

FALL CREEK HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
July 14, 2015

A meeting of the Board of Directors for Fall Creek Homeowners Association, Inc. was held on Tuesday, July 14, 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

I. CALL TO ORDER:

A quorum was established and Board President, Matt Carpenter called the meeting to order at 6:04 p.m.

II. ADOPT AGENDA

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

III. HOMEOWNER CONCERNS / REQUESTS

1. The board heard various questions and topics of concern
 - i. Homeowner addressed the Board regarding (2) entries on the Fairway Crossing April Income Statement.
 - ii. A homeowner had questions regarding the drain cost and gate issues in Fairway Crossing.
 - iii. A homeowner addressed the Board regarding a variance to allow for more than (3) dogs at a residence. A motion was made by Matt Carpenter to grant a variance for (4) dogs, with the fourth being under 25 lbs. if advised by the Associations attorney, otherwise the CCR's stand as filed. Motion was seconded by Stephen Kradjian.
 - iv. A homeowner requested that the Board address the brick wall in Fairway Crossing that appears to be unstable.
 - v. Homeowners addressed concerns regarding the pedestrian gate code
 - vi. A homeowners requested that the Board review the Fairway Crossing Income Statement for January, February and March 2015 and report as to why there were no expenses recorded.
 - vii. A homeowner reported numerous speeders within the community and requested signage be reviewed by the Board.

IV. SECRETARY REPORT - APPROVAL OF MINUTES:

1. JUNE 9, 2015 BOARD OF DIRECTORS MEETING MINUTES

- i. The board reviewed a draft of the meeting minutes from the June 9, 2015, Board of Directors Meeting.
 - a) Motion – Charles Huete
 - b) Seconded – Stephen Kradjian
 - (1) Unanimous approval

RESOLVED, the board approved the June 9, 2015 Board of Directors Meeting Minutes with revisions..

V. TREASURER REPORT – FINANCIAL REPORT

1. The board received the financial report for June 2015.
2. Current assets were reported as \$3,265,859.21 with \$1,615,253.09 held in operating and investment accounts, \$1,650,606.12 held in the reserve fund.
3. Fall Creek HOA Total YTD Income was reported at \$2,310,966.54.
4. Fall Creek HOA Total YTD expenses were reported at \$1,062,330.15.
5. Fairway Crossing Income Total YTD was reported at \$90,580.40.
6. Fairway Crossing Total YTD expenses was reported at \$15,756.86.

7. Serrano Creek Income Total YTD was reported at \$49,633.60
8. Serrano Creek Total YTD expenses were reported at \$11,196.63
9. Current assets for Fall Creek Foundation were reported at \$285,026.80 with YTD income at \$83,752.43.

The Board requested that PCMI obtain an updated reserve study to include community improvements. Matt Carpenter and Anita Nunez will work together to provide information to PCMI.

The Board requested that PCMI contact the CRI to separate Fairway Crossing and Serrano Creek on the 2014 audit.

The Board requested that PCMI contact Wells Fargo and Compass Bank for rate and investment options.

VI. MANAGEMENT REPORT

1. The board received the Management Report for June 2015. Property Manager, Robin Gard reported on Amberwood taxes paid in error. PCMI has invoiced Amberwood for reimbursement in the amount of \$212.47.
2. PCMI also reported Operating Account reimbursements from Fairway Crossing and Serrano Creek for gate repairs in the amount of \$8,287.62.

VII. COMMITTEE UPDATES.

1. SOCIAL EVENTS COMMITTEE

- i. Jennifer Grillo gave an update on the success of the Fireworks on the Fairway event.
- ii. Jennifer Grillo announced Donuts with Deputies to be held Thursday, July 9, 2015.
- iii. Jennifer Grillo reminded homeowners of the Wine Tasting Event scheduled for Saturday, July 18, 2015 at Michael's Coffee & Wine.

2. POOL COMMITTEE

- i. Jonathan Jones proposed a repair to the backwash valve at pool #1 that the board approved.
- ii. The Board deferred the purchase of the Splash pad at this time.
- iii. Jonathan Jones submitted a proposal for pool signs. The Board approved the signs with revisions to the wording.
- iv. Jonathan Jones advised the Board that McKenna Contracting will be assessing the shower issues.
- v. Jonathan Jones requested that PCMI contact WCA for trash service to include back door service with locking capabilities for pool #2.

3. WEBSITE COMMITTEE

- i. Evie Granville reported on the progress of the website. It was requested that the Board submit individual bio's for the site.
- ii. Evie Granville suggested hiring a commercial photographer for community photos for the website. Several options are being considered at this time.
- iii. Evie Granville suggested the options of sponsors for the website.
- iv. Evie Granville suggested the website to allow for subscription of community events and updates with disclaimer to ensure subscribers privacy.
- v. The Board requested that PCMI review all governing documents and forward to Evie to be uploaded onto the website.
- vi. The Board requested that PCMI provide 30 day cancellation to Web.Com for web hosting.
- vii. The Board requested that Anita Nunez provide a list of all committee and chairs to PCMI and Evie to be added to the website..
- viii. The Board requested that Jennifer Grillo provide letter for PCMI to send to residents so that email addresses may be obtained.
- ix.. It was suggested that a map of the walking trails be placed on the website. Matt Carpenter will assist in providing map from IDS at no charge to the Association.

4. LANDSCAPE COMMITTEE

- i. Jennifer Grillo proposed Yard of the Month by village in the Fall. PCMI has offered to assist with candidate photos from the monthly inspection.

- ii. The Committee discussed the numerous requests from homeowners regarding the removal of trees in Oak Hollow, Maple Creek and Pine Crest sections. . It was determined that if the tree appeared to be unhealthy, it could be removed at the homeowners expense.
 - iii. The Board agreed that street trees in these section need to be removed, however homeowners are required to submit an ARC application.
5. CRIME WATCH COMMITTEE
- i. The Committee reported there were no home break-ins during the month of June, however there were reports of vehicles being broken into.
 - ii. The Committee reported that officers are stopping between 20-40 suspicious vehicles in the community per month.
 - iii. The Committee requested that signs be purchased in the amount of \$3,650.00. Signs would be installed free of charge by Harris County Sheriff's Department. The Board agreed to the purchase of signs in the amount not to exceed \$3,650.00 to be posted in areas that Ron Hickman signs are not posted.
 - a). Motion – Matt Carpenter
 - b). Second – Stephen Kradjian
 - 1). Unanimous approval

RESOLVED, the board approved the purchase of signs to be posted in the community in the amount not to exceed \$3,650.00.

6. TENNIS COURT COMMITTEE:
- i. The Committee submitted an approval requisition to the Board. The Board approved the following: Signage to display tennis court rules and court number replacement signs for court identification. The Board also approved the replacement of the net strap anchor for courts 3 and 4.
 - ii. The Committee suggested and received Board approval for website and online court reservation system provide Tennis Court hours of operation, 7am to 10pm instead 24/7.
 - a). Motion – Charles Huete
 - b). Second – Stephen Kradjian
 - 1). Unanimous approval

RESOLVED, the Board approved the Tennis Court website and reservation system hours provide of operation from to 7am to 10pm.

VIII. PRIOR BUSINESS:

- 1. Proposals / Contract Renewals
 - i. AV Equipment –Jonathan Jones presented proposal updates for Board consideration. Matt Carpenter offered suggestion that the Board is considering regarding the TV and projector for the conference room. The Board approved the proposal from Houston Home Technologies not to exceed \$8,000.00 for the LCD display with click share.
 - a). Motion – Matt Carpenter
 - b). Second – Charles Huete
 - 1). Unanimous approval

RESOLVED, the Board approved the installation of AV equipment from Houston Technologies not to exceed \$8,000
 - ii. Dropbox Service – Jonathan Jones presented options for a Dropbox Service to allow for cloud storage and file synchronization. The Board has deferred the proposal at this time.
 - iii. Cypress Concepts – Anita Nunez presented a proposal to power wash the monuments allowing for a 10% discount over a (3) year contract. The proposal has been deferred at this time pending additional bids.
- 2. No Trespassing Signs

PCMI ordered (3) No Trespassing signs at the request of Jennifer Grillo. Jennifer has offered to work with the Crime Watch Committee for placement of the signs.
- 3. Fence Crete Wall America –

PCMI will contact Fence Crete to assess the brick wall issues once contact information is

provided.

4. Petition for Overnight and Commercial Parking

Jennifer Grillo reported that the petition will be filed with the Commissioner's Court for consideration.

IX. NEW BUSINESS

1. Ratify Expenditures between Board Meeting

a). As the decision to replace the Fairway Crossing pedestrian gate lock was not satisfied by unanimous written consent, the Board made a motion to allow for a new pedestrian gate lock that may be field changed by ICSH per the maintenance agreement. This lock carries a full lifetime warranty.

a). Motion— Jonathan Jones

b). Seconded – Matt Carpenter

(1). Unanimous approval.

RESOLVED, the Board approved the proposal to replace the pedestrian gate lock with a new lock that carries a lifetime warranty and may be field changed per the maintenance agreement with ICSH..

2. Proposals / Contract Renewals

i. Holiday Decorating Proposal – Anita Nunez submitted a proposal in the amount of \$21,734.59 from Cypres Concepts which was approved unanimously by the Board of Directors.

ii. Serrano Creek Pedestrian Gate Repair – deferred at this time.

3. Electric Service Proposal – Matt Carpenter offered to coincide with the Water District to obtain a more feasible electric rate. Proposals will be submitted at a later date.

4. Information Center Rental – PCMI and Anita Nunez are working together to provide a rental agreement and options for Board consideration.

5. Foundation Sculpture – A homeowner had concerns regarding the color of the sculpture. After careful consideration, Jennifer Grillo found no basis for change.

6. Fairway Crossing and Serrano Creek Gate Recommendations – PCMI reported that the Fairway Crossing gate had been hit by a landscaper. Insurance information is being obtained.

There were several options that may be considered by the Board for Fairway Crossing gates.

They are as follows:

a). Adding signs to the gate that remind homeowners and guests not to tailgate.

b). Requesting maintenance steps from ICSH and time periods to support and define gate operation.

c). Establish a back-up plan when the gates are not functioning properly.

d). PCMI to obtain second opinion for gate repairs to diagnosis issues and provide preventative maintenance.

e). Establish a contact person that may alert other homeowners of gate issues.

f). PCMI to establish a email blast for both gated sections to alert homeowners of gate issues and any codes changes. Jennifer Grillo offered to provide a letter that PCMI can submit to homeowners advising them of the gate updates, repairs and new pedestrian gate code.

EXECUTIVE SESSION:

A motion was made by Matt Carpenter and second by Jennifer Grillo to enter executive session at 11:03 p.m. Upon adjourning from executive session at 12:47 p.m. the board reported the following items which were decided or resolved during executive session.

X. REVISION OF BOARD MEETING MINUTES –

The Board agreed to amend the minutes from March and April 2015 meetings to address the issues discussed that were excluded from original minutes.

a). Motion - Matt Carpenter

b). Seconded – Stephen Kradjian

(1). Unanimous approval

RESOLVED, the Board approved the revised minutes as requested.

XI. HOMEOWNER REQUESTS-

The Board reviewed all homeowner requests and agreed to the waiver of fees for (1) homeowner, denied the request to reduce assessments and denied the request for poultry raising in the community.

XII. COLLECTION POLICY -

Charles Huete proposed a Collection Policy to the Board for review and consideration. PCMI will submit the suggested policy to the Association's attorney for further advisement.

IX. MAINTENANCE FEE COLLECTION STATUS UPDATE -

PCMI submitted the Aging Report for June 30, 2015. The Board requested that PCMI contact the Association's attorney for advisement on leasing a foreclosed property. The Board also instructed PCMI to turn over several files to the attorney that have not responded to the PCMI final demand letters.

X. DEED RESTRICTION VIOLATION REPORT -

PCMI submitted the Deed restriction report as a result of the July inspection for review.


XI. SET DATE / TIME NEXT BOARD MEETING -

Board of Directors Meeting – Tuesday, August 11, 2015 @ 6:00 pm

ADJOURNMENT:

The next scheduled Board Meeting is to be held on Tuesday, August 11, 2015, 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 12:47pm.



Jonathan Jones, Secretary