

THE BOARD OF DIRECTORS OF THE SETTLERS PAK HOMEOWNERS' ASSOCIATION HELD THEIR MONTHLY MEETING AT THE SETTLERS PARK CLUBHOUSE ON THURSDAY, APRIL 15, 2021 at 7:00 PM IN SUGARLAND, TEXAS.

---

Directors present: Bonnie Finnigan, Bill Sargent. Officers present: Rick Conley and Mike Reichek. Christi Keller and Clinton Seay were present for Creative Management. Director Jill Quinn arrived later in the meeting.

#### CALL TO ORDER

President Finnigan called the meeting to order but noted there was not yet a quorum of Directors present so the meeting would be held for discussion purposes only until and if quorum of Directors was obtained. Jill Quinn, Director arrived later during the meeting and these Minutes and Board votes reflect Board decisions taken with a Board quorum present. Clinton Seay, Association Manager with Creative Management, introduced himself and his background since he was taking over as this Association's Manager with Christi Keller's upcoming retirement from the company.

SUMMARY OF MARCH EXECUTIVE BOARD SESSION: Finnigan reported on March 16, 2021 the Board authorized the Association's attorney to present a settlement agreement to a homeowner regarding an ongoing assessment collection legal lawsuit in the hopes of settling the case before it went to trial since the homeowner had filed a counterclaim suit against the association.

APPROVAL OF MINUTES: Upon motion by Sargent and seconded by Finnigan, the second revised version of the March Board Meeting Minutes, correcting a typo and stating the Yard of the Month judging would start in May were PREVIOUSLY approved by email as published and posted on the HOA website.

FINANCIAL REPORT: Treasurer Reichek reported that \$50,000 in the Schwab account has been invested and he is still looking for the best opportunities for the other \$50,000 in that account and ask of today that total \$100,000 is not at \$100,535. Keller reviewed the Operating report for income received and expenses as well as the collection report. 57 accounts have not paid their 2021 assessments, 13 owe a partial balance on 2021, 12 owe only late fees or finance charges, 3 have a balance of 2 or 3 years and are at the attorney, 1 is at the attorney and waiting on a summary judgement at the court, 3 are active lawsuits, 1 is an active lawsuit with a suit filed by the homeowner. Collections are at a 92% collection rate right now. The Audit report for 2020 has been completed.

#### COMMITTEE REPORTS

Pool – Southern Pools who did the plaster job on the pools has been very good to work with. Bonnie and Jill and Christi have been very pleased with them, their scheduling and communications. The new LED underwater lights make a remarkable difference also.

Landscape – some of the landscaping at the entries and around the clubhouse have been replaced due to the winter freeze storm under the direction of Director Shakespeare. Yard of the Month will resume in May.

Social – still on hold

Website and Communications – the website will have a survey where residents will update their registration for their amenity access card.

#### UNFINISHED BUSINESS

Keller reported on the Grant for Phase I of the brick wall. The updated proposal from Masonry Solutions was received and President Finnigan was asked to execute it on behalf of the association. Since the original proposal was now over a year old, there was as expected a price increase due to the grant application process being put on hold in 2020 due to COVID19. The adjusted price and updated proposal with Masonry Solutions was approved and will be submitted back to the contractor so an official contract may be prepared and executed so brick can be ordered. The required properties' surveys have been ordered and will take a few weeks to be done.

2021 Holiday Decorating Contest signs proposal – the Board looked at the proposed signs layouts and liked the layouts but wanted to see the background in a Forest Green and the cost for the 3 signs and the sign frames.

#### NEW BUSINESS

Upon motion by Finnigan and seconded by Bill Sargent, it was unanimously agreed to accept the resignation of Diane Decker as Director and to appoint Rick Conley to fill her unexpired term till the annual meeting of 2023.

Capital Reserve Study proposals – Keller had provided three bids and a summary of the bids. The Board discussed the proposals and bidding companies. Upon motion by Finnigan and seconded by Sargent, Association Reserves was selected to do a Capital Reserve study with on-site visit with a one-year study contract.

Clubhouse rentals – the Board discussed whether to start renting the clubhouse while any COVID restrictions were still in place and also the matter of the rental fee and cleaning fees. It was agreed that the clubhouse would not be available for rentals and this is on an indefinite hold and there will be an increase in the rental rate, to be determined at a later date, to cover cleaning fees.

Registering for Amenity Access Cards – Finnigan reported on the on-line survey on the HOA website that all residents must use to either request or update their registration for amenity access cards. She will be at the Clubhouse on April 30<sup>th</sup> and May 1<sup>st</sup> from 6pm to 7pm to answer questions and hand out new cards if any Directors wish to come and help.

Electronic Voting for Annual Director Election – Keller and Seay provided some initial information about homeowner association on-line voting services and both of them had used the services with other associations and found them to be reliable, user friendly and very effective in helping to achieve quorum. Seay will obtain pricing and additional set up information for the Board to consider for the 2021 annual meeting. The Board is interested in continuing with the Come and Go Annual Meeting format that was used for the 2020 Annual Meeting.

#### OPEN FORUM

Elias Manolakos addressed the Board about his request to have his name and his resume included on the ballot and annual meeting notice for the upcoming Annual Meeting and election. He also addressed the Board about his offer to assist the Board in assisting with any preparation of or review of bid specification for any IT or security related services or equipment that the Association may consider purchasing for their common areas.

With no further business, the meeting properly adjourned.

APPROVED:



Bonnie Finnigan, President