

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

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

## **Board of Directors Meeting Via Zoom January 25, 2024, at 7:00 p.m.**

### **MINUTES**

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

##### **Present**

Leo Feldman – President  
Beant S. Lamba – Vice President  
Regina Wall – Secretary  
Jacquie Landry – Treasurer

#### **Absent:**

#### **Management Company**

Venecia Perez – Randall Management  
Jane Godwin – Randall Management

**Call to Order:** With a Quorum present the meeting was called to order at 7:00 p.m.

**Establish Quorum – Roll Call:** With a majority of the Board of Directors present, the quorum was established.

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

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

**Rules of the Meeting:** Leo Feldman read the rules of the meeting to all homeowners attending the meeting.

**Approval of Previous Meeting Minutes –** The minutes from the December 12, 2023, meeting was reviewed. A motion was made by Leo Feldman, seconded by Jacquie Landry, and it was unanimously agreed to approve the minutes from December 12, 2023, as presented.

**Ratification of Decisions made since the last Board Meeting – None**

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

**Administrative –** Jane Godwin reported that in the pending legal action report, there were nine (9) accounts in Collections, one (1) Deed, one (1) Payment Plan, one (1) Litigation, one (1) Agreed Judgement, and one (1) account Closed.

**Financial Report –** Jane Godwin reviewed the financial statement for the month ending December 31, 2023. A motion was made by Leo Feldman, seconded by Regina Wall, and it was unanimously agreed to approve the December 31, 2023, financial report as presented. There was a motion by Leo Feldman and seconded by Regina Wall and it was unanimously agreed to transfer \$150,000 from the reserve fund's money market account into a 1-year CD at the highest rate available.

**Deed Restrictions –** Venecia Perez reported the deed violations. The letter count is as follows: one hundred nine (109) violation letters were sent, and twenty-two (22) violations were corrected.

#### **Committee Reports:**

- A. Modifications Committee/ARC –** Cheri Zimmerman, Volunteer Assistant, reported that 11-new applications were received since the last BOD meeting; 10 applications were approved; 1 application was denied; 1 application is pending. The committee wants to remind homeowners that if there is any confusion with the documents or what is allowed, please write to the board so they can get clarification from the ARC and provide the best information to the homeowners.

- B. **Safety Awareness & County Liaison** – Leo Feldman reported that the committee has been inactive for years because there is no chairman and no active members. He will be handling it until December and Jacquie Landry will be taking over in January 2024. Leo stated that he will send an email to Jacquie with committee information. Finally, Leo said the committee is looking for homeowners to get involved and volunteer to serve on the committee.
- C. **Recreation and Social Committee** – Jacquie Landry apologized on behalf of the committee for canceling the Winter Wonderland due to everyone getting sick and the weather conditions. The committee is planning a Spring Social for the community and will send all the details soon.
- D. **Landscape Committee** – Leo Feldman reported that before the hard freeze, he turned off the sprinklers that water the flowers, and turned off the water at all 17 water meters in the community. Leo also wrapped and drained the backflow preventor at the pool.

#### **Unfinished Business:**

- A. **Electrical Repairs & Solar Lights-** Leo Feldman gave an update on the electrical repairs on the southside of Round Up at the two-entrance monuments. Leo bought and installed one of the brightest solar flood lights available, but it wasn't bright enough to light up the monuments, so it will be used along the sidewalk on Round Up. Leo stated he contacted Ezee Fiber and asked them to investigate the cause of the electrical outage since it happened after their fiber installation crew was digging in the same area. Ezee Fiber was scheduled to meet with the subcontractor on Monday but got rained out. Leo said if Ezee Fiber doesn't follow through, the next step would be to send a demand letter.
- B. **Kiddie Mulch at the Playground-** Leo Feldman reported that the Board found someone to install the mulch but it was rain delayed twice. This will be done as soon as the weather permits.
- C. **American Flags to Display at Community Entrance Medians-** Leo Feldman stated that the Board had allocated \$200 to replace the flags that were stolen on Veteran's Day and he will pick them up on Saturday.
- D. **2024 Pool Season-** Leo Feldman informed the homeowners that the Board has been looking for volunteers to help with the pool since December, and since nobody has volunteered, the 2024 pool season will be a little different. Randall Management will mail out the pool cards to all eligible homeowners, and homeowners won't be required to fill out any forms. Renters will have to get the pool cards from the property owners. If the cards are lost, homeowners must contact Randall Management and pay for a replacement card. The Board will order new lounge chairs and make sure everything is working so the pool can open on Memorial Day weekend. Randall Management will be taking all the calls concerning issues with the pool and lifeguards. New signs will be posted at the pool with Randall Management's contact information. All the information regarding the pool season will be posted on the Association's website in March or April.
- E. **2024 Board Meeting Dates-** Leo Feldman informed homeowners that the 2024 meeting dates are posted on the Association website. The next meeting date is March 28, 2024. The annual meeting will be held on May 23, 2024.

#### **New Business:**

- A. **2023 POA/HOA Laws Passed by Texas Legislature: HB 886 (Assessment Lien Filing) and HB 614 (Fines & Enforcement Policy)-** Leo Feldman reported that the Texas Legislature passed new laws that were going into effect and the HOA must spend more money on legal fees to amend the existing documents. We hope to have the amended policies to present at the March meeting.
- B. **Re-Striping Roadways in the Willow Pointe Subdivision-** Leo Feldman reported that at the last board meeting, he informed those present that a work order was submitted to Harris County Precinct 3 asking the County to restripe or re-mark the center lines on the roadways in Willow Pointe. The County replied that they don't re-mark or restripe 2-lane roads in subdivisions: they will only restripe the areas that have divided cross sections at Trail Ridge, east of Jones Road, and at Willow Crossing Drive and Round Up. The County initially said it could take up to 3-months to complete the work; however 2-weeks ago, the Board received an email from Precinct 3's Traffic Engineer informing them that Trail Ridge Dr. at Jones Road will be striped as part of the restriping at Jones Road which is currently with a contractor. *(Continued on next page)*

Leo then read part of the email in regard to Willow Crossing Drive at Round Up Lane, and asked Venecia to display a drawing. Per the email "As part of the PCT3's evaluation, it was noted that the current ramp configuration and crosswalk markings are not up to the current standard. In order to do so, we will need to pull back the median on Willow Crossing Drive. We would like to notify the HOA of the upcoming work due to the landscaping (and possibly irrigation) that would be impacted as part of the work. We will be forwarding the recommendation to our contractor to perform the work, which we anticipate to be completed within the next three months, weather permitting. Once the work is completed, we will restripe the intersection. Our construction manager will contact the HOA when they anticipate to start work." Leo said that per the model, the 2-medians on Willow Crossing Drive would be pulled back 8-9 feet each, so he would contact the HOA's landscape vendor after he hears from the County's contractor.

**C. HOA Document Retention & Storage; Iron Mountain-** The Board asked Randall Management to look into the documents being stored at Iron Mountain and why the monthly cost has tripled in the last three years to \$216/month. It was discovered that Willow Pointe has files in storage that go back to 1995, and previous boards never retrieved or destroyed any of the old files, resulting in 107 boxes in storage that contain HOA records from 1995 through 2019. Files from 2020 to present are at Randall Management's office. Leo stated that Texas has laws about HOA document retention, but most of the files over 7-years old could be destroyed (Leo suggested holding onto records and files 10-years old or less). Leo said that Iron Mountain charges \$200-250 retrieval fee per box and suggested retrieving 4-boxes from Iron Mountain so the Board could review the contents. There was a motion by Leo Feldman and seconded by Regina Wall and it was unanimously agreed to allocate \$1,000 to pick up 4-boxes from Iron Mountain. There was a second motion by Leo Feldman and seconded by Jacquie Landry and it was unanimously agreed to allocate \$3,000 to retrieve, shred and/or store the remainder of the boxes at another facility.

**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 provides up to a thirty (30) minute session where each owner has up to three (3) minutes to express themselves, ask questions, and make suggestions. Some of the topics discussed were a violation for a boat parked at a property, pool overflowing with the rain, and reserve fund usage.

**Adjournment:**

With no further business to discuss, a motion was made by Leo Feldman seconded by Regina Wall, and it was unanimously decided to adjourn the meeting at 7:33 p.m.