

PROVIDENCE COMMUNITY ASSOCIATION, INC.
Regular Meeting of the Board of Directors
Tuesday, April 19, 2016

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.

PRESENT:

- Kelly Davis, President
- Rob Findlay, Vice President
- Laura Dawson, 2nd Vice President
- Karen Blakeman, Secretary
- Saundra Saunders, Treasurer
- Jonathan Huwe, Aquatic Advisors, Inc. (Left @ 7:30 pm)

A pre-meeting with Aquatic Advisors, Inc. was held at 6:30 pm to discuss the board's expectations for the 2016 pool season. Jonathan Huwe represented Aquatic Advisors, Inc. Jonathon will be the PCA contact. Pool responsibilities, safety, cleanliness, and life guard duties were discussed.

The Board considered the revised pool management contract. The pool hours have changed to 12:00 pm – 8:00 pm. Director Blakeman motioned to remain with Aquatic Advisors, Inc. with close monitoring. Director Saunders seconded. All were in favor.

Director Davis called the regular meeting of the Board of Directors to order at 7:30 p.m., quorum was established. It was noted that a representative of SCS was unable to be in attendance due to the flooding.

MINUTES

Director Dawson motioned to approve the March 15, 2016 General Session minutes with corrections. Director Saunders seconded the motion. All were in favor.

Written:

COMMITTEE REPORTS

Landscape/irrigation

Director Davis motioned to approve an estimate for mulch at a cost of approximately \$1,000.00, Director Saunders seconded the motion. All were in favor.

Correction:

COMMITTEE REPORTS

Landscape/irrigation

Director Blakeman motioned to approve an estimate for mulch at a cost of approximately \$1,000.00, Director Saunders seconded the motion. All were in favor.

Written:

NEW BUSINESS

Cabanc Signature Card

It was noted that although the correct account number was listed, the card had the wrong association name on it. Ms. Sullivan will correct the error and email to the board.

Correction:

NEW BUSINESS

Mutual of Omaha Signature Card

It was noted that although the correct account number was listed, the card had the wrong association name on it. Ms. Sullivan will correct the error and email to the board.

COMMITTEE REPORTS

Landscape/Irrigation

There are ant mounds near the bicycle rack. Director Dawson agreed to notify Pedro of Green Thumb Landscaping Service.

Hector of Advanced Water Works will inspect the system next week and provide a report of what is needed. Director Dawson agreed to let Hector know that there is a broken pipe in the cul-de-sac and request a quote for repair.

Clubhouse Report

The Board will conduct an interview with Paige Touissant for the next facility pass day for the clubhouse management position. The Board will still need to develop a formal job description. .

Director Findlay and Mike Toomey will reset the clubhouse door codes. SCS will be requested to provide procedures.

General discussion took place regarding rental fees for the clubhouse/pool. Director Blakeman motioned to change the clubhouse rental fee to \$75 and the pool rental fee to \$100 with the same deposits \$250 and \$500 effective May 1, 2016. Director Dawson seconded the motion. All were in favor.

Clubhouse repairs were discussed. Director Davis agreed to coordinate with Mr. Zeno regarding repairs that need to be completed before Splash Day.

Pool Report

Dates, times, and the days the Directors can attend pool registration were addressed. Passes are \$5.00; tennis court keys are \$15.00.

Tennis Courts Report

Director Dawson will draft Tennis Tournament Guidelines for review and consideration of the Board.

PCA Phone Lines

No report.

Volunteers

Splash Day - Director Blakeman agreed to solicit volunteers for Splash Day. Sandy Winston will be contacted. Proposed plans were discussed. Toby's will be contacted for ice and Tuan/Sandy for BBQ pit. Director Blakeman motioned to approve \$400.00 for Splash Day with \$100.00 to be used for games/prizes. The motion was seconded by Director Dawson. All were in favor.

Facilities Passes –

April 26 - Steve, Rob, Sandra, Karen and Kelly

May 2 - Steve, Laura, Sandra and Kelly

May 7 - Steve, Kelly, Karen, Sandra

May 10th - Laura, Karen, Rob, Sandra, Kelly, Steve

May 14th - Rob, Steve, Sandra, Kelly

May 24th - Steve, Kelly, Karen, Sandra, Laura, Rob

May 30th - All

TREASURER REPORT

The Board reviewed the March 31, 2016 financial report including the Balance Sheet and Actual vs. Budget report.

MANAGEMENT REPORT

The report for the month of April 2016 was presented in written form and reviewed by the Board.

Action Item List

The current action item list was provided and reviewed by the Board.

CAMI Report

The quarterly report for the month of April 2016 was presented in written form and reviewed by the Board.

DEED RESTRICTIONS/ENFORCEMENT ACTIONS/ACC REPORT

The April 6, 2016 Board Referral list was presented in written form and reviewed by the Board; action was taken on several properties. Director Dawson motioned to approve all action taken. Director Blakeman seconded the motion. All were in favor.

ATTORNEY STATUS

The Attorney Status Report from Holt & Young, PC, was presented in written form for review of the Board.

OLD BUSINESS

The Board tabled bulletin board bids at this time.

NEW BUSINESS

Outdoor signs were addressed. Director Davis agreed to solicit a quote.

ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned.

Kelly Davis
Attest

5/17/16
Date

Karen Blakeman
Attest

17 May 2016
Date