

PROVIDENCE COMMUNITY ASSOCIATION, INC.
Regular Meeting of the Board of Directors
Tuesday, March 20, 2012

The monthly meeting of the Providence Community Association Board of Directors was held Tuesday, February 21, 2012, at the Providence Clubhouse, located at 9114 Woodleigh Drive, Houston, Texas 77083. The meeting was called to order at 7:31 PM and quorum was established.

PRESENT:

- Kelly Davis, President
- Kip Martin, 1st Vice President
- Myra Alderete, 2nd Vice President
- Matthew Kearns, Secretary
- Sandra Weider, Treasurer
- Bridgett Cummings, SCS Management Services

MINUTES:

The minutes of the monthly Board meeting held on February 21, 2012 were approved as presented by unanimous consent.

ACTION TAKEN OUTSIDE OF MEETING BY UNANIMOUS CONSENT:

The Board approved a mosquito fogging contract with Northwest Pest Patrol at a cost of \$35.00 per application. Director Alderete was assigned to chair the Landscape/Irrigation Committee.

TREASURER REPORT:

Director Weider presented the financial report noting a collection rate of 86% for 2012 assessments as of February 29, 2012. Expenses incurred as of the same date were 12% of that budgeted for the year. The Association has a total cash on hand amount of \$409,300.

MANAGEMENT REPORT:

Ms. Cummings reviewed the action item list. Notice of non-renewal was sent to Bratton Pool; their last day of service will be March 31st. Director Martin reported not having obtained any additional proposals for pool maintenance. Director Davis made a motion to approve the Quality Aquatics contract already received at an annual cost of \$35,694.00, which includes lifeguards and pool maintenance. Director Kearns seconded the motion. All were in favor.

Director Davis requested contact information for Exterior Options and Inland Electric be resent to her to complete her tasks. Director Kearns reported he will complete the replanting of dead shrubs at the entrances prior to the April meeting. Director Alderete reported having received the incorrect trash can for Tyler's Field. The new trash can has been shipped and will be installed when received.

Paul Weider reported having spoken with Paul Pruitt regarding installation of the 911 phone. Mr. Pruitt will install the phone before pool opening. Mr. Weider reported pricing for roof repairs to the park gazebo still pending.

Director Weider will follow up on the street sign with graffiti prior to the April meeting. Painting of the park bench in Tyler's Field will not be completed until the new trash can is installed.

The CAMI Report was reviewed noting only one new item for the month, replace the burnt bulbs in the kitchen. This item is assigned to the clubhouse manager.

DEED RESTRICTIONS / ENFORCEMENT ACTIONS

The Board Referral List was discussed. The Board authorized additional correspondence from SCS Management

on one violation and additional correspondence from the attorney on two violations. One new violation will be referred to the attorney's office. One violation was put on hold and will be reevaluated at the April meeting.

ATTORNEY STATUS / LEGAL PROCEEDINGS:

The attorney status report was reviewed. Ms. Cummings noted one account paid in full and one account foreclosed on by their mortgage company. One request for an installment plan was presented and approved by the Board.

NEW BUSINESS:

Director Davis reported pool canopy replacement proposals still pending. Proposals will be reviewed as received, but construction will not occur until after the pool season.

Director Alderete provided the cost for new signs for Facility Pass Registration and Splash Day as \$25.00 per sign and \$2.50 per stand. Director Davis made a motion to approve purchase of two signs for Facility Pass Registration and two signs for Splash Day. Director Kearns seconded the motion. All were in favor.

The Board discussed who would handle facility pass registration on each date scheduled. A committee was created to consider implementing registration by mail. Director Martin will chair the committee. Director Weider made a motion to purchase another printer to speed up the process of printing the passes. Director Alderete seconded the motion. Vote was called; four were in favor; one abstained.

The Board discussed membership to the Community Association Institute and decided not to join at this time. Brief discussion took place regarding pool concessions. The Board opted not to proceed at this time.

Discussion took place regarding rekeying the tennis courts. Director Davis will obtain the cost to have the locks changed to self locking mechanisms and non-duplicable MedCo keys.

Two proposals from Green Thumb Landscaping were presented. One was to add Kiddie Kushion to the playground at a cost of \$1,875.00. The other was to mulch the flower beds and tree rings at a cost of \$975.00. Director Weider made a motion to approve the bids as presented. Director Davis seconded the motion. All were in favor.

Renewal of the Commercial Umbrella Insurance policy was presented at a cost of \$3,902.00, no increase from last year. Director Kearns made a motion to approve renewal of the policy. Director Martin seconded the motion. All were in favor.

An engagement letter from CPA Kevin McKenna was presented to conduct a review of the financial statements of 2011. Motion was made by Director Weider to accept the engagement. Motion was seconded by Director Kearns. All were in favor.

ADJOURNMENT:

There was no further business to come before the Board the meeting adjourned at 9:55 PM.

Kelly Davis
Attest

07-17-12
Date

Sandra Weider
Attest

4/17/12
Date