

**FALL CREEK HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS AMENDED MEETING MINUTES
October 13, 2015**

A meeting of the Board of Directors for Fall Creek Homeowners Association, Inc. was held on Tuesday, October 13, 2015 5:30 p.m. 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, Assistance Secretary / Treasurer

Management Present

PCMI- Robin Gard, Property Manager
PCMI- Peter Freedman

EXECUTIVE SESSION

CALL TO ORDER:

A quorum was established and Matt Carpenter called the Executive Session to order at 5:45 pm

I. Collection Policy:

i. PCMI was tasked with finalizing the Collection Policy with RMWBH for Board review by October 19, 2015.

Motion - Charles Huete

Second – Stephen Kradjian

1). Unanimous approval

RESOLVED, the Board approved the adoption of a revised payment plan policy to amend Section II approving a 20% down payment.

II. Maintenance Fee Collection / Status Report:

i. PCMI reported on collection items.

III. Deed Restriction Violation Report:

i. PCMI will send violation letter to homeowner regarding dog barking nuisance.

President, Matt Carpenter reported on items that were discussed in Executive Session to homeowners present.

OPEN SESSION

I. CONFIRM QUORUM and call meeting to order

i. Matt Carpenter called the Open Session to order at 7:04pm.

II. ADOPT AGENDA

i. With a motion by Stephen Kradjian, and second by Jonathan Jones, the agenda was adopted unanimously.

III. HOMEOWNER CONCERNS / REQUEST

i. A homeowner addressed the Board regarding their shared fence and repairs that are needed.

IV. COMMITTEE REPORTS

- i. Website – The Board requested that trick or treating hours of 5Pm to 8:30PM be placed on the website. The Board approved an improvement to the tennis reservation system.

- a). Motion – Stephen Kradjian
- b). Charles Huete
 - 1). Unanimous approval

RESOLVED, the Board approved a one-time fee of \$60.00 to improve the tennis reservation system on the website. It was suggested that Robin Gard and Anita Nunez be moved under PCMI contacts on the website with links to email addresses. It was also suggested that the PCMI after-hours emergency number be placed on the website for irrigation leaks.

- iii. Tennis Committee – The Committee reported on repairs that have been completed and tennis court rules that were adopted and recorded. There is a hold on changing the tennis court code and the shade covers re on order. The Committee turned in their budget items of \$5,000.00 and will provide the full tennis recommendation package to the Board at least one (1) week prior to November meeting in preparation for approval.
- iii. Social Events Committee – Jennifer Grillo reported the next scheduled event will be the outdoor movie. On October 10, 2015 the Gumbo/Zydeco Cook Off will be held at the ballfield.
- iv. Crime Watch Committee – Wilson Orr, Committee Chair reported on crime statistics. It was reported that it has been (132) days since the last home break-in. It was requested that PCMI submit the amount of the HCSO patrol contract that has been paid to date and any outstanding balances for both contracts to WCID 96. Suggestions were made regarding next year's National Night Out.
- v. Landscape Committee – Carol Deed discussed the landscaping proposal for the TP Board in the amount of \$417.00 that was omitted from the original Board approval. The Board approved the additional expense.
- a). Motion – Stephen Kradjian
 - b). Second – Matt Carpenter
 - 1). Unanimous approval

RESOLVED, the Board approved the TP Board in the amount of \$417.00 submitted by Shooter & Lindsey. The Committee has requested twenty-five (25) volunteers from each village to assist with Yard of the Season. The Board motioned that a variance be permitted to the landscaping requirements for a street tree designated in the ARC Guidelines. Should residents decide to, they are permitted to move the tree at their expense and donate back to the Association.

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

RESOLVED, the Board agreed to allow a variance to the landscaping requirements and permit homeowners to move street trees at their expense and donate to Association.

The drainage at the playground was deferred until a proposal may be obtained.

Anita Nunez was tasked with contacting Cypress Concepts to obtain proposals for power washing the entrance columns at Fairway Crossing and Serrano Creek.

- vi. Pool Committee- Jonathan Jones suggested a Committee Appreciation Night to acknowledge the members that have volunteered their time and with efforts to recruit new members. The Board will take into consideration for January or February 2016. It was reported that the backwash valve had been ordered and clocks have been installed. Jonathan also offered repair/replacement updates for pool 1 and pool 2. It was requested that PCMI have the dumpster at pool 2 picked up on November 1st and request delivery at Jonathan's request when pool season begins in 2016. Jonathan suggested PCMI prepare reports for each committee through Strong Room to offer GL totals and assist with budgeted items.

V. SECRETARY REPORT

- i. Board of Directors Meeting Minutes – The Board requested that the September minutes be amended to reflect resolutions.

VI. TREASURER'S REPORT

- i. PCMI submitted the HOA and Foundation Financial Reports of September 30, 2015 to the Board for review with explanations for expense allocations.
 - Current Assets: \$2,655,248.47
 - Operating and Investments Account Totals: \$2,330,328.34
 - Operating Reserve Funds: \$324,920.13
 - HOA YTD Income: \$2,391,850.42
 - HOA YTD Expenses: \$1,735,546.68
 - Fairway Crossing YTD Income: \$90,914.37
 - Fairway Crossing YTD Expenses: \$25,528.15
 - Serrano Creek YTD Income: \$50,451.84
 - Serrano Creek YTD Expenses: \$17,213.10
 - Foundation Assets / Liabilities: \$339,243.36
- ii. The Foundation Board was elected in the following positions:
 - President – Matt Carpenter
 - Vice President – Jennifer Grillo
 - Secretary – Jonathan Jones
 - Treasurer – Stephen Kradjian
 - Assistance Secretary- Treasurer – Charles Huete
- iii. It was determined that Stephen Kradjian and Charles Huete would approve invoices in Strong Room for The Foundation.
- iv. The Board suggested that the November agenda reflect Association business followed by The Foundation in executive session.
- v. The Board requested that PCMI follow up on the \$4,950.00 charged to account 7805 on the Foundation income statement.

VII. MANAGEMENT REPORT

- i. PCMI submitted the Managers Report of September 30, 2015 that included fifteen (15) new homeowners.
- ii. PCMI reported funds have been transferred from ACB to NewFirst National Bank with the exception of funds required to cover regularly schedule bank drafts. PCMI will contact both MUD districts to have drafting instructions revised. It was suggested by Matt Carpenter that PCMI request that both water districts combine all bills into one (1) invoice to reduce the number of drafts paid each month.
- iii. PCMI has joined forces with TownSquare to supply the Association with a private communication network designed for Community Associations. The Board requested that PCMI forward the information to Evie Granville for further review, however the Board has denied the application until Evie can evaluate the network.
- iv. PCMI submitted the insurance renewal submitted by Brady, Chapman & Holland. The Board has requested three (3) comparison bids along with copies of the proposals obtained by BCH.

VIII. PRIOR BUSINESS

- i.. PCMI has submitted a list of approved trees to the homeowner that was granted a two (2) month extension.
- ii. PCMI has confirmed that the controller has been received by Shooter & Lindsey and is available to be used as back-up if/when necessary.
- iii. PCMI confirmed battery back-ups have bene received and have been tested for accuracy by ICSH.
- iv. PCMI reported that gate signs for Serrano Creek and Fairway Crossing have been re-located on posts outside of their communities.
- v. PCMI reported the fountain at Water Crest was repaired by Lake Management.
- vi. Jonathan Jones is continuing to move forward with the server update.
- vii. Houston Fence has repaired the Serrano Creek pedestrian gate.

IX. NEW BUSINESS

- i. It was requested that the Fitness Center sign be repaired/replaced due to weather damage.
- ii. It was requested that PCMI obtain a proposal from Shooter & Lindsey to mow the commercial properties on the east side of Wilson Road to be consistent with the property on the west side of Wilson Road.
- iii. PCMI was tasked with obtaining all Foundation documents and forwarding them to Sipra Boyd and Jennifer Grillo for review. It was also requested that PCMI follow up with RMWBH for any additional rules and/or regulations required for The Foundation.
- iv. PCMI submitted a proposal in the amount of \$3,800.00 from Houston Fence to repair the Fairway Crossing gate.
 - a). Motion – Stephen Kradjian
 - b). Charles Huete
 - 1). Unanimous approval

RESOLVED, the Board approved the proposal in the amount of \$3,800.0 to repair the Fairway Crossing gates.
- v. Jonathan Jones requested Board approval to purchase anti-virus and back up drive for server installation. Costs to be sent to the Board via email and ratified at next meeting.
- vi. Matt Carpenter and Jennifer Grillo suggested initiating a task force to develop a sign at the Elementary School pedestrian gate to assist with traffic issues and overall pedestrian safety.
- vii. Charles Huete was elected to the Nominating Committee as Chairperson. Charles will obtain three (3) additional members to join the Committee.
- viii. The Board agreed to schedule the Fall Creek HOA Annual Meeting for Wednesday, December 9, 2015 at the Elementary School. Anita Nunez was tasked with registration of the meeting and Robin Gard was requested to obtain information for an election judge to tabulate votes, along with all pertinent information required for the Annual Meeting.
- ix. Peter Freedman was tasked with following up on Nominating Committee rules and regulations and providing to Charles Huete for review.
- x. It was decided that the Annual Meeting notice be mailed on November 18, 2015.

X. ADJOURNMENT

With no further business to discuss, the meeting was adjourned by Matt Carpenter at 11:11 P.M.



Jonathan Jones, Secretary