

Briarbend Community Improvement Association

Minutes of BCIA Board Meeting- June 9,2015

7914 Meadow Lake (Robbie Guinn's home)

I. The meeting was called to order at 7:03pm by Robbie Guinn-President

Present: Ben Hunter, Bill Maddock, Leigh Adkins, Mary Spiller, Jessica Strehlow, Lauren Summerville, Chad Roberts, Robbie Guinn, Charlie Stoddard.

II. **Introduction of Visitors-** Greg Hass and wife, Irene Hass(7914 Burgoyne) arrived at 7:13pm.

A) **Comments from Visitors/public-** the Hass' commented that they were just here to observe.

III. The minutes from the May 19th Board Meeting were previously sent electronically to the Board, for review and comment. Chad Roberts moved that they be adopted. Jessica Strehlow seconded the motion. The minutes were adopted and will be posted on the Briarbend Website.

IV. **Reports of Committees-**

A) **Vice President-** Lauren Summerville- No report

B) **Secretary-** Mary Spiller- No Report

C) **Treasurer-** Leigh Adkins-Budget as of 6/4/15. The Budget report was previously sent electronically to the Board, and was reviewed at the Board Meeting.

1 Financials-Year to Date report- Waste Contract is paid every month as well as security. It is under budget by \$2125 for the year. In the report, the Budget column is not annualized for waste and security, which clarified Robbie's questions about the budget. This column includes approximately \$ 2700/ month for garbage expense, of which \$822 is reimbursement from the city.

Outstanding dues- 3 outstanding from last year. Second certified mail sent out. Fines of \$25/month for late fees go to pay for our legal expenses

2 Banking- Frost Bank checking acct.-At present, the checking account is set up with single person verification, meaning the bank only requires one signature to process a check. For dual signature verification, Frost Bank charges a \$3 monthly service fee plus \$0.10

per item for additional verification. In the past, we have been using two signatures and the accountant has reviewed signatures during the audit. Motion from Ben Hunter, Bill Maddock seconded, to use Frost Bank dual signature verification and have Leigh ask for a waiver of fees from Frost Bank since we maintain a large balance with Frost. The Motion passed.

Leigh made a Motion to have signature cards signed by Robbie Guinn and Lauren Summerville, so that Leigh can issue checks. Chad Roberts seconded. The Motion passed. Robbie and Lauren signed the signature cards and current checks.

3. Auditing: The President is supposed to appoint an auditor in March before the semi-annual meeting. This year it has not yet been audited. Mike Bancroft has been the Auditor since Kenzie Beyer was Treasurer. Leigh uses Quicken Accounting Software, Mike Bancroft does not use Quicken. We have used Mike previously, several years back. We need to move forward with appointing an Auditor so that tax forms can be filed.

4. WCA Renewal Contract- Trevor Royal is the contact. Lauren will contact him concerning proposed rate increase, and terms of the contract. Lauren will get the Conditions for Garbage Pick-up, and will review and distribute the contract to the Board, information concerning tree limb removal will be sent out to homeowners.

5. City of Houston Reimbursement contract for waste expires June 30th. Leigh has a contract renewal, and after getting signatures, will send in.

Article III in our By Laws states that our Treasurer needs to be Bonded. At present Leigh is not Bonded. Leigh's Ins. Co. says he should be bonded. Leigh will check to see if the Briarbend Insurance will pay for him being Bonded. It is a fee that will need to be paid, since the Treasurer is a paid position instead of elected. Lauren made a motion to table this issue until we have more information. Chad Roberts seconded. The motion passed.

D) **Security**- Chad Roberts- Recently a lady in Briargrove was walking down the street, and was approached by a person who grabbed her phone. She did not get identifying information. Be vigilant of what is around you. Call cell number of neighborhood watch. They cannot make arrest, or a write ticket.

Chad proposes a neighbor constable, instead of our current security arrangements of using off duty Houston Police. For Constables, we would pay (\$76,000/year) for 40 hour week. The advantage of using constables is they can write tickets and make arrests, and are in a marked Constable car. Currently we pay \$1760.00/mo. \$21,120/yr. Since this represents a very large cost increase, and the current security seems to be effective, give the level of crime in Briarbend, it was proposed that we need to table the discussion while Chad collects more information. The City pays 20% of cost to security Company. Chad will discuss with Jeff Fonden

to get a monthly report of activity in area. A new security contract is to be let in September 2015.

E) **Super Neighborhood**- Ben Hunter- Next meeting in two months. No report at this time.

F) **ACC**- Bill Maddock- Activity since last meeting. There has been a plan submitted for a pool in the back yard at 7810 Burgoyne. The plans were approved. Typically we have not approved pools, in the past, but the Board is of the opinion that a pool is a structure under the deed restrictions, and should be reviewed by the ACC. Phillip Daskavich has joined the ACC to replace Robbie Guinn.

Archives and record keeping. Bill will make an effort to preserve records electronically, and will review what records can be scanned and stored to meet legal requirements. We have data storage through our web page. All bylaws and meeting minutes will be saved. Bill Maddock will determine the necessary storage space for the records that need to be scanned.

G) **Beautification**- JP Hutcheson- JP was not present, no report at this time.

H) **Social**- Jessica Strehlow will be out of town for 4th of July. No plans. Too Hot!

I) **Legal**-Charlie Stoddard- No report.

V. **Old Business**- Lauren Summerville presented to the Board, the Deed Restriction Survey results given at the last community meeting in March. 48 responses were received, which does not constitute a majority of the lot owners necessary to amend the deed restrictions. However, there seems to be a consensus on addressing how the ACC is appointed, and several Board members agreed that an effort should be made to address that issue. Currently, when one member of the ACC drops off, then the other two members appoint a successor. The proposal would be for the Board to appoint a successor.

Question 5- on the Survey stated that the board had discretion to grant a variance. Bill Maddock suggested forming an ad hoc committee to review and try to gain a consensus on what items in the deed restrictions that are not eligible for a variance.

Leigh- We need to wait for the next semi-annual meeting to have quorum of 25 votes present, to amend the By-Laws. Bill Maddock will come up with a proposal for items to amend the By-Laws, such as changing the audit requirement of every year, to every other year, and addressing the bonding requirement for the Treasurer.

VI. **New Business**- Water flow on Stoney Brook. Robbie will call Oliver Pennington to have this addressed since our 311 calls have not been addressed.

Mosquito spray- They are spraying once a week. We need to get them to drive more slowly.

Streets and sidewalks- individual can repair their sidewalks.

Ideas for Projects to Improve Neighborhood. Have a Clean Up The Park Day.(Maybe get Moss Landscaping to sponsor, but no community funds will be used.) Give an Annual reward for Yard of the Year. Big Screen Movie at the Park. Jessica and Lauren will work on this. Chili Cook Off by Street, when the weather is cooler.

Directory Update- It is time to update our Directory. Former neighbor, Megan Grogan, got data from Kenze Beyer, our former Treasurer. It was Printed by Lincoln Printing, on Woodway. Martha Turner sponsored. Lauren Summerville will come up with a plan.

Who has access to send out e-mail blasts? Currently Leigh, Mary and JP.

VII. **General Discussion**-The Board will not meet in July. The next meeting will be August 11th at 7927 Meadow Lake 6:30 pm, Board. 7 pm meeting.

VIII. Robbie Guinn made a motion to adjourn the meeting. Seconded by Leigh Adkins. The meeting was adjourned at 9:03pm

Respectfully submitted 6/16/15

Mary Spiller- Secretary