

FALL CREEK HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
March 8, 2016

A meeting of the Board of Directors for Fall Creek Homeowners Association, Inc. was held on Tuesday, March 8, 2016 at 5:30 p.m. at the Fall Creek Information Center located at 7930 Fall Creek Bend, Humble, TX 77396 pursuant to documents.

Board Members Present

Matt Carpenter, President
Jennifer Grillo, Vice President
Hunter Montgomery, Assistant Treasurer
Jonathan Jones, Secretary
Stephen Kradjian, Treasurer

Management Present

Spectrum - Tammy McMillan, Community Manager
Spectrum - Anita Nunez, Assistant Community Manager

EXECUTIVE SESSION

CALL TO ORDER:

A quorum was established and Tammy McMillan called the Executive Session to order at 5:40 p.m.

- I. **Transition:** Jennifer Roberson with Spectrum provided the Board with an overview of the progress on the transition from PCMI to Spectrum Association Management.

Association records have been received from PCMI and are being processed. All boxes will be stored after processing.

- a. The Board would like Spectrum to compare Iron Mountain storage fees with Cube Smart and store the Associations documents in the most cost effective facility.

The mail out announcement of a transition from PCMI to Spectrum Association Management as the managing agent of the Association was mailed to all Homeowners and arrived in early March 2016. An additional post card will be mailed in late March 2016.

- b. The Board would like Spectrum to audit the Homeowner accounts and Access Systems for accuracy.

- II. **Resolutions:** Resolutions were provided to the Board for initial review via email. Spectrum will provide the Resolutions to the RMWBH for review and provide recommendations or edits for Board to review and sign by April 2016.

- III. **Audit Engagement:** An Audit engagement was provided to the Board for consideration. The Board would like to know the expected completion date of an audit for 2014-2015.

The Board made a motion to approve the Audit engagement for \$9,000.00.

Motioned – Stephen Kradjian

Seconded – Matt Carpenter

Unanimous approval.

RESOLVED, the Board approved an Audit engagement for \$9000.00.

- IV. **Insurance:** Blue Lime was able to negotiate measurable savings on the Association's Insurance. Jennifer Roberson advised the Board there would be a cancellation fee totaling 25% of entire policy with Western Heritage but it would still result in substantial savings for the Association to cancel the current policy and bind insurance with Philadelphia.

The Board motioned to bind insurance with Philadelphia and pay the cancellation fee.

Motioned – Stephen Kradjian

Seconded – Jennifer Grillo

Unanimous approval.

- V. **Access System Conversion Status:** ICS reported the bathrooms and tennis access points are now working. The Serrano Creek and Fairway Crossing modem is not configured into the server yet in order to transmit and program remotes because ATT needs to complete the installation of the internet and IP addresses at each gate which will be complete in two days. Spectrum will audit Serrano Creek and Fairway Crossing access gate systems and remove outdated information with a completion target date of July.

The Board discussed and motioned to engage a local backup for the server not to exceed \$1500.00 annually.

Motioned – Matt Carpenter

Seconded – Hunter Montgomery

Unanimous approval.

- VI. **ACC/Deed Restriction Items:** Spectrum is currently reviewing ACC requests but recommends the Board appoint an Architectural Review Committee.

Jennifer Grillo made the motion to contract Spectrum Association Management review architectural applications for a term of six (6) months at which time the Board will evaluate.

Motioned – Jennifer Grillo

Seconded – Stephen Kradjian

Unanimous approval.

There being no other business, a motion was made, seconded and approved to adjourn. The executive session meeting adjourned at 6:37 p.m.

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Matt Carpenter reviewed items that were discussed during Executive Session to homeowners present.

OPEN SESSION

- I. **CONFIRM QUORUM**
Matt Carpenter called the Open Session to order at 6:40 p.m. with all Board members present.
- II. **ADOPT AGENDA:**
Matt Carpenter made a motion to approve the agenda with the following amendment: Add P133 to Committee Reports. The motion was seconded by Stephen Kradjian and the agenda was adopted unanimously.
- III. **HOMEOWNER CONCERNS / REQUESTS:**
There were no speakers.
- IV. **COMMITTEE REPORTS:** Tammy McMillan will work with all Committees to provide a written report prior to the monthly Board Meetings. Tammy will also work to organize projects and work with each Committee to help them remain within the parameters of their respective budgets.

Landscape Committee – The entryways to each village have been completed. The Commercial areas have been mowed by Shooter and Lindsay and will be ongoing. Tammy will work with the Committee to provide a more in depth report of completed and pending projects for the April meeting and a review of the status of the committee budget.

Crime Watch Committee – No burglaries were reported in February but several cars were broken into at the Golf Club. Block party planned for April 23rd has been put on the Community Calendar. The Board would like to offer and provide the CW Committee assistance to promote the Block Party event. Crime Watch signs are ordered and will be delivered by 3.11.16.

Social Events Committee – Jennifer Grillo provided an overview of upcoming events such as Bunny Run, Music in May. Ms. Grillo informed the Board that FOPAWS has made a request for an additional \$1500.00 beyond their original budget of \$5000.00.

A motion was made to deny approval of additional funds for FOPAWS of \$1500.00.

Motioned – Jennifer Grillo

Seconded – Stephen Kradjian

Against – Jonathan Jones

By majority vote, the Board did not approve the additional \$1500.00 for FOPAWS.

Gate Committee – CM reported CS has not been responding. An update on the status of repairs and training on the programming of the access entry system needs to be provided. The safety and ground loops and 911 access devices need to be inspected.

Tennis Committee – Salon Booking was approved by the Committee as a temporary reservation system. Board would like Lifestyle Director to provide a proposal to administrate and manage the tennis courts. Tennis Committee Chair Carol McCloud has proposed the addition of a Fall Creek Men's Tennis League who would use the courts one night per week from 7 p.m. to 9 p.m. The Board would like more time to consider the impact before making a decision on the Men's League.

The Board motioned to make a decision on the Men's League in one week.

Motioned - Jennifer Grillo

Seconded – Matt Carpenter

Unanimous approval.

The Board motioned to approve the use of Salon Booking for tennis court reservations.

Motioned – Stephen Kradjian

Seconded – Jennifer Grillo

Unanimous approval.

Pool Committee- Jonathan Jones provided the updates on pool improvements. The cleaning of the pool furniture and updated pool policies are outstanding. CM will contact Swim Team Chair to sign the neighborhood agreement and provide current proof of insurance.

Mr. Jones wanted a decision from the Board on the proposal he sent via email with a cost to replace the pool pumps.

Matt Carpenter motioned to approve the replacement of the pool pumps.

Motion – Matt Carpenter

Second – Stephen Kradjian

Unanimous approval

P133 Committee – 21 signatures have been received on the petition. Harris County has taken some action. The Board discussed producing an online petition on the Fall Creek website which will enable Homeowners to sign electronically and encourage participation.

A motion was made to have the Fall Creek webmaster produce an electronic petition for P133.

Motion – Stephen Kradjian

Second – Jonathan Jones

Unanimous approval.

V. Approval of February 9, 2016 Minutes:

A motion was made to accept the February 9, 2016 Meeting Minutes as amended.

Motion – Matt Carpenter

Second – Stephen Kradjian

Unanimous approval.

VI. FINANCIAL REPORT

Treasurer Stephen Kradjian reported the Board received partial financials from PCMI. Mr. Kradjian reported based on the PCMI reports, 11% of Homeowners have not paid 2016 assessments but the income is ahead of the budget. The Board would like to see a sample from Spectrum of their financial packet.

The Board would like Spectrum to verify expenses are distributed/designated properly to the Reserve, Capital and Operating accounts. The Board would like a quarterly review of the Reserve against the Budget.

VII. OLD BUSINESS:

French Drain Proposal for Playgrounds: CM would like additional time to review and better define the scope of work and provide three (3) proposals for Board Review at the April Board Meeting.

Mowing of Commercial Areas: Mr. Carpenter instructed Shooter and Lindsay to mow the Commercial frontage area and mowing was complete and will continue as necessary.

Renaming of the Information Center: Consideration was given to several choices in the renaming of the Information Center. The majority of those present agreed favorably to rename the Information center, The Clubhouse at Fall Creek. Signage will be replaced or refurbished to reflect the new name and an announcement placed on the website.

FenceCrete Proposal Status: CM will work with FenceCrete to complete the inspection of the perimeter fencing and provide a proposal for Board consideration and seek additional bids for Board consideration.

Fitness Center Repairs/Replacement of Equipment: Anita Nunez, Information Center Director reported that there are several immediate needs in the fitness center that need to be addressed. Replacement of three (3) ellipticals, two (2) treadmills and two (2) bicycles will cost \$45,000.00 according to Marathon Fitness.

Anita reported that there have been considerable complaints from Homeowners and one of the treadmills must be replaced or repaired immediately. Hunter Montgomery will spearhead the fitness center equipment replacements/repairs working with Anita and Marathon Fitness and report action plan at April meeting.

Matt Carpenter made a motion to replace one treadmill not to exceed the proposed cost of \$4500.00 immediately.

Motion – Matt Carpenter

Second – Stephen Kradjian

Unanimous approval.

RESOLVED, the Board approved the replacement of a treadmill not to exceed \$4500.00.

Draft of Section 21 Documents Status: RMWBH are working on the draft of the document to present for review to the Board of Directors. Jennifer Grillo would like the documents to include a waiver of liability to protect the Association. Matt Carpenter suggested making contact with Mr. Diehl, a Homeowner with an executed easement, to request a copy of the document or to learn who created it. CM will continue to follow up with RMWBH with Mr. Carpenter available to assist.

Committee Recognition: Tabled.

VIII. NEXT MEETING:

CM suggests moving the monthly meeting to the third Tuesday of each month.

A motion was made to move the monthly Board Meeting to the third Tuesday of each month.

All opposed. Motion failed.

IX. NEW BUSINESS:


A suggestion was made to create a Workshop for Committees.

The Board would like to see a revival of the Welcome Committee. Matt Carpenter will assist by providing a list of Homeowners who have signed up for new water accounts.

IX. NEXT PROPOSED MEETING DATE – ~~March 8, 2016~~ April 12, 2016

X. ADJOURNMENT

With no further business to discuss, the meeting was adjourned by Matt Carpenter at 8:22 P.M.


Jonathan Jones, Secretary