

# ***Willow Pointe Homeowners Association, Inc.***

6200 Savoy, Suite 420, Houston, Texas 77036 (713) 728-1126

## **Board of Directors Meeting Via Zoom April 7, 2022, at 7:00 p.m.**

### **MINUTES**

#### **Board of Directors:**

##### **Present**

Leo Feldman – President  
Raissa Conwell – Vice President  
Regina Wall – Secretary  
Jacquie Landry – Treasurer

#### **Absent:**

#### **Management Company**

Carlos Mata, Property Manager – Randall Management  
Jane Godwin – Randall Management

#### **Call to Order:**

With a Quorum present the meeting was called to order at 7:02 p.m.

#### **Establish Quorum – Roll Call:**

With a majority of the Board of Directors present, the quorum was established.

**Guests** – No guests were present.

#### **Adoption of Agenda:**

The agenda was reviewed, and a motion was made by Raissa Conwell seconded by Leo Feldman, and it was agreed to approve the agenda as presented.

**Rules of the Meeting:** Jane Godwin read the rules of the meeting to all homeowners attending the meeting. Please hold any questions or comments that you might have and be prepared to address the Board of Directors and Randall Management under the Open Forum Section which is listed below on this agenda. Some items that pertain only to your unit may need to be addressed in Executive Session.

**Approval of previous meeting minutes** – The minutes from the February 22, 2022, were reviewed. A motion was made by Regina Wall, seconded by Raissa Conwell and it was unanimously agreed to approve the minutes from February 22, 2022, as presented.

#### **Ratification of decisions made since last Board Meeting:**

The Board cancelled the landscape contact with Autry Brothers Services and approved the revised pool contract with Greater Pool Management. A motion was made by Raissa Conwell, seconded by Regina Wall and it was unanimously agreed to approve the ratification.

#### **Management-Administrative Report:**

##### **Pending Legal Action:**

Carlos Mata reported that there were six (6) accounts in collection, two (2) on a payment plan, one (1) in litigation, and five (5) closed accounts with the attorney.

**Financial Report** – Jane Godwin reviewed the financial statements for the months ending on February 28, 2022, and March 31, 2022. A motion was made by Raissa Conwell, seconded by Jacquie Landry and it was unanimously agreed to approve all the February 28, 2022, and March 31, 2022, financial reports as presented.

**Deed Restrictions** – Carlos Mata reported that inspections are done each month by Randall Management. The letter count is as follows: eleven (11) first letters, twenty-one (21) second letters, seven (7) third letters, and fifteen (15) corrected violations over the past month.

### **Committee Reports:**

**Modifications Committee/ARC** – Regina Wall reported that 5 applications had been received and one was denied due to lack of required information on the application. A committee meeting is scheduled for next Wednesday to discuss Smartwebs. Leo Feldman stressed the fact that the committee still needs volunteers and a chairperson. Leo also reminded homeowners that a plot plan and detailed description of the proposed improvement must be included with all applications.

**Safety Awareness & County Liaison** – Leo Feldman stated that the Board is looking for volunteers and a chairperson. Leo reported that the monthly HCSO patrol contract reports are posted on the website. Leo stated that the Board received several letters from homeowners about cars parked on Trail Ridge Drive. Leo encouraged homeowners to park in their driveway or garage, but stated that the HOA cannot prohibit parking on public streets. Leo reminded homeowners to report illegally parked or abandoned cars to the HCSO. Leo also reminded homeowners that Willow Pointe is now part of Precinct 3, and that several work orders for street and curb repairs had been submitted to the County Commissioner's office. Finally, Leo stated that West Harris County MUD No. 10's operator continues to repair concrete and sidewalks in the district, and the MUD is still working on the master plan for parks and trails.

**Recreation and Social Committee** – Raissa Conwell reported that the committee had mobilized to get ready for the pool "Sneak Peek" event on May 21, 2022.

**Landscape Committee** – Leo Feldman said that he would provide a detailed report about Landscaping later in the meeting.

### **Unfinished Business:**

**AT&T Fiber Installation** – Leo Feldman announced that AT&T told the HOA that the project had been completed, so if anyone had orange flags remaining in their yard, they could remove them. Any damage caused by the contractors should be reported to AT&T, and AT&T's contact information can be found on the Association's website.

**2022 Vendor Contracts** – Leo Feldman reported that the Board received 3-bids for the 2022 pool management contract, including a new proposal from the current vendor. After renegotiating the terms and conditions, the pool contract with Greater Pool Management was renewed for 1-year. Leo Feldman also said that the Board received 4-bids for the landscape maintenance contract after he met with all 4-vendors and their irrigation specialists. Leo gave a presentation to all present that showed a comparison of the 4-bids. Leo said that the Board would select the new landscape company in the coming weeks.

**Deed Enforcement & Fining Policy** – Leo Feldman reminded homeowners that the new Fining Policy goes into effect June 1, 2022, and the document is posted on the Association's website.

**Pool Season & Registration** – Leo Feldman stated that instead of mailing out pool forms this year, forms can be downloaded from the Association website beginning April 9th, and for homeowners without a printer, printed copies will be available to pick up from the Little Free Library at the pool. After returning completed pool forms to WPHOA, pool passes can be issued to homeowners at the Sneak Preview on May 21<sup>st</sup> or at a later date to be arranged between the homeowner and WPHOA. All the details will be posted on the Association's website and on the forms.

**Community Garage Sale** – The Community Garage Sale is scheduled for April 22 – 24<sup>th</sup>.

**Landscape Extras & Mulch** - Leo reported that he was sprucing up the landscaping at the pool, had purchased a new Willow Tree to be planted on the Trail Ridge median, and met with a contractor to find the underground water leak on Trail Ridge near Jones Road. Leo also said that it would be more cost effective if he rented a truck and picked up the mulch for the common areas himself, and the Board agreed. Finally, Leo stated that the seasonal flowers at the monuments would be installed by the new landscape vendor in May.

**Flood Lights on Round Up and Willow Crossing Dr.** – Leo priced the LED lights, but installation was not included. The Board agreed to postpone the flood lights until the fall.

**LED Signs** – Jacquie Landry reported that the cost of moving the two digital signs had gone up drastically and suggested the Board come up with a new budget for the task.

**Annual Meeting and Election of Board Members** – Leo Feldman announced that the annual meeting will be held via zoom on May 24, 2022, at which time there will also be an election to vote for two (2) homeowners to serve on the Board.

### **New Business:**

**Painting and Repairs to Masonry Walls & Fencing** – Leo Feldman stated that the common area masonry walls and aluminum fencing are in need of repairs and improvements. Leo said that he met with the handyman about sanding and painting the 45+ aluminum fence panels on Trail Ridge, Pony Express, Willow Crossing and Round Up. A motion was made by Leo Feldman, seconded by Jacquie Landry and it was unanimously agreed to appropriate \$5,200.00 to sand and paint the common area aluminum fencing in the community. Leo stated that another board member would address common area masonry wall repairs in the fall.

**Pool Equipment** – Leo reported that only a few new items were needed and he could purchase the equipment for half the price quoted by the pool company. A motion was made by Leo Feldman, seconded by Regina Wall and it was unanimously agreed to allocate \$300.00 for the equipment purchase.

**Open Forum:** The Open Forum session is the time that the owners can address the Board of Directors. Each meeting the Willow Pointe Board of Directors provide up to a thirty (30) minute session where each owner has up to three (3) minutes to express themselves, ask questions, and make suggestions. The subjects discussed were calling the national utility location number before planting in the esplanades, redesigning the landscaping at the entrances to the community to include more drought resistant plants, and new garage sale signs. John Keippel volunteered to join the Modifications Committee-ARC.

**Adjournment:**

With no further business to discuss, a motion was made by Regina Wall seconded by Leo Feldman, and it was unanimously decided to adjourn the meeting at 7:54 p.m.