

Hunters Glen Community Association Inc
Special Board of Directors Meeting Minutes
Thursday, May 14, 2015

Board Members Present:	Karen Jacobs, President Don Smith, Secretary Lee Johnson, Director	Ertwyn Henry, Vice President Danny Yarbrough, Treasurer Joe Johnson, Director
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Board Members Absent: None

Guests:

Management Present: Sonya Brown of Marshall Management Group Inc.

This duly noticed meeting was held at 1522 Texas Parkway, Missouri City, Texas in Fort Bend County. Vice President Karen Jacobs served as the chair and noted that a quorum of members was present and called the meeting to order at 7:00 P.M.

By motions duly made, the agenda was adopted.

Ms. Jacobs opened discussions in regards to the recalled annual meeting that is scheduled for Saturday May 16th, 2015. In particular, she spoke on having an alternative due to rain. Mr. Smith agreed to inquire on if City Hall would be available. After further discussion, the Board agreed to move forward with the meeting on the Saturday at the pool house; as they felt confident that they would obtain enough proxies to establish a quorum.

For future meetings, Ms. Jacobs suggested an enclosed place in an effort to avoid weather conditions. The board then agreed to continue holding the meetings at the pool house, with a disclaimer providing a rain date for the next following week.

A lengthy discussion then ensued on the possibility of the tennis courts being refurbished or being converted into a new amenity. The Board then agreed to provide a survey that will allow the owners an opportunity to suggest tennis refurbishment or conversion.

The Board reviewed a proposal for \$2,200.00 from Bio Landscape Services for the installation of mulch and replaced timbers at the pool area. The board agreed that the quote seemed a bit expensive and gave a set allowance of \$1,000.00 to Ms. Brown to hire a contractor for said installation.

A proposal for \$23,230.00 from JSB and Associates was reviewed. Said proposal is for the monthly maintenance of the entrances, park and pool flower change outs, sprinkler systems and overall maintenance. The board asked Ms. Brown to negotiate the annual fee down, as the proposal seemed to be a bit higher than originally quoted. Mr. Henry specifically asked that the rate be negotiated down by at the very least 10%. **A motion was then made by Mr. Smith to accept the proposal, with the new negotiated rate, upon board member review via email; the motion was seconded by Mr. Johnson and passed.**

The board then reviewed the possibility of filing an insurance storm related claim for the damaged electricity at both LED signs, the downed tennis court pole and fallen fence on Gentle Bend. After review of the quotes for all repairs, the board agreed that the deductible is too high for said repairs and agreed to make the repairs from operating funds.

Ms. Brown gave update on the hiring of a pool monitor/attendant, further stating that she has had no veteran interest and provided the board with two applicants for review. The board then asked that the position be re-advertised with a caption stating, Veterans are encouraged to apply for position. The board then agreed to have Ms. Jacobs and Ms. Brown perform the interviews and finalize the hiring.

Ms. Brown gave an update on the status of all pool repairs; citing that all were complete with the exception of the lifeguard chair that will be installed prior to pool opening.

Under other business, the board took the following actions:

They agreed to re-draw the yard of the month assignments and agreed to send all photo selections to Mr. Henry for posting on the website.

Mr. Smith opened discussion on deed violations and the board confirmed that management can move forward with suggested small claims court actions. Mr. Smith also suggested having a city drive through for inspections and the Board agreed.

The Board then reviewed Church Services quote of \$1,800.00 per entrance, for new underground wiring to be ran, that will support the electrical and cease circuit trips. Mr. Smith made a motion to accept the proposal; the motion was seconded by Mr. Yarbrough and the motion passed.

Ms. Brown explained that Holmes Fence Services has not returned any telephone calls in regards to the downed perimeter at 1450 Gentle Bend as it relates to warranty matters. Mr. Smith made a motion to accept the proposal from Chambers Interior and Exterior for \$2,300.00 for said repairs; Mr. Yarbrough seconded the motion and the motion passed.

There was no further business and the meeting adjourned at 8:11 p.m.

Minutes Approved By:

Karen Jacobs, President
Hunters Glen Community Association