

PROVIDENCE COMMUNITY ASSOCIATION, INC.
Regular Meeting of the Board of Directors
Tuesday, July 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. Director Davis called the meeting to order at 7:35 p.m., quorum was established.

PRESENT: Kelly Davis, President
Laura Dawson, 2nd Vice President
Karen Blakeman, Secretary
Saundra Saunders, Treasurer
Terrie Sullivan and Nancy Callaway, SCS Management Services

ABSENT: Rob Findlay, Vice President

GUESTS TO ADDRESS THE BOARD:

Mr. Michael Ciavarella with H-Town Towing was scheduled to attend but did not show.

MINUTES

Director Dawson motioned to approve the June 21, 2016 General Session minutes as presented. Director Saunders seconded the motion. All were in favor.

COMMITTEE REPORTS

Landscape/Irrigation

Director Dawson stated that she was going to reset the irrigation but other than that everything seemed up to par.

Clubhouse

Director Davis reported that the board had met to discuss the role of the clubhouse manager and that she was working on typing the information up.

Parks/Playgrounds

Director Davis reported that Mr. Zeno had finished painting the fences, a brief discussion followed.

Director Dawson motioned to have Mr. Zeno add two strike boards to the Tyler Park fence making it more secure at a cost of \$300.00 plus supply cost. Director Saunders seconded the motion. All were in favor.

There was discussion on the work Mr. Zeno had recently completed and the amount that was paid to him. Director Dawson motioned to pay Mr. Zeno the remaining \$500.00 per his original bid for the work he had completed. Director Blakeman seconded the motion. All were in favor.

Discussion also continued in reference to having all work done earlier in the year before it gets hot and before pool season so that the area is ready for the summer season.

Tennis Courts

Director Dawson reported that she had gone by the tennis court around 10:30 pm and found the lights were still on. She was unable to reset the lights and feels the timer is set properly however the clock is off due to a power outage.

There was also discussion in reference to the windscreens on the tennis court and having them re-hung.

Pool

There was a brief discussion on the status of the pool. Director Blakeman motioned to approve repairs to the baby pool and pump room area, Director Dawson seconded the motion. All were in favor. No cost was given for the repairs however Director Davis will get the cost prior to giving approval for them.

Crime Watch

There was a brief discussion on crime watch.

PCA Phone Lines

Director Blakeman there were approximately seven (7) calls, none of any sustenance.

Volunteers

Director Davis reiterated the need for volunteers to take down signs and to bring the trash cans into the pool area after trash day.

Director Blakeman motioned to fine residents that posted signs and then did not remove them in a timely manner. Director Dawson seconded the motion. All were in favor. Ms. Sullivan stated that she would need to verify "if" the association was able to fine and then have a resolution prepared to put the fining process in place.

Building of a shed to store the trash cans was tabled until the fall.

Pest Control

Director Davis stated that the community was still being sprayed twice per week.

TREASURER REPORT

Ms. Sullivan reviewed the June 30, 2016 financial report going over the Balance Sheet and Actual vs. Budget report in detail. A brief discussion followed.

MANAGEMENT REPORT

Mrs. Sullivan reviewed the July Management Report going over the percentages collected and expended. Also noted was that there were approximately 19 accounts that would be turned over to the attorney for further collection work.

Action Item List

The current action item list was provided and reviewed. Several items were closed, updates were made on others.

CAMI Report

Ms. Sullivan reviewed the July Quarterly CAMI Report. Director Blakeman motioned to have Hector with Advanced Water Works repair the sinking brick at the front entrance of the clubhouse at a cost of \$100.00 per strip of bricks. Director Dawson seconded the motion. All were in favor.

OLD BUSINESS

No Old Business was discussed.

NEW BUSINESS

Tennis Court Guidelines

Subject has been tabled.

EMA Sports Solution Bid

Subject has been tabled.

Pool Management Contract

Subject has been tabled.

Receipt Reimbursement – Debit Card and Out of Pocket Expenses

Director Davis stated that the receipts given from Mr. Zeno were to show how much he had spent on supplies for his last job at the community. \$600.00 was approved however the cost of supplies totaled \$792.01. Director Saunders motioned that Mr. Zeno be reimbursed the difference since the supplies were necessary to complete the job. Director Blakeman seconded the motion. All were in favor.

DEED RESTRICTIONS/ENFORCEMENT ACTIONS/ACC REPORT

The July 2, 2016 Board Referral list was presented 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 and reviewed. Ms. Sullivan gave an overview of the report stating that there were approximately two (2) active lawsuits, two (2) properties in foreclosure, two (2) properties sent demand letters, two properties on hold and five (5) properties in various stages of installment plans.

ADJOURNMENT:

There being no further business to come before the Board, Director Blakeman motioned to adjourn the meeting. Director Saunders seconded the motion. All were in favor, meeting adjourned at 9:24 PM.

Kelly Davis

Attest

8/16/16

Date

S. M. Saunders

Attest

8/16/16

Date