

Timberlake Estates Property Owners Association

TEPOA • P.O. Box 452 • Cypress, TX, 77410-0452

Quarterly Meeting, April 11, 2005
At Cypress Creek Volunteer Fire Station on Cypress N. Houston

Agenda

- Call to order – Brett
- Confirm quorum – Brett
 - Request to secretary to hold meeting to agenda
 - Review sign in ledger
- Reading and approval of minutes from January 2005 meeting – Debra
- Announce purpose of meeting – Brett
- Committee & Officer Reports – Board
 - Chairman – Brett
 - Update on quarterly meeting location and day to be held each quarter
 - Update on management company – enter suspension letter into meeting minutes
 - Update on TEPOA Corporate Status – enter letter from the state into meeting minutes
 - Update on TEPOA insurance
 - Email communication plans
 - Traffic light (Cyp N. Hou & Timberlake/Tall Forest) update – enter Paul Hawkins email into meeting minutes
 - Bank debit card issue resolved – enter email from bank into meeting minutes
 - Legal – George
 - Outstanding legal actions
 - Update on request for speed bumps - enter Paul Hawkins email into meeting minutes
 - Secretary – Debra
 - Commitment to provide published minutes within one week of meetings.
 - Treasurer – Bob Financial standing as of this time
 - How many residents are current on dues (with % of total)
 - How many are not current on dues (with % of total)
 - 1st quarter income
 - 1st quarter expenditures
 - % and amount over or under 1st quarter budget
 - Current bank balance
 - 2004 tax filing update
 - Bulk Mail Permit update
 - Architecture and Grounds – Jeff
 - Current count on deed violations identified during 1st quarter
 - In general, where in the resolution process are the violations
 - Count of architecture submittals and general status
 - Review of process for submittal of violations
 - Review of process for submittal of improvements
 - Review of deed restrictions for most violated restriction during the last quarter
 - Lake mowing update
 - Lake well pump update
 - Possible Boy Scouts lake project
 - Security – Charles
 - Update on proposal for security as promised from January meeting
 - Count of security incidents and calls during 1st quarter
 - Communications – Michelle
 - Timbergram
 - Directories
 - Web site investigation update
- Unfinished business – Brett
 - Check on what to do with the additional money we have in the bank account.

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- New business, motions and resolutions – Brett
 - Proposal for quarterly budget amendment
 - Increase Legal budget
 - Report development with homeowner feedback
 - Traffic light on Cypress N. Houston – propose all member approval – push to have Brenda Watts, Jane Plumlee or Pat Franklin drive this effort as a committee with a board member
 - Committee formation for security and lake
- Special programs – Brett
- Close – Brett

Meeting Summary

Meeting called to order at 7:02pm. Chairman Brett Basford presiding. Quorum was established with 41 homeowners and 6 board members. Minutes from January 5th, 2005 meeting were read by Secretary, Debra Brannon. A question was raised about whether the minutes from the month day, year, had been approved because it was not so designated in the minutes. Minutes were changed to reflect the approval of those minutes. Motion to approve by Ann Pavalock. Seconded by Joyce Basford. Motion passed. A question was raised about the fact that the minutes from the April 2004 minutes were not approved. Brett Basford stated that it would be investigated.

Chairman's Report

B. Basford stated that we would be meeting at this location for future quarterly meetings, assuming it is available on our meeting days. He will find out how far in advance we can schedule the meetings. Lynnn Lievsay said the library may be a possibility for a meeting place. Pat Franklin asked why the quarterly meeting date was changed to the second Monday of each quarter from the first Tuesday. Brett Basford stated that the last by-laws recorded reflected the change in date. George Franklin stated that they were probably not legal because they were not properly signed. Brett Basford stated that per our attorney, it would be acceptable to use them at this time. Brett Basford will confirm this with our attorney. Kathy Ross stated that some homeowners do not live in the subdivision and were not notified of the meeting. Brett Basford stated that we need to collect e-mail addresses to get information like this out and also the Timbergram. Don Pettit asked if we could email to a fax machine. Brett Basford said that he would check into it. Julia Gaitz and Ann Pavalock asked why we were not getting a Timbergram. Brett Basford stated that we were advised by our attorney not to put out any communications until our legal issues were resolved. Denise Bland and Ed Reid volunteered to help with the Timbergram mailout.

Brett Basford stated that the management company services were suspended on March 5, 2005 as per the sixty day agreement from the last board meeting. He stated that the sixty days was not enough time to adequately evaluate the need for a management company and so the board voted to suspend the services of the management company until further research could be done. Brett Basford stated that we would not reinstate their services without homeowner approval. Kevin Draughon asked how much money was paid to the management company during their hire and what was it used for. Treasurer, Bob Dow, reported that \$3,121.64 was billed. Brett Basford stated the management company did deed drives and investigated our legal status during that time.

Brett Basford reported that as of March 28, 2005, the homeowners association has been reinstated as a legal entity with the State of Texas. They did request that we change our name as another organization has a similar name, but our attorney did not see the need for bearing the cost of getting a new name.

Brett Basford stated that we are putting our insurance out for bids because the management company and our attorney suggested we increase our coverage.

Brett Basford stated that he inquired about the possibility of traffic lights at the corners of Cypress N. Houston and Timberlake and Tall Forest. He was told that as of the last traffic study, those streets did not warrant traffic lights. He was also told that there was to be a light put in at the Ravensway subdivision and that another study would not be done for 3-6 months He also was not willing to pursue requesting a new

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study without 51% of homeowner approval. Kevin Draughon asked why we need to vote to request a further study of the traffic lights. Discussion was tabled to New Business.

Brett Basford also stated that the bank sent out debit cards to the board members on the bank account signature card in error. They were cancelled by the bank and destroyed. The bank was told to not send debit cards out again in the future.

Vice Chairman/Legal Report

George Franklin stated that little legal action has been taken, as recommended by the attorney until our legal status was resolved. We have not received payments from a homeowner since last October on an agreement that was previously made. George Franklin stated that he inquired about speed bumps in the subdivision and was told by Harris County that we would not be permitted to install speed bumps within the subdivision. Denise Bland asked if our by-laws were legal. George Franklin stated that we would know by next week.

Secretary Report

The secretary agreed to have minutes out for approval within one week of the quarterly meetings.

Treasurer Report

Bob Dow stated that 74% or 174 residents are current on their maintenance fees. 21% or 50 have not paid for the current year and 5% or 11 have liens on their property. Total unpaid maintenance fees and legal fees are \$49,290. 1st quarter income was \$23,807.49. Expenses were \$7,643.35. The current bank balance is \$59,563.90. 59 homeowners pay \$50 a year maintenance fee. 15 homeowners pay \$100 a year. 161 homeowners pay \$200 a year. He also requested a forecast from the electric company for electric costs for the year. He was told to expect a possible 25% increase in electric costs. Lynn Lievsay asked about getting competitive quotes on utility costs. Bob Dow said that he will do that. John Laney asked if we had utility meters. He said we might be able to find cheaper lights. Jeff Gunn said that he would find out about the meters. Kevin Draughon said that he would help. Bob Dow stated that he filed the 2004 taxes on 2/15/05 after having them reviewed by CPA, John Cartwright. Kathy Ross asked if there were any tax ramifications during the legal status resolution. Brett Basford stated that there were not.

Bob Dow stated that we did not renew the Bulk Mail Permit. The annual rate was raised to \$150. Using the bulk mail permit lowers the mail rate to \$.248 per piece with a minimum of 150 pieces – information only, no bills, etc. He estimated that mailing out the Timbergram with a Bulk Mail Permit as opposed to regular mail would cost approximately \$40 more. Ann Pavalock stated that postage for letters would be going up \$.02 soon. Joyce Basford stated that if we begin sending the Timbergram by email that it would result in even a further reduction in mailing costs. John Stathakos suggested we poll the group to determine if any homeowners are opposed to the transition to email communication. No one was opposed. Charles Neff suggested we not send out the Timbergram to homeowners who are not up to date with their maintenance fees. Several comments were made to the negative. Brett Basford stated that we should have the personal touch and be friendly to our neighbors. He also stated that the board would not foreclose on any homeowner for not paying their maintenance fees. Bob Dow stated that it is likely that these people need help.

Lynn Lievsay asked for a copy of the deed restrictions. George Franklin stated that he would provide copies of the deed restriction to anyone who requested it. He also stated that he is in the process of rewriting the deed restrictions. Brett Basford stated that he is writing an operations manual for the board.

Architecture And Grounds Report

Jeff Gunn stated that there are 16 deed restriction violations currently noted. He said that he was not sending letters but calling them on the phone. Kevin Draughon asked who called about the signs in his yard. He said that we should help those who need help. Brett Basford stated that he had received many calls about barking dogs. He called Animal Control and SPCA who said they would come out on complaints. He stated that he would put their number in the Timbergram. Joyce Basford asked everyone

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to put tags on their pets. George Franklin stated that it is a deed restriction violation to have constantly barking dogs.

Jeff Gunn asked for any requests for improvements or changes to the home are directed to him and that he would return them in no longer than 30 days. He said that the lake well pump is inoperable and is looking for any information. Someone stated that Scott's Water Well Service has always taken care of it in the past. Jeff Gunn will call them and he stated that a \$40 permit fee to the County has been paid for the lake.

Jeff Gunn stated that some ducks have been killed and that he called the Game Warden. He said that the Game Warden would patrol the lake on request for this and for fishing violations. He said that we should call Kevin Malonson at 281-842-8100. Jeff Gunn said that there would be a work day in May and that he would notify homeowners by Timbergram, email, and signs as to when it would be. He said that we need to add dirt to the path to the island which has settled. He asked everyone to inform any Boy Scouts who might need to work on merit badges to help. Kevin Draughon and Willie Horak have agreed to help Jeff on the Lake Committee. Lynn Lievsay asked about the hydrilla in the lake. Jeff Gunn will investigate. Willie Horak said that he knows that non-homeowners are fishing at the lake on week-ends and that it needs to be patrolled.

George Franklin asked about the new house on Tall Forest where the building activity seems to have stopped. Kathy Ross stated that she knows the owners and will have them call Jeff Gunn. Other homeowners may need help in keeping up their homes and we need to band together as neighbors and help them.

Jeff Gunn stated that the mowing costs would be going up due to increase in fuel costs. Kathy Ross moved we increase the mowing budget by \$400. Julia Gaitz seconded. Motion passed. Phillip Harmon suggested we consider buying a tractor and do it ourselves. Jeff Gunn agreed to investigate.

Security Report

Charles Neff asked for assistance with security. He said there should not be cars at the lake after dark. He would like ID stickers for cars. Kevin Draughon offered to help. Charles Neff stated that speeding is a huge problem and that he does not believe we get a good response from the sheriff's department. He does not have a security proposal but will do one before the next quarterly meeting.

Communications Report

A written report submitted by Michelle Murray stated that the Timbergram is scheduled to be mailed by May 1, July 5, Oct. 11, and Jan 17 The homeowners directory should be ready for distribution by May 10. Website development is under way. John Laney offered to help with it.

Unfinished Business

Proposal for investment of TEPOA funds was tabled for further investigation. Pat Franklin moved we investigate the possibility of using some of it to build an open pavilion. Lynn Lievsay seconded. Motion passed. Jeff Gunn will investigate. Ann Pavalock asked why we don't put some of the money in a CD. Brett Basford stated that we will investigate. Bob Dow said we need to be careful that we do not endanger our non-profit status.

Mr. Anthony Vindett asked about reducing dues. Kathy Ross stated that our expenses seem to be going up regularly and that we should keep dues at the same level to cover increasing costs.

New Business

Brett Basford asked the group if the meeting detail was too much. Comments made that meeting detail was acceptable but that we need to finish the meeting by 9 pm.

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Brett Basford stated that Brenda Watts, Jane Plumlee, and Pat Franklin have offered to drive the effort to get lights put in at our subdivision entrances on Cypress N. Houston. George Franklin asked if we could put a letter in the Timbergram asking for signatures to petition the County for a light study.

Tami Hopkins moved to adjourn at 9:17 pm. Ed Reid seconded. Motion passed.

Meeting Attendees

Count	Last Name	First Name
1	Basford	Brett
2	Basford	Joyce
3	Blanton	Denise
4	Brannon	Debra
5	Carter	Ronald B.
6	Chambers	Sallie
7	Dow	Bob
8	Dow	Earline
9	Draughon	Kevin
10	Ford	W. L.
11	Franklin	George
12	Franklin	Pat
13	Gaitz	Julia
14	Gunn	Jeff
15	Harmon	Phillip
16	Harmon	Suggie
17	Hopkins	Tami
18	Horak	Willie
19	Ishee	Billy B.
20	Jones	Laverne
21	Jones	Virginia
22	Laney	John
23	Laney	Teresa
24	Lievsay	Lynn
25	Medrano	Jorge
26	Mullens	Gloria
27	Mullens	R. C.
28	Neff	Charles
29	Pavalock	Ann
30	Pavalock	James
31	Pettit	Don
32	Pettit	Ruth
33	Reel	Sharon
34	Reid	Ed
35	Reid	Edna
36	Ross	Kathy
37	Spires	Dale
38	Stathakos	John
39	Stewart	Madge
40	Stewart	Ted
41	Taylor	Homer
42	Thompson	Jimmy
43	Thompson	Pam

Count	Last Name	First Name
44	Vindett	Anthony
45	Watts	William H.
46	Williams	Gene H.
47	Wisecarver	Sue