

LAKES AT HIGHLAND GLEN COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS REGULAR SESSION MEETING MINUTES
July 11, 2018

PRESENT:

Board Members

Scott Brown
John Cornwell
Leslie Ramos
Peter Tran

Absent

Jibbie John

Managing Agent

Shontele Redeaux

CALL TO ORDER AND ESTABLISH QUORUM:

With a quorum being established the meeting was called to order at 7:01 p.m.

SUMMARY OF EXECUTIVE SESSION:

Management advised the membership that the Board ratified the June 6, 2018 Executive Session meeting minutes, the Board began reviewing and discussing the open deed restriction violations.

MEETING MINUTES:

A motion was made, seconded and unanimously approved to ratify the June 6, 2018 regular session meeting minutes.

FINANCIAL STATEMENT:

Management went over the income received, the expenses paid out through May 31, 2018. In addition, management went over any areas in which the Association is currently over or under budget.

Management was asked to contact Heritage Bank to obtain new interest rates for the upcoming Certificates of Deposit renewals. Management will also change the wording for the CD's on the balance sheet, to clearly identify the funds in the CD's are Reserve Funds for the entire community.

Management was asked if the Pre-paid insurance line item could be moved to a different asset account.

The Board asked management to prepare a spreadsheet that outlines the water expenses by month for 2017.

The Board asked management to draft wording that can be sent to homeowners who are delinquent in paying their annual assessment.

FINANCE COMMITTEE:

Finance Committee member Jean Cason advised the membership of the discussions had at the Finance Committee meeting. The discussion included ensuring the Board is handling the accounting correctly. The Committee will be reviewing the accounting information from prior years and the accounting practices used in prior years.

Director Cornwell advised he is in the process of drafting guidelines that outline what constitutes gated expenses. The Board and Committee determined gated expenses would be expenses unique to the gated section. Director Cornwell was asked to ensure a checks and balance system is built into the guidelines he is drafting. Once the guidelines are approved, the Board will post the guidelines to the website for all members of the Association to review.

Jean Cason will be reviewing the information for 2017 to determine if any changes need to be made prior to the filing of the 2017 tax return. Management will follow up with Chase to ensure Mrs. Cason has been issued accounting only access to review the Associations funds currently deposited at Chase.

The Committee also discussed how to allow access to the gated section for all homeowners who reside in the Lakes at Highland Glen. As the Committee and Board determines the best way to accomplish this the membership was advised the approved plan is not expected to cause any increased traffic into the gated section.

Management was asked to establish a Replacement Funds bank account that will be used during the year for the replacement of assets that fail unexpectedly that were not included in the Associations annual budget.

UNFINISHED BUSINESS:

RESERVE STUDY

The Board was advised Reserve Advisors will be in the Houston area in August and once they have firm dates they will advise to allow a face-to-face meeting to be held between the Board, Finance Committee and Reserve Advisors to discuss the information presented in the updated reserve study.

CAMERA

As the Board is preparing guidelines for the gated expenses the Board tabled this line item for thirty (30) to sixty (60) days.

COMMITTEE REPORTS:

IRRIGATION

Director Tran advised there are no irrigation issues to report at this time.

LANDSCAPING

Director Tran advised there are currently no landscaping issues to report at this time.

ELECTRICITY/MONUMENTS/POOL LIGHTS/STREET LIGHTS

Director Tran advised these inspections have not been completed this month but once they are done if any items need to be addressed he will report them to the Board by email.

Management was advised the monument lights owned by the City of Pearland at the roundabout are burned out.

LAKE LIGHT FOUNTAINS/LAKES AND PUMPS

Director Tran advised these inspections haven't been completed but once done if there are any items to report he will advised the Board by email.

SOCIAL EVENTS

The Social Committee was reminded of the movie night scheduled for Saturday, August 4th. The Committee has not selected a movie to date but would have one selected by the day of the event.

SECURE MEETING PLACE

The next meeting will be held on Wednesday, August 1, 2018 at St. Andrew's Episcopal Church.

SIGNAGE

Management was asked to order new "no parking" signs for Halloween.

ADJOURNMENT:

With no further business to come before the Board, a motion was made, seconded and unanimously approved adjourning the regular session meeting at 8:19 p.m.

Authorized Signer

Date