

Northbrook Property Owners Association

Board & Member Meeting Minutes

Tuesday, June 17, 2008

1. Board Members Attending:

Sheldon Isman, President
Stephen Haslam, Vice-President
Ellen Ignatow, Treasurer
Shannon Hawkins, Secretary
No representative, District 1
James Tisdale, District 2
Pat Gana, District 3
Britt Hutchison, District 4
Mark Preslock, District 5
Dan Smith, District 6

2. Committee Chairs Present:

NPOA Board, Deed Restrictions
Shirley York & Sue Maguire, Hospitality
Mark Preslock & Dan Smith, Security & Traffic
Pat Gana, Trash
Victoria Linares, Northbrook Young Adult Association Liaison
Lisa Lowenstein, Club House Rental – not present

3. NPOA board and member meeting

The board & member meeting was called to order at 701pm after refreshments.

A. Approve May Meeting Minutes

- a. Minutes were approved via email.

B. Financial Report

- a. Commerce Energy no longer has a contract with One Voice. Since March 1, we are no longer getting a monetary benefit for using them.
- b. Ellen passed out a financial report. 84.5% of assessments are paid to date. Sheldon needs a list of neighbors who haven't paid to assist in his pool key card distribution.

C. Trash report

- a. We qualify for City of Houston trash pick up. Gary Readore has volunteered one of his staff to give a presentation on the services they offer for our July meeting.
- b. Additionally, Alice Coffee, the Community Outreach Coordinator for the City of Houston, lives in NPOA. She will also attempt to come to that meeting.
- c. Head of trash has the responsibility to get trash picked up. Pat is not in charge of neighbors not picking up their cans. If you have issues with neighbors who leave their cans out, put them out too early, or do not use lids, please communicate with the neighbors directly before contacting Pat.

D. Pool

- a. Cortez is doing a good job maintaining the pool.
- b. We have 29 families who have cards. Mr. Barefield is taking good care of the pool.
- c. Ms. Guana had Ellen tell the Board that she has been enjoying the pool.

E. Sewer Repair Work

- a. Stephen is coordinating with neighbors and the work crews to fix the final items.
- b. Sheldon talked to them yesterday and they are uncertain of the final date of completion. They will continue with the work indefinitely at this point.

F. Electrical conduit repair work in greenways

- a. These conduits and lights are the property of NPOA and our responsibility to repair. The trees and erosion over 30 years have pushed the conduit up.
- b. The Thor bid is for over \$5000. Thor cannot get to the project until late July.
- c. Dan asked how much we pay for electricity. He recommended looking into solar lights to get rid of the conduit all together.

- d. Nathan recommended looking into replacing the lights with more efficient light bulbs. Dan agreed to research this project.
- e. This motion was tabled.
- g. **Security Proposal Phase I**
 - a. Summary of crime stats from 2004-2008 was handed out.
 - b. We would like to close off every greenway accessible from the main streets. There will be pedestrian gates. There will be a larger gate, a vehicular gate, which will be a different key.
 - c. Nathan explained where the gates will be located. We went with 6 feet for the deed restriction recommendations. He recommended also adding holly near these fences to add as an additional deterrent. These bushes were also recommended by the HPD environment by design report.
 - d. Security phase II includes a camera system.
 - e. We are not eligible for the Braes Oaks Management District grants due to not being a 501(3) c tax exempt status. We need to bite the bullet and find the money. Stephen talked to the lawyer regarding board approval versus member approval. We do not need member approval unless we need to get a loan.
 - f. A neighbor brought up fire/emergency access. Mark clarified that emergency vehicles can get through the fence if needed.
 - g. Nathan brought up the benefits of powder coating. Sheldon agreed.
 - h. Stephen made a motion to agree to do the project if we come up with the funding. Sheldon pointed out that we have about \$13K to spend on this project in our direct unspent account for this year.
 - i. Sheldon asked if they could do part of the project now with a limited payment.
 - j. Dan demanded explanation of the \$132K savings. We must keep 35% of total assessments in reserve per the bylaws. We have \$13K in the bank plus Dan wants to use money from the reserve. Dan brought up the idea of getting rid of some of the gates to save money. However, not all neighbors have back yard access.
 - k. Dan made a motion to approve the Aries fence proposal at \$24K once the finance committee confirms the money is available in the reserve and non-allocated budget and the sewer project is complete. The motion was seconded.
 - l. Mr. Tisdale raised the concern of replacing the money in the reserve this year.
 - m. Sheldon brought up that Nathan and Dan would find a way to get the fence paid for.
 - n. The Board voted, and the motion was approved, Mr. Tisdale as the dissenting vote
 - o. Sheldon brought up the type of lock issue. Ellen explained that we have 2 individual lock cores in 3 different keys. We discussed the importance of key control, using non-duplicated keys, and the importance of these issues. Nathan will talk to Aries regarding what type of locks they have available.
- h. **Deed Restriction**
 - a. We have 43 homes with violations. They have all been verified by at least 3 board members. We will send a "nice letter", hand written from the board. The neighbor will be given 30 days to respond. If we have no response in 30 days, we will send a demand letter. If no response within 30 days, we will then send a certified letter. If no response within those 30 days, the NPOA attorney will send a letter. We clarified that any neighbor can report deed restriction violations by emailing Sheldon or the deed restriction email. A board member will verify the violation within 2 weeks and set the process in motion from there.
 - b. A motion was made to get the process started for these first 43 homes. The motion was seconded and voted upon. The motion passed.
- i. **Neighbor concerns**
 - a. Jereme brought up a concern regarding a fence on Bob White. Stephen will look into this. Nathan offered tools.

- b.** Sheldon pointed out that by having more fences, there will be more maintenance of those fences!

Meeting was adjourned at 813pm.