

**TIMBERLAKE ESTATES PROPERTY OWNERS ASSOCIATION**

**Minutes of Annual Meeting**

January 22, 2018

The meeting was held at the VFW #8905 on 290 between Huffmeister and Telge, and was called to order by Chair Ralph Ruiz at 7:15 p.m. A quorum was confirmed with approximately 35 members present, including six Board members (Ralph Ruiz, Axel Kirchgessner, Debbie Shifflet, Ann Pavalock, Jane Plumlee, and Dean Nichols). Also present were the newly elected Board members, Janice Shreckengaust and Rasoul Saneifard. Ralph gave each Board member the opportunity to speak from their hearts to the membership. Copies of the Minutes of the Quarterly Meeting on October 17, 2017, were distributed. A motion was made by Tommy Brooks, seconded by Sallie Chambers, and motion passed to approve the Minutes.

Debbie explained she is updating QuickBooks records to have each and every lot in the subdivision coincide with Harris County Appraisal District account numbers. She mentioned she billed every owner \$200 in 2018 dues with a request for proof of age, and/or disability exemptions, phone numbers, and email addresses in order to make sure we have the most current information. She handed out a Proposed Budget for 2018 (since there was no approved budget for 2017, she added 10% to the last budget that was approved); copy of current bank statement with checking balance of \$8,171.30 and savings balance of \$95,996.49; check register with all checks written as of 12/31/2017; and, a Profit and Loss Statement. Axel mentioned a correction to the Budget for Benevolences to \$900 per year instead of \$75 per month.

Dean informed the group about 27 dead trees around the perimeter of the lake that were killed due to standing lake water from the flooding in 2016 and 2017. He plans to have work weekends with volunteers to cut and dispose of about half of the trees to save funds. Also, it has become necessary to install an overflow pipe to allow removal of excess lake water in the future. Dean requested the approval of owners for the approximate \$10-15,000 expense to cover the cost of the aforementioned work. Debbie said we need to show this as a Capital Expense for IRS purposes, and recognized Dean for his diligence in maintaining the lake and park. Tommy Brooks asked if we could get cheaper bids. Mike Ruiz questioned why the increase in cost to mow the park, and Dean promised to get more quotes but said we may not get the extras we have now, such as weed-eating and treating ants.

Debbie remarked that there is now a file folder, by address, for each lot in the subdivision to keep paper records, and the hope is to gradually go through the numerous paper files in the storage unit so they will fit into one or two file cabinets. Also, now it is possible to take information from QuickBooks to create a new Directory.

Eleanor Olbrich raised concerns about abandoned houses, businesses, construction tractors and trailers in subdivision and that Deed Restrictions were not being enforced. Ralph said our Deed Restrictions need to have "teeth," as we can only send 209's to the worst offenders. Debbie suggested we need to reinstate Yard of Month prizes to encourage homeowners to take more pride in their yards and suggested \$300 per year be added to the Budget. Trudy Dziadik made a motion to increase the prize to \$50 per month (\$750/year), seconded by Rasoul Saneifard, motion carried. Sallie Chambers made a motion to accept the 2018 Budget, seconded by Mike Ruiz, and motion carried.

Ralph asked how many had received letters from the City of Houston Planning Committee wanting to replat our lots facing Cy-N. Houston for commercial use. Sallie Chambers, who had brought the letter

to the Board's attention, attended the City Planning meeting and heard they planned to annex our area all the way out US-290 to Fairfield Subdivision. After receiving a letter from our attorney, the City denied the request to violate our Deed Restrictions. Mike Ruiz said he would look into converting those lots to commercial and what that would "look like" (such as heavy deed restrictions and maintenance fees), and present his findings at a future meeting. Julia Gaitz made a motion to form an Exploratory Committee for this purpose, seconded by Trudy Dziadik, and motion carried. Volunteers for the new committee are Mike Ruiz, Paul Lafferty, Doug Olbrich, Tommy Brooks, and Ralph Ruiz, who will chair the committee for the Board.

**New Business:** Ralph addressed the group regarding what is involved in maintaining efficiency and continuity of our bookkeeping, and the amount of paperwork involved that is "drowning the volunteer Board" in properly enforcing Deed Restrictions. He initially did not want a management company, as at our present annual income, it is unaffordable. However, he located a company that agreed to help us manage our books, and issue 209's (including the necessary follow-up) for \$300 per month, and mentioned the need to get our books and 209's in order first. The company owner has 30 years of experience and manages numerous other HOA's. He also emphasized the need to put a system in place for future new Board members to be able to take over and maintain continuity. Kevin McGrath inquired about amending the By-Laws and Deed Restrictions so they are more enforceable. Axel explained some of the issues with our current lax documents, and mentioned the outstanding maintenance fees that need to be collected. Ralph said the Board's goal is to formulate enforceable amendments that will attain approval by property owners. Julia Gaitz and Paul Lafferty registered their concerns about hiring a management company, even for partial assistance. Axel reminded us that in 2013 a management company was voted in and hired; however, in 2014 the newly-elected Board fired them without the approval of the property owners. Mike Ruiz injected that the Deed Restrictions have never been properly enforced, and he as a former Board member, did not want his personal safety in jeopardy trying to collect outstanding dues and enforce Deed Restrictions. He emphasized that the Board of Directors would be completely in charge of overseeing all activities of a maintenance company. Rasoul supported Mike's statement, as he is serving his third year on another HOA Board in a subdivision with a management company, and that Board is in complete control, as the management company may be fired by giving a 30-day notice. Also, with a third party enforcing the rules, rather than a Board member/neighbor, friction and anger among the neighbors would be reduced. Trudy suggested it would be worth it to try it for a year. Suggie Harmon asked for the name of the company, which is Action Management Company, located on Jones Road. Trudy made a motion to allow the Board to hire for one year, seconded by Tommy Brooks, motion was unanimously approved. Julia asked if it was included in the Budget, but Debbie had not, so Rasoul made a motion to amend the Budget to add \$3600 for a management company, Tommy seconded, and motion carried. Debbie mentioned the management company would set up a lockbox at the bank for the depositing of maintenance fees checks. Eleanor Olbrich remarked that this was the most productive and hopeful meeting of TEPOA she had ever attended.

Ralph introduced the new Board members: Janice Shreckengaust and Rasoul Saneifard, and Axel was re-elected to remain on the Board, then stated that new TEPOA officers for 2018-2019 are as follows: Chair, Rasoul Saneifard; Vice Chair, Axel Kirchgessner; Treasurer, Debbie Shifflet; Secretary, Ralph Ruiz; Communications, Janice Shreckengaust; Lake Manager, Dean Nichols; and Security, Jeff Hellig.

A motion to adjourn was made by Willie Horak, seconded by Axel, motion carried. Meeting adjourned at 9:07 p.m.