Stephen Kradjian had questions pertaining to the financials which Peter Freedman was able to elaborate on. It was requested that PCMI submit a five (5) year historical on all GL accounts by August 19, 2015. A draft of the 2016 budget is to be presented to the Board for review by August 26, 2015 and Capital items for the reserve study are to be available by August 22, 2015. Peter also discussed options for the Association's cash accounts.

XI. MANAGEMENT REPORT

- i. PCMI presented the manager's report to the Board for review. The Board requested all email be sent within business hours and should include a subject of FYI or ACTION to allow the Board to know when a response is required.
- ii. PCMI will provide to each committee a history of what was spent in each GL by August 19, 2015.
- iii. The Board requested that PCMI contact the home builders and begin process of obtaining the forecast of new homes and common areas for the budget process.
- iv. The Board requested that PCMI submit all proposals in spreadsheet format to include recommendations.
- v. PCMI will continue to obtain information for the Information Center Renal process.

XII. PRIOR BUSINESS

- i. The Board approved a proposal submitted by McKenna Contracting in the amount of \$4800 to provide surfacing for all three (3) playgrounds.

- a). Motion – Stephen Kradjian
- b). Second – Jennifer Grillo
- 1). Unanimous approval

RESOLVED, the Board approved the proposal submitted by McKenna Contracting in the amount of \$4800.

- ii. The Board approved the proposal submitted by BAR Mechanical in the amount of \$22,309.78, including a one (1) year Maintenance Program.

- a). Motion – Stephen Kradjian
- b). Second – Matt Carpenter
- 1). Unanimous approval

RESOLVED, The Board approved the proposal submitted by BAR Mechanical to replace three (3) a/c and furnish units in the amount of \$22,309.78.

- iii. The Board approved the proposal submitted by ICSH in the amount of \$33,827.06 for the installation of a revised access system using the DSX software through ICS.

- a). Motion – Stephen Kradjian
- b). Second – Matt Carpenter
- 1). Unanimous approval

RESOLVED, The Board approved the installation of a revised access system in the amount of \$33,827.06.

- iv. The Board approved the installation of a server through Percento Technologies in the amount of \$14,245.13 to act as a shared IT perform.

- a). Motion – Jonathan Jones
- b). Second – Stephen Kradjian
- 1). Unanimous approval

RESOLVED, the Board approved the installation of a server though Percento Technologies in the amount of \$14,245.13.

- v. PCMI submitted sections of the brick wall that are in need of repair. Pricing will be obtained and submitted to the Board for approval.

- vi. The Board motioned that a report be filed with HCSO and claim filed with the insurance company of the party damaging the gate each it is damaged.

- a). Motion – Matt Carpenter
- b). Second – Stephen Kradjian
- 1). Unanimous approval

RESOLVED, The Board approved reported all gate damage to HCSO and insurance companies of the Party damaging the gate each time it is damaged.

- vii. PCMI reported the invoice for the 2014 Reserve Study has been submitted to the Board for approval. Improvements have been submitted to Reserve Advisors for review.

XIII. NEW BUSINESS

- i. The Board ratified the motion approved outside of the meeting to accept the proposal from Megan Chan of ME Chan Photography to take photos for the Association website.

- a). Motion – Matt Carpenter
- b). Second – Jennifer Grillo
- 1). Unanimous approval

RESOLVED, the Board ratified the approval of the proposal submitted by Megan Chan.

- ii. The Board requested PCMI to order signs for Fairway Crossing and Serrano Creek that states "Only Vehicle at a Time" to eliminate numerous vehicles from entering and exiting at the same time.
- iii. The Board ratified the motion made outside of the meeting to approve park equipment repairs.
 - a). Motion – Matt Carpenter
 - b). Second – Jennifer Grillo
 - 1). Unanimous approval

RESOLVED, The Board approved the proposal to repair park equipment.

- iv. The Board approved the proposal submitted by Houston Fence in the amount of \$2774.60 to repair the Serrano Creek pedestrian gate.
 - a). Motion – Stephen Kradjian
 - b). Second – Matt Carpenter
 - 1). Unanimous approval

RESOLVED, the Board approved the repair of the Serrano Creek pedestrian gate in the amount of \$277.60

- v. The Board requested that PCMI bill back all charges affiliated with improvements requiring an ARC approval to the account of the homeowner requesting the improvement.

XIV. ADJOURNMENT

The next scheduled Board Meeting is to be held on Tuesday, September 8, 2015 at 6:00pm at the Fall Creek Information Center located at 7930 Fall Creek Bend Humble, Texas 77396.

There being no further business to discuss, the meeting was adjourned at 12:30 a.m..



Jonathan Jones, Secretary