

THE BOARD OF TRUSTEES OF THE WESTCHESTER OWNERS COMMITTEE HELD THEIR REGULAR BOARD OF TRUSTEES MEETING ON TUESDAY, FEBRUARY 15, 2022, AT 625 NOTTINGHAM OAKS TRAILS, ROOM E-9, HOUSTON, TX 77079. MEETING NOTICE ATTACHED AS EXHIBIT "A".

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

TRUSTEES ABSENT: Andrea Stevens, Dave Anderson, and Natalie Hightower.

CALL TO ORDER:

The meeting was called to order at 6:05 P.M. The agenda was adopted as presented.

HOMEOWNER FORUM

- An owner reminded the Board that there is a code of conduct and obligation to have open meetings. The Board acknowledge that requirement.
- An owner mentioned to the Board that she had not seen a constable on Bramblewood and wanted to know why. Trustee Fulweber stated that she would learn more about the constable's patrolling schedule.
- An owner pointed out that the By-Laws are vague and old. It was suggested that the By-Laws be updated, possibly by an outside firm. The Board indicated that it reviews the By-Laws and would consider any changes recommended by the neighborhood.
- An owner stated that the By-Laws require three returning Board members. Ms. Esteban advised that the attorney had been asked to clarify this and had stated that Texas law supersedes that requirement in the By-Laws. The Board also pointed out that a few current Board members have served in the past.
- An owner stated that the pool was a disaster, there was no playground in the area, the cops would not allow kids on the bayou, and the By-Laws were designed to fail. Another owner pointed out that the pool and bathrooms were not safe, and that the toilet stalls do not comfortably accommodate an adult. An owner asked when the Board was going to install a hot water heater in the building and asked if the Board had considered bathroom trailers instead of doing work to the building this year. An owner asked how much money the Board needed to make improvements. The Board stated that over the next few weeks it was going to make the pool and building usable and safe for the coming swim season, and contractors had already been hired to make these improvements. The Board also stated that it is working on a long-term plan to upgrade the facility to be presented in the near future.
- An owner asked Trustee Pae what his plan is as the Community Relations Trustee to bridge the current communications gap between the Board and the neighborhood. As an example, the owner stated that some neighbors were not aware of the meeting. Trustee Pae advised that he is going to start with improved communications through the RAP and block captains. He stated that the board would discuss posting signs at the entrances as an owner suggested. The Board pointed out that an effort was already underway to obtain email addresses from neighbors so the Board could communicate directly with neighbors.
- An owner asked if there is money in the 2022 budget to upgrade the landscaping at the three neighborhood entrances. The Board will consider this suggestion at the next Board meeting. An owner asked if the community still had a women's club, and if so, perhaps the women's club could volunteer to landscape the entrances. Such an effort could help unify the community.

MINUTES

The minutes of the Board of Trustees meeting held on November 16, 2021, were presented to the Board for review. A motion was made, seconded, and approved by all to accept the minutes as written.

The minutes of the Board of Trustees meeting held on January 18, 2022, were presented to the Board for review. Trustee Williams advised Ms. Esteban of an addition needed to the minutes. Approval of the minutes was tabled until the changes could be made.

FINANCIAL REPORT

The January 31, 2022, financials were presented to the Board. As of January 31, 2022, there was a total cash balance of \$273,279.84 in the Operating Account and the Non-Capital Reserve Account had a balance of \$119,597.01. Assessment receivables totaled \$69,782.17.

Trustee Williams read the report presented to him by Trustee Stevens (she sent in her report) stating that she has been analyzing historical budgets and financial statements and working toward developing a model that can help the Board analyze revenues and expenses and work towards growing the capital reserve fund.

COMMUNITY RELATIONS

Trustee Pae stated that he agrees with the homeowners that better communication is needed, and an effort needs to be made to better publicize Board meetings. A discussion was held regarding purchasing yard signs with the meeting information and placing them in the community a few days before the meeting. A motion was made, seconded and approved by all to purchase meeting notice signs. Trustee Pae said he would be posting signs in the 3 neighborhood entrances to announce upcoming meetings.

POOL & TENNIS

Trustee Renfro advised the Board has met 2-3 times each week since the annual meeting to discuss what work needs to be completed at the pool to ensure the pool can open safely for the 2022 season. The Board will be replacing the diving board, repairing some tiles, removing the slide and a lifeguard stand. Drainage work on the north side of the pool was completed this week, makeshift trenches were removed, and new drains were installed, and grading was done to ensure water runs towards the drains. All lines will be blown out prior to the pool opening. Tree trimming over the pool building and pool will also be done before the pool opens. Trustee Renfro has met with the pool management company to discuss the posted pool rules. Updated rules should go out to the community in March and a new sign will be made to post at the pool. The pool membership fee is being raised. Westchester owners will pay an early bird rate of \$150 and after June 1st the regular rate will be \$175. Non-residents will pay an early bird rate of \$375 and after June 1st the regular rate will be \$425.

MAINTENANCE

Trustee Strong reported that he had an electrician out to make repairs to the building electrical aspects, including lights, ventilation fans, and installing a ground fault plugs. All sink and toilet drains were fixed. He stated there is peeling paint on the walls that needs to be scraped off, and additional rubber mats need to be put down in the restroom. He is currently obtaining bids to repair rotten trim around the pool building, repair leaks in the roof, and rebuild the picnic table. (See attachment listing 26 building repairs.)

TRASH & PEST CONTROL

Trustee Anderson sent in his report stating that trash continues to run smoothly, he receives a few missed recycling notices occasionally, and Texas Pride is always ready to go back and pick up the trash. The mosquito contract was approved by the Board via email and needs to be signed and sent back to Cypress Creek.

PATROL

Trustee Fulweber advised she had just received information from the prior Patrol Trustee and would be setting up a time to meet with the constable. The constable contract is approved through August.

RAP NEWSLETTER

Trustee Hightower sent in her report stating that she is working on the following items which will all be ready by the March Board meeting:

- Re-doing the website to include a community question and answer section
- Implementing e-signatures and electronic payments for pool waivers and fees
- Creating a community management system to send streamlined communication

The RAP will be re-designed in the coming months. Advertising rates in the RAP have been increased by 15%.

NEW BUSINESS

Pool Management Contract – The Board was presented with a one-year contract from Aquatic Advisors to begin January 1, 2022, for a total cost of \$46,750.00. After discussion, a motion was made, seconded, and approved by all to accept the contract as presented.

Deed Restriction Violation Hearing Policy – The Board was presented with the draft policy. After review and discussion, a motion was made, seconded, and carried to approve the policy.

Large Contract Bid Solicitation Policy - The Board was presented with the draft policy. After review and discussion, a motion was made, seconded, and carried to approve the policy.

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

- February 8, 2022, the board voted to approve a 3-year contract with Cypress Creek Mosquito Control to begin January 1, 2022, for a cost of \$55.65 per visit.
- February 9, 2022, the board voted to approve an estimate from KISS V. & SERV at a total cost of \$2,963.00 for drainage repair around the pool deck.
- February 15, 2022, the Board voted to approve an estimate from Martín Juarez Landscaping for tree trimming in the pool area at a total cost of \$1,500.00

OTHER BUSINESS

Closing the Pool/Club Vote Held on 11/9/21 – After discussion this item was tabled until the next meeting.

Representatives to Memorial Super Neighborhood – Trustee Williams advised the Board that Joe Smith can no longer be the Westchester Stakeholder with the Memorial Super Neighborhood; however, he is available to be the alternate representative. Trustee Williams noted that he was willing to be the Stakeholder representative. A motion was made, seconded, and approved by all to have Michael Williams be the Stakeholder representative and Joe Smith to be the alternate representative with the Memorial Super Neighborhood.

Pool Use Request from St. John Vianney – Ms. Esteban presented the board with a request from St. John Vianney to use the pool 4 times during the summer for the summer camp. The Board tabled this item so that additional information could be obtained.

EXECUTIVE SESSION SUMMARY

- The Board reviewed the attorney status report dated January 31, 2022.
- The Board reviewed the collection status report dated February 10, 2022.
- The Board reviewed the inspection report dated February 8, 2022.

NEXT MEETING

The next meeting will be held Monday, March 21, 2021, at 6:00 p.m. at the Westchester Pool Pavilion.

ADJOURNMENT

There being no further business, and upon a motion duly made and seconded, the meeting was adjourned at 8:08 p.m.

APPROVED:

2-20-2022
Date



Russell E. Pae - Secretary

Pool Clubhouse Repairs

- Repaired shower valve in women's restroom
- Cleaned out shower heads in women's restroom
- Replaced shower heads in men's restroom
- Adjusted toilet tank valve float in women's restroom
- Cleaned out sink faucet screens in both restrooms
- Unstopped sink drains in both restrooms
- Removed defective electric outlets in both restrooms
- Replaced defective light switch in men's restroom
- Replaced burned out light bulbs in both restrooms
- Installed 3 ground fault plugs at outdoor outlets
- Replaced burned out light bulbs at south porch
- Oiled door locks and latches to make them operate better
- Adjusted latches at lifeguard window
- Adjusted door latch at lifeguard room
- Adjusted door latch at storage room
- Adjusted door latch at pool equipment room
- Installed floor latch and hasp on pool equipment room door
- Installed new vents in pool equipment room doors
- Installed latch on trash enclosure gate
- Touched up paint on metal fence
- Disassembled picnic table to paint and repair
- Got bids for drainage upgrade at north side of pool
- Oversaw installation of new area drains at north side of pool
- Hired electricians to repair defective lights, wiring, and vent fan
- Had electricians wire vent fans to light circuit instead of separate switches
- Got bids for wood trim repairs on clubhouse