

**PROVIDENCE COMMUNITY ASSOCIATION, INC.**  
**Regular Meeting of the Board of Directors**  
**Tuesday, August 18, 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. The meeting was called to order at 7:30 p.m., quorum was established.

**PRESENT:** Kelly Davis, President  
Rob Findlay, Vice President  
Laura Dawson, 2<sup>nd</sup> Vice President  
Karen Blakeman, Secretary  
Cathy Jensen, SCS Management Services  
Tammi Norris, SCS Management Services

**GUESTS TO ADDRESS THE BOARD**

There were no guests to address the Board.

**MINUTES**

Director Dawson motioned to approve the July 21, 2015 General Session minutes. Director Findlay seconded the motion. All were in favor.

**COMMITTEE REPORTS**

*Landscape/Irrigation*

Director Dawson reported that she has increased sprinkler watering times due to the extreme heat in August. There was a power surge and she had to reset the sprinklers and tennis court lights. Pedro has quoted work to clear bamboo plants on Tower Park, trim trees on Highland Park and remove the vines growing on the fence at Highland Park for a total of \$575. Director Davis motioned to approve the additional work and expense. Director Findlay seconded the motion. All were in favor.

*Tennis Courts*

Director Dawson asked Mario to check the lights but he needs to use a lift and it will require removing part of the fence. Electrician recommends cutting a hole in the pole to view source of the problem. Board will wait until it gets dark earlier before making repairs.

*Clubhouse*

There was discussion in reference to the clubhouse and payments received from rentals.

*Pool*

Director Blakeman has collected pool money and requested SCS to provide a tracking form for future collection and handling of cash. One family is disrespectful and threatening lifeguards as well as residents at the pool. The kids and parents have been spoken to about controlling their behavior or risking being denied access to the pool but the situation continues and kids climbed over the fence to access the pool. SCS will draft an official notice of their pool privileges being revoked and send to the Board for review. Ant and roach infestation is a concern at the pool. Rob is meeting with the pest control company August 19<sup>th</sup> and will ask them to exterminate. Restroom leak is causing ceiling to cave in. SCS will follow up with Anne Tucker on filing an insurance claim and completing repairs. Board will continue their search for Lisa Allen's replacement.

*Parks*

Director Dawson is waiting on bid from Mario on removal of picnic table and awning from the concrete. Board is working on bids for lighting at park, pool and tennis court.

*Crime Watch*

Director Davis reported one home burned down and is being demolished and there have been a couple of robberies.

*PCA Phone Lines*

Director Blakeman has managed voice messages for Providence but most calls were solicitation.

*Volunteers*

Director Davis recommends Labor Day Splash Day be skipped this year. Director Blakeman recommended Christmas lights be revisited as we get closer to the holidays.

*Pest Control*

It was noted that Northwest Pest Control is spraying at least once a week; however, the Board would like to confirm the number of sprayings per week.

**TREASURER REPORT**

Ms. Jensen of SCS Management Services reviewed the July 31, 2015 financials going over the balance sheet and Actual vs. Budget report in detail.

**MANAGEMENT REPORT**

Ms. Jensen reviewed the August Management Report discussing July 31, 2015 Accounting Summary and reviewed Board and Vendor reports.

*Action Item List*

The current action item list was provided and reviewed; several items were marked as closed and several items have been added.

*CAMI Report*

Quarterly reporting is provided by SCS. Next report is in October 2015.

**DEED RESTRICTIONS/ENFORCEMENT ACTIONS/ACC REPORT**

The July 9, 2015 Board Referral list was presented and reviewed; several properties had violations cleared and several properties were authorized for further enforcement action. Director Dawson motioned to approve all action taken. Director Findlay seconded the motion. All were in favor.

**ATTORNEY STATUS / LEGAL PROCEEDINGS**

Ms. Jensen gave an over all review of the report.

**NEW BUSINESS**

*Park, Pool and Tennis Court LED lighting*

Bids on file have expired and will be resent. The Board agreed to gather bids and vote outside committee to approve work by September 15<sup>th</sup>.

*Signature Cards*

A new signature card was provided for signature due to the appointment of Director Blakeman as Treasurer.

*Guideline for Interviewing Pool Companies*

Winter season is a concern. Aquatic Advisers did a good job facility wise but lifeguard were not up to par. The Board discussed holding a pre season meeting with lifeguards regarding our expectations of them. They will also consider using kids in the community as lifeguards.

*Deed Restriction Violations Assistance for the Elderly and Disabled*

Paul Pruitt of Providence Church informed Director Davis they have a volunteer program to assist the elderly and disabled with maintenance of repairs related to Deed Restriction violations. SCS will notify the Board when applicable residents who call in requesting an extension in time to comply with DRV's.

**ADJOURNMENT:**

There being no further business to come before the Board, Director Davis motioned to adjourn the meeting. Director Dawson seconded the motion. All were in favor, meeting adjourned at 9:30 PM.

Kelly Davis  
Attest

9/15/2015  
Date

Laura Dawson  
Attest

9-15-2015  
Date