

**THE BOARD OF TRUSTEES OF THE WESTCHESTER OWNERS COMMITTEE HELD THEIR REGULAR BOARD OF TRUSTEES MEETING ON TUESDAY, OCTOBER 18, 2022, AT 625 NOTTINGHAM OAKS TRAILS, ROOM C-11, HOUSTON, TX 77079. MEETING NOTICE ATTACHED AS EXHIBIT "A".**

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**TRUSTEES PRESENT:** Michael Williams, Dave Anderson, Russell Pae, Kristie Tobin, Joe Strong, and Ryan Renfro. Also present: Heather Esteban of Crest Management Company.

**CALL TO ORDER:**

The meeting was called to order at 6:00 P.M. The agenda was adopted as presented.

**HOMEOWNER FORUM**

The following topics were discussed:

- An owner advised that she and other owners were disappointed by the Board's lack of planning for this year's National Night Out, and she felt that the Board owed the neighborhood an apology. Another owner pointed out that the Community Relations Trustee should have organized the street parties per Article 4 of the bylaws.

An owner stated that he feels that organizing National Night Out is the responsibility of neighbors on each street. They should organize the activity at a home on their street, and they should invite the neighbors that live on their street.

A Board member stated that it is not the Board's responsibility to organize the event, and the bylaws do not specify that the Community Relations Trustee is responsible for organizing the event.

Even so, the Board encouraged participation in this event through emails, and on at least two occasions posted the names of the street hosts.

- An owner wanted to know the annual club expenses and revenues. A Board member stated that club expenses were \$80k to \$90k without including capital expenses, and revenues were around \$35k.
- An owner asked for the details of the needed pool work. A Board member stated that it consists of resurfacing the pool and replacing some tiles, filters, and lights. Another owner asked if a neighborhood vote was needed to proceed with the work. A Board member stated that a vote was not required because the Board had the discretion to approve maintenance expenses, but funding with existing reserves would almost deplete the reserves account. As a result, the Board will be asking for a Special Assessment. An owner asked how much money would be spent on replacing the roof to the club building. A Board member stated that the cost was between \$14k and \$20k.
- An owner asked if the HOA would be hosting a social event before the end of the year. Another owner stated that the Mom's Club is hosting a Halloween event at the park, and is also arranging for a Holiday Home Tour on December 17<sup>th</sup>.

- An owner asked when the neighborhood would be voting to approve a Special Assessment to pay for various expenses incurred by the pool, the pavilion, and the club building. The date is November 17. An owner asked if the Special Assessment could be merged with the Annual fee.
- An owner asked if there would be another informational meeting for the proposed Club renovations before the vote on November 17<sup>th</sup>. A Board member stated that there is much work to be done before the vote, and every effort is being made to communicate with the neighborhood.
- An owner complained about the Halloween decorations a homeowner had put out in their front yard on the corner of Carolcrest Drive and Pinesap. A Board member pointed out that the best thing would be for neighbors to approach the homeowner directly and express their feelings.
- An owner requested that the Board send out a reminder of the rules for posting election signs. Ms. Esteban described what Texas law allows for and stated that the law supersedes the neighborhood by-laws.
- An owner suggested that the Board impose a rule forcing all neighbors to vote, and that if someone did not vote, it would be considered a 'yes' vote. This practice is now followed by companies to encourage employees to participate in 401K Plans. A Board member pointed out that the bylaws do not permit such a practice.
- An owner asked if public events at St. John Vianney could be advertised in the RAP. A Board member asked the owner to let the Board and the RAP editor know about those events. The owner noted that the Energy Corridor Orchestra was having a concert at St. John Vianney this Thursday evening.

## **FINANCIAL REPORT**

The September 30, 2022, financials were presented to the Board. As of September 30, 2022, there was a total cash balance of \$192,844.27 in the Operating Account and \$104,176.95 in the Reserve Account. Assessment receivables totaled \$13,888.01.

**COMMUNITY RELATIONS:** Nothing to report.

**POOL & TENNIS:** Trustee Renfro informed the owners that the pool pavilion area is available for parties in the off season; if no one is swimming only one lifeguard is required. He mentioned that we presently have 175 to 180 club members. He added that the Board has put money into next year's budget to upgrade some features of the tennis courts including the water fountains and benches.

**MAINTENANCE:** Trustee Strong stated that the Board had approved replacing the roof on the club building roof.

**TRASH & PEST CONTROL:** Nothing to report.

**PATROL:** Trustee Williams read the report of the recent neighborhood police calls requesting service.

**RAP NEWSLETTER:** No report, as Trustee Hightower was not in attendance.

**NEW BUSINESS:**

**2023 Budget** – The Board was presented with the 2023 draft budget. After discussion and review, a motion was made, seconded, and approved by all to accept the 2023 budget as presented.

**Set 2023 Assessment Rate** – A motion was made to increase the 2023 assessment rate per the CPI which is a 9.5% increase making the 2023 assessment \$900. The motion was seconded and approved by all.

**Set 2023 Club User Fees** – A motion was made, seconded and approved by all to set the 2023 Club user fees for Westchester residents at \$295 for early bird payers, and \$350 for those paying after June 1st. Nonresidents would pay a fee of \$375 for early bird payers, and \$425 for those paying after June 1st.

**Administrative Contract Addendum** – The Board was presented with an addendum to the Crest Management contract to extend the contract until December 31, 2023, and increase the cost per month in 2023 by \$50 a month, record keeping was going to \$40 a month and ARC/ACC to \$75.00. A motion was made, seconded, and approved by all to accept the addendum as presented.

**HOA Insurance Policies** – The Board was presented with renewal policies for property, general liability, and auto insurance. A motion was made, seconded, and approved by all to renew two policies. The renewal terms of D&O Policy have not yet been received.

**Ratifications of Decisions Made Between Board Meetings** – The Board ratified the following decisions made between Board meetings:

- The Board approved the minutes of the meeting held September 20, 2022.
- The Board approved an estimate from Amstill Roofing to replace the roof on the pool building at a cost of \$13,107.28.
- The Board approved spending \$9k to replace the pool pavilion deck.

**EXECUTIVE SESSION SUMMARY**

- The Board reviewed the collection status report dated October 5, 2022.
- The Board reviewed the inspection report dated October 17, 2022.

**NEXT MEETING**

The next meeting will be held Tuesday, November 15, 2022, at 6:00 p.m.

**ADJOURNMENT**

There being no further business, and upon a motion duly made and seconded, the meeting was adjourned at 7:35 p.m.

**APPROVED:**

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**Date**

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**Russell E. Pae - Secretary**