

THE BOARD OF DIRECTORS OF THE SETTLERS PARK HOMEOWNERS ASSOCIATION HELD A BOARD MEETING ON OCTOBER 20, 2020 AT 7:00 PM AT THE COMMUNITY CLUBHOUSE AT 3010 SETTLERS WAY BOULEVARD, SUGAR LAND, TEXAS.

Directors present: Bonnie Finnigan, Diane Decker, Bill Sargent, Claudia Shakespeare; Officer Mike Reichek and Christi Keller, Association Manager. There were no residents present.

CALL TO ORDER: Director Finnigan called the meeting to order confirming quorum.

President Finnigan reported at the September Executive Session, the Board took action on two collection accounts and authorized CMC to notify the two owners of the Board decision regarding their requests.

APPROVAL OF MINUTES: The Minutes of the September Board Meeting were approved by consent.

FINANCIAL REPORT SEPTEMBER 30, 2020

Operating Assets totaled \$200,616.13 and Reserves in 6 different accounts totaled \$1,158,233.13. Income for the month included \$3,438 in assessments, \$709 in legal fees and \$2,434 in the City's Water Reimbursement fee. Expenses were significantly under budget as we used the credit due from TAE for the October pool invoice and there were not the usual other invoices for the month. Regarding collections: 19 accounts were on the report with \$7,988 in legal fees, \$5,589 in assessments and the balance in other fees. One previous deed restriction post judgement suit who had not paid the judgement – the attorney is attempting to get the owner re-served.

Treasurer Reichek reported on the financial accounts. Two accounts have been set up with Schaub; one for operating and one for reserves. CMC is researching who the signers are on all the HOA accounts and then the signers, including Jeff Douglas, President of CMC, will be updated with new signature cards. It was agreed by consent that the signers would be Finnigan, Shakespeare, Reichek and Douglas.

Regarding how much to keep in the Union Bank operating account, discussion followed and it was agreed to keep \$80,000 as a balance while the electronic transfer activity between the new accounts is worked out and working smoothly.

PRESIDENT'S REPORT – No Report

COMMITTEE REPORTS

Social – on hold due to COVID19

Pool & Facilities – Bear Foot has taken over temporary pool management. TAE invoices for the unauthorized repairs remain unpaid at this point until further communication takes place with their management team.

Landscaping & Yard of the Month – The Holiday Decorating Announcement was discussed and needs to be finalized.

The Board adjusted the Agenda in order to meet representatives of Bear Foot Pool Management Company, who has bid on the pool management contract. Charles, Kevin and Scott were introduced. Charles gave background information about the company, how it was started, their philosophy and what sets them apart from other pool companies. They develop the kids they hire into leaders; they train weekly in physical skills and customer service skills and real deep end pool life saving skills. They are a goal-oriented company and have guards who have been with them for 5 and 6 years. They are expanding in the Houston area but plan a deliberate growth; one they can properly service and manage. They train on site and with have a facility manager and an area supervisor with Charles or Kevin spending a lot of time at this facility. They teach respect, leadership, care and kindness. They offer bonus incentives. On the maintenance side they are proactive with preventative maintenance and will be rolling out an automated application for the clients. Regarding closing the pool for inclement weather, upper management at Bear Foot has to approve all pool closures.

They were thanked for their presentation and apprised their contract is being reviewed by the HOA attorney and the Board plans to make a decision within the week.

UNFINISHED BUSINESS

The Board went back to the Holiday Decorations discussion. It was decided there would be 3 categories with \$50 gift certificates awarded; one per category.

Shakespeare reported the Nice Yard cards were mailed out and she presented the updated Yard of the Month revisions.

Landscape Contract – Finnigan and Shakespeare signed it and Shakespeare will get the contractor to sign it and send an electronic copy to Keller for the HOA files. The Board by consent authorized an increase in the amount paid on the contract effective 3/1/21, which is reflected in the 2021 budget and the contract. The contract runs 3/1/20 through 2/28/21 with an auto-renew provision and 30-day cancellation clause.

Sargent confirmed Wood Electric would be out the first week of November to check all the electrical and lights at the clubhouse and entrances in preparation for the holiday lights and decorations.

Holiday Decorations Contract – Options 2 with the stake lights was approved at \$2,894 for a 3-year contract with Certified Christmas Lights. The Board would like to try to add a large decorated item each year that they purchase.

NEW BUSINESS

Upon motion by Finnigan and seconded by Sargent, it was unanimously approved to ratify the decision done by email to cancel TAE's pool management contract with the required 60 days' notice to be effective December 8, 2020. Upon further motion by Finnigan and seconded by Sargent, it was unanimously approved to hire Bear Foot retroactively as of October 12th for maintenance and to enter into contract with them effective November 1, 2020. It was noted there would not be an extra Supervisor with their contract but there wasn't actually an extra full-time supervisor on site with TAE this summer and with Bear Foot the Board feels they will get quality over quantity. In Jill's absence, Finnigan noted Quinn supports the hiring of Bear Foot because of their guard training, their business philosophy and business plan.

Insurance renewal process – all policies are up 2/1/21 and Keller is filling out the applications.

2021 Budget and assessment rate – the 2021 proposed budget was reviewed and it was based on no increase in the annual assessment. Finnigan reviewed the draft budget prepared by Keller and recommended some minor changes and went line by line. The 2021 Budget was approved with \$496,844 income, \$326,231 operating expenses and \$54,000 Contribution to Reserves and \$116,613 to Reserves. The 2021 assessment rate will be set at \$483.00 and will be offered for 3 early payments of \$161.00 per month in November, December 2020 and January 2021 all due by the last day of those three months.

The next meeting will be November 17, 2020. With no further business the meeting adjourned at 9:48pm.

APPROVED:



per board consent