

PROVIDENCE COMMUNITY ASSOCIATION, INC.
Regular Meeting of the Board of Directors
Tuesday, September 21, 2010

The monthly meeting of the Providence Community Association Board of Directors was held Tuesday, September 21, 2010, at the Providence Clubhouse, located at 9114 Woodleigh Drive, Houston, Texas 77083. Director Armour called the meeting to order at 7:30 PM and quorum was established.

Present: Tommy Armour, President
Paul Pruitt, 1st Vice President
Kelly Davis, 2nd Vice President
Susan Wisneski, Secretary
Sandra Weider, Treasurer
Bridgett Cummings, SCS Management Services

Homeowners & Guests: As listed on attached sign-in sheet

GUESTS TO ADDRESS THE BOARD:

Wayne Chandler lives in a neighboring community and publishes monthly newsletters for several Homeowners Associations. Mr. Chandler provided samples to the Board of Directors of the newsletters he currently publishes. The informal agreement Mr. Chandler proposed is for the Association to pay only for delivery of the newsletter. All other expenses in publishing would be covered by advertising. The estimated cost for this would be \$0.25 per home per month.

MINUTES:

The minutes of the July 15, 2010 Board of Directors meeting were reviewed and approved after motion from Director Wisneski and second by Director Pruitt. All were in favor.

COMMITTEE REPORTS:

Director Armour will follow up on the purchase of a new refrigerator for the clubhouse. Director Pruitt suggested bids be solicited to paint the wrought iron fence around the park. Director Armour will solicit the bids. Repairs need to be made to the wooden fence at the pocket park on Woodleigh and Stanbridge. Director Armour will coordinate these minor repairs. Director Pruitt suggested alternate pool tag options be considered to alleviate some of the more time consuming volunteer duties. Ms. Cummings will provide contact information for companies that provide that type of service so that the Board can research.

TREASURER REPORT:

Director Weider reported a 96% collection rate for current year assessments and a 115% collection rate for total income budgeted. The expenses incurred are at 82% of that budgeted and the total cash on hand is \$335,150. All financial information is current as of August 31, 2010.

MANAGEMENT REPORT:

Ms. Cummings reported the landscaping contract as well as both pool contracts coming up for renewal in the fall. The Board will solicit bids for these contracts. Ms. Cummings presented an acknowledgement of receipt from FEMA confirming that the Association received the flood insurance policy information. The acknowledgement was reviewed and signed. Ms. Cummings presented the federal income tax return prepared by Kevin McKenna, P.C.; showing an overpayment of \$1,505. The audit of the 2009 financial statements was presented. The findings were that the operations of the Association are accurate according to GAP procedures. **CAMI:** The CAMI report was reviewed. Director Wisneski will contact an electrician to check a light that is out at the Charlmont entrance and several lights in the men's exterior pool restroom. Director Armour will check into having the toilet repaired. Director Armour will touch up the paint on the closet doors inside the clubhouse.

DEED RESTRICTION/ACC REPORT:

The Board Referral list was reviewed. Two violations were escalated to attorney demand. Three violations will receive subsequent notices of non-compliance. Two violations were put on board hold for further evaluation. Paul Weider, deed restriction committee, reported numerous grass violations that appeared to have been sent out improperly. The Board requested more training be provided to the inspector so that citations are consistent throughout the neighborhood.

LEGAL STATUS: The legal status report noted twelve accounts paying through approved installment plans. Nine accounts that have received initial demand letters have not responded and will receive a follow up letter from the attorney before further action is authorized.

OLD BUSINESS:

The burned house on Charlmont was discussed. A special committee was formed to research options of how to deal with the extenuating circumstances involved with the situation. Director Davis will chair the committee, three volunteers from the audience will join; one other volunteer is needed.

NEW BUSINESS:

A resident request was reviewed by the Board. Director Pruitt will coordinate assistance through his church for the minor repair that needs to be made, due to the special circumstances presented.

The SCS Management contract review was tabled. The topic will be on the agenda for the October 19, 2010 meeting.

ADJOURNMENT:

There was no further business to come before the Board and the meeting adjourned at 9:30 PM.

Terry L. Ann
Attest

10/19/10
Date

Susan M. Wisvesser
Attest

10-19-10
Date

2