

**FALL CREEK HOMEOWNERS' ASSOCIATION, INC. & COMMUNITY SERVICES FOUNDATION, INC.**  
**BOARD OF DIRECTORS**  
**OPEN SESSION MEETING MINUTES**  
**October 10, 2023**

**A meeting of the Board of Directors for Fall Creek Homeowners Association, Inc. was held on Tuesday, October 10, 2023 at 6:30 p.m. at The Clubhouse at Fall Creek located at 7930 Fall Creek Bend, Humble, TX 77396 pursuant to documents.**

**Board Members Present**

Jennifer Grillo – President  
Mark Hoesel – Vice President  
Steven Fipke - Treasurer  
Bill Henderson – Asst. Secretary / Asst. Treasurer

**Management Present**

Rebecca Atkinson – Client Relations Manager  
Jennifer Dubois – Sr. Community Manager

**OPEN SESSION**

**CALL TO ORDER**

A quorum was established, and Jennifer Grillo called the Open Session of the meeting to order at 6:30 p.m.

**HOMEOWNER CONCERNS/REQUESTS**

Six (6) homeowners were present over the course of the meeting. A homeowner shared concerns regarding several items: vehicles parked in the street, leaning columns on the bridge on Cole Point Dr., and the landscape stones at the entrances. The Association has scheduled someone to inspect the foundation at the leaning columns of the bridge. A proposal to clean and re-mortar the landscape stones has been presented to the Board and is under review. The homeowner also suggested that a meeting be held with the county engineer and the Golf Club of Houston to address the channel area off Cole Point Dr. that holds water. Bill Henderson recommended the homeowner reach out to Harris County Flood Control and the County Commissioner's office. Another homeowner asked questions regarding the restrictions and ARC requests.

**COMMITTEE REPORTS**

**WELCOME**

Mark Hoesel presented a report and provided statistics on the number of resales for September. There were 8 resales last month.

**SOCIAL EVENTS**

Jennifer Grillo shared that the Holiday Market will be held again this year in December. She is working with the Recreation Director at ways to create more space to allow more vendors.

**CRIME WATCH**

Cynthia Putnam presented the crime statistics for September 2023. She reported that National Night Out was successful. Despite the rain, there were about 330 participants. Cynthia and the Board discussed having the Recreation Director coordinate the event again in 2024. The CPR class on October 1<sup>st</sup> was cancelled. The next CPR class is scheduled for November 12<sup>th</sup>.

## **LANDSCAPE**

Carol Deeb reported that the Committee attended National Night Out to give out seeds and informational materials. The planting at the Enclave Butterfly Garden is finished, but adjustments are still being made to the irrigation and the watering frequency. Management will contact Earthcare to request that they inspect the sprinkler heads.

## **PRIOR BUSINESS**

The Board reviewed a draft of the re-written ARC Guidelines. The new guidelines provide clarification and additional guidance on many commonly requested property improvements, including pool construction. The guidelines would also allow fence staining in certain colors/hues. This document would override the current ARC Guidelines. This was previously presented to the ARC for comments and edits. The Board unanimously approved the proposed and re-written ARC Guidelines, with one amendment – the removal of gazebos from the outbuilding section of the document.

The Board discussed a budgetary estimate for a “cut through” to be placed on the entrance medians on Fall Creek Bend to allow sidewalk/crosswalk access. The estimate cost per entrance is \$3,900 but does not include irrigation removal or repairs. The Board requested Management obtain the price for the irrigation before further consideration.

The landscape architect, TBG, is preparing pricing for the proposed entrance monument on Fall Creek Preserve. No action taken.

The engineer at BGE plans to submit construction plans to the county for the pedestrian bridge this week. No action taken.

## **NEW BUSINESS**

The Board unanimously approved the proposed Board Code of Conduct policy with an amendment – the word “public” will be removed from sections 2.1 and 5.1

Rebecca Atkinson proposed updating the current collection policy, to change to a four-step process, by adding a reminder statement and administrative fee in February and a PACER search and fee in April. The “hand delivery” notice/fee will go out in March and accounts will be eligible for attorney escalation in May. The Board unanimously approved the changes to the collection policy as proposed.

The Board unanimously approved the lease agreement renewal between the Association and Buy Local, LLC for the Farmer’s Market.

The Board reviewed a proposal from Amusement Restoration Companies to perform maintenance to the slides and slide tower, including a polish and wax, caulking, and rust treatment for \$14,285. The Board would like to move forward with the caulking but defer the polish and waxing as the slides received a new gel coat last year. Management will obtain pricing.

The chairs at the main pool are worn and in need of replacement. The Board reviewed several design options for new pool chairs as recommended by Aquatic Advisors and decided on the “Horizon Cross Weave”. Aquatic Advisors will prepare a quote for the replacement for the Board’s review.

A vendor for the Holiday Market in December would like to sell wrapped gifts that include bottles of alcohol. The Association's attorney recommended a waiver be signed by the vendor and is currently drafting the waiver. This will be sent to the Board via email once available.

Management discussed concerns from both Serrano Creek and Fairway Crossing residents on the operation of the community gates. A full diagnostic of the Fairway Crossing gate has been ordered to determine the cause of the exit gate remaining open. The Board unanimously approved an estimate from ICSH in the amount of \$9,656.16 to replace the entrance gate operators at Serrano Creek. This replacement was scheduled for next year per the reserve study, but the equipment as worn sooner due to the gates being pushed open. The Board proposed sending a communication to Serrano Creek after the new operators have been installed to remind residents on best practices with the gates.

GO Native may submit a proposal to maintain the butterfly garden year-round. The proposal has not yet been received, so it will be tabled until the next meeting.

The Fairway Crossing common area off Cole Point was discussed during homeowner forum. A dead deer was found in the channel area and removed.

The Board approved a request from Boy Scout Troop 1922 to add Veteran's Day flags for the community this year for \$1,792.

The Board reviewed a request for a new desk at the Clubhouse for approximately \$800. The Board unanimously approved.

#### **SECRETARY'S REPORT – APPROVAL OF MINUTES**

The Board unanimously approved the minutes as submitted for the meetings held August 7, August 8, August 22, and September 12, 2023. The Board unanimously approved the minutes for the September 25, 2023 board meeting with the following amendment – under Open Session, "in addition to the Fall Creek assessment" will be added to the board approval of both the Serrano and Fairway Crossing assessments for clarification.

#### **TREASURER'S REPORT – FINANCIAL REPORT**

The Board was provided with the latest financial report, ending August 31, 2023. The overall collection rate is currently 98%.

The Board received the draft results of the 2022 financial audit. The Board reviewed and discussed the reports provided by the CPA and had no objections. The Treasurer signed the audit documents.

#### **EXECUTIVE SESSION RECONVENE**

The Board reconvened into executive session at 8:48 p.m. to discuss matters related to a homeowner violation. The Board closed executive session at 9:07 p.m. Actions taken during executive session are summarized in the minutes. No homeowners were present at this time.

#### **ADJOURNMENT**

With no further business, the meeting adjourned at 9:07 p.m.

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**EXECUTIVE SESSION MEETING MINUTES**  
**October 10, 2023**

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Mark Hoesel – Vice President  
Steven Fipke - Treasurer  
Bill Henderson – Asst. Secretary / Asst. Treasurer

**Management Present**

Rebecca Atkinson – Client Relations Manager  
Jennifer Dubois – Sr. Community Manager

**EXECUTIVE SESSION**

**CALL TO ORDER**

A quorum was established, and Bill Henderson called the Executive Session to order at 5:32 p.m.

**HOMEOWNER REQUESTS & HEARINGS**

A homeowner met with the Board regarding the denial of their ARC request for a shed. The Board unanimously denied the homeowner's request for a variance for the size of the shed (account number redacted).

**LEGAL STATUS REPORT**

The Board received the legal status report. The Board unanimously approved foreclosure for (account number redacted) past due assessments.

**VIOLATION SUMMARY REPORT & ATTORNEY AUTHORIZATIONS**

The Board received the latest violation summary report. No action taken.

**AGING REPORT & ATTORNEY AUTHORIZATIONS**

The Board received the latest aging report prior to the meeting. No action taken.

**POLICY DISCUSSION**

The Board reviewed the proposed ARC Guidelines, Board Code of Conduct, and Collection Policy. No action taken.

Executive session concluded at 6:28 p.m.

Executive session reconvened at 8:48 p.m. Management provided an update to the Board on a matter related to violations and individual homeowners. No action taken.

Executive session concluded at 9:07 p.m.