

PROVIDENCE COMMUNITY ASSOCIATION, INC.
Regular Meeting of the Board of Directors
Tuesday, September 15, 2015

The monthly meeting of the Providence Community Association Board of Directors was held on the above date at the Providence Clubhouse, located at 9114 Woodleigh Drive, Houston, Texas 77083. Director Davis called the meeting to order at 7:30 p.m., quorum was established.

PRESENT:

- Kelly Davis, President
- Rob Findlay, Vice President
- Laura Dawson, 2nd Vice President
- Karen Blakeman, Secretary
- Terrie Sullivan, SCS Management Services

GUESTS TO ADDRESS THE BOARD

Mr. Lee attended the meeting and submitted an application for installing a new roof due to storm damage. The board reviewed and approved the application.

MINUTES

Director Dawson motioned to approve the August 18, 2015 General Session minutes. Director Findlay seconded the motion. All were in favor.

COMMITTEE REPORTS

Landscape/Irrigation

There was discussion in reference to some trimming/removal of bamboo on the association's property. Director Dawson was of the understanding that the work had been completed, Director Davis felt that more needed to be trimmed back and will go by and check the area.

There was further discussion referencing the community's irrigation and the need to locate the power source in Tyler's Park.

Tennis Courts

Director Dawson stated that she is having a difficult time communicating with Mario from EMA Sports due to the language barrier. Director Dawson is still working on getting the lights repaired, and was able to secure a bid to move the picnic table.

The bid to move the table, received from EMA, was reviewed and tabled due to the cost and other items of more importance.

Clubhouse

Director Davis stated that they needed to continue to search for a new clubhouse coordinator.

Parks & Playground

The Board requested that Ms. Sullivan with SCS Management Services get updated bids on the three prior electric bids received for installation of lighting in the park area. Ms. Sullivan stated that although she wouldn't mind helping out in this instance, the association did not have property and contract management in their contract. Director Davis acknowledged that she was aware

Pool

Director Davis stated that the pool was now closed, discussion continued in reference to re-implementing a sign in system for guests for the 2016 pool season as well as "training" the guards on how to process guests and handling of funds. There was continued discussion in reference to the 2015 pool season and the various problems with the pool company and lifeguards.

Funds collected throughout the summer were turned into Ms. Sullivan.

PCA Phone Lines

Director Blakeman stated that there were only two calls; one was a sales call and the other from a resident asking if approval was needed prior to replacing their roof with the same color. Director Davis asked that Director Blakeman return the call notifying the resident that an application was required.

Volunteers

Director Davis asked that Director Blakeman put all volunteers on alert to remove any "illegally" posted signs throughout the community. Volunteers will also be needed to help put up the community Christmas decorations as well as helping with the holiday decorating contest.

TREASURER REPORT

Ms. Sullivan of SCS Management Services reviewed the August 31, 2015 financials going over the Balance Sheet and Actual vs. Budget report in detail.

Director Dawson motioned to allow the CD coming up for renewal on October 25, 2015 to mature, putting approximately \$75,000.00 into the community's checking account and opening a new CD with the remaining amount. Director Blakeman seconded the motion. All were in favor.

MANAGEMENT REPORT

Ms. Sullivan reviewed the September Management Report discussing August 31, 2015 Accounting Summary and percentages collected and expended.

Director Blakeman motioned to renew the SCS Management Contract for 2016. Director Dawson seconded the motion. All were in favor.

Action Item List

The current action item list was provided and reviewed.

DEED RESTRICTIONS/ENFORCEMENT ACTIONS/ACC REPORT

The September 2, 2015 Board Referral list was presented and reviewed; several properties were authorized for further enforcement action. Director Blakeman motioned to approve all action taken. Director Dawson seconded the motion. All were in favor.

ATTORNEY STATUS / LEGAL PROCEEDINGS

Ms. Sullivan reviewed the current status report giving an overview of all the accounts. No action was taken.

NEW BUSINESS

Director Findlay turned in various documents, keys and etc given to him by Mr. Steve Jacobs, prior board member.

CPA Engagement Letter

The Representation letter from the CPA was presented for signature. After having the board review the letter, Director Davis signed off on it.

ADJOURNMENT:

There being no further business to come before the Board, Director Blakeman motioned to adjourn the meeting. Director Dawson seconded the motion. All were in favor, meeting adjourned at 9:25 PM.

Kelly Davis
Attest

10/20/15
Date

Laurel Dawson
Attest

10/20/15
Date