

PROVIDENCE COMMUNITY ASSOCIATION, INC.
Regular Meeting of the Board of Directors
Tuesday, October 19, 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. Director Davis called the meeting to order at 7:30 p.m., quorum was established.

PRESENT: Kelly Davis, President
Rob Findlay, Vice President
Laura Dawson, 2nd Vice President
Karen Blakeman, Secretary
Terrie Sullivan, SCS Management Services (*Arrived 10 min late*)

GUESTS TO ADDRESS THE BOARD

Mr. Robert Kizer of RLK Roof Designs was present to address the board in reference to recent storm damage to the clubhouse roof. Mr. Kizer will be representing the association during the claim process with the insurance company and handling the repairs.

MINUTES

Director Findlay motioned to approve the September 15, 2015 General Session minutes without correction. Director Dawson seconded the motion. All were in favor.

COMMITTEE REPORTS

Landscape/Irrigation

Director Dawson stated that there were problems with the irrigation. After performing an inspection, Hector, with Advanced Water Works, found that there was no transformer in the electric box installed by Sunshine Irrigation and that is why the system was not working.

Director Davis reported that she had spoken with Pedro from "Green Thumbs Landscaping" in reference to the bamboo in Tyler Park. She said that the bamboo had been trimmed on the back side by the fence line but still felt that it needed more trimming on the front side. Director Dawson will go by and check it again.

Clubhouse

There was a brief discussion in reference to the clubhouse and how rentals were handled. Discussion followed in reference to what is expected from the clubhouse administrator.

Ms. Hoang joined the meeting stating she was new to the community and questioned how she would go about getting permission to build a storage shed in her backyard. Ms. Hoang was provided an ACC Application as well as a copy of the community ACC Guidelines. Director Findlay provided information as far as size and height that was approvable.

Director Davis presented a proposal for repair to the pool bathrooms received from Al's Handyman Service. After reviewing the proposal decision was made to table any decision until Director Davis could confirm inclusion on replacing the sheetrock in both bathrooms.

Tennis Courts

Director Dawson stated that she has spoken with Mario on multiple occasions and requested bids on lighting however has yet to receive anything. Discussion followed, Ms. Sullivan will solicit bids for the lighting.

After reviewing three (3) bids presented for repairing the lighting at the park Director Dawson motioned to approve Wired Electrics proposal in the amount of \$13,996.00. Director Blakeman seconded the motion. All were in favor. Ms. Sullivan was asked to inquire if the lights could be made to stay dim until

movement was noted and then become bright as well as to confirm the globes were tamper resistant.

PCA Phone Lines

Director Blakeman stated that she had received several calls from residents wanting to rent the clubhouse however did not have passes. Director Davis stated that unfortunately passes were required for use of all amenity areas and there was no scheduled pass day until next swim season.

Volunteers

Director Davis stated that volunteers will be needed soon for help with holiday decorations etc., Director Blakeman stated she had several people, just needed to contact them.

There was also discussion in reference to putting up the community Christmas decorations and the possible need to purchase more. Ms. Sullivan stated that she had information on an individual that did decorations for several of the SCS communities and that she would forward her information to the board.

Director Dawson motioned to spend \$500.00 or less on additional decorations. Director Blakeman seconded the motion. All were in favor.

Director Davis presented a bid from Al's Handyman Service for repair and painting of the fence line in Tyler Park in the amount of \$600.00. Director Blakeman motioned to approve the bid, Director Findlay seconded the motion. All were in favor.

TREASURER REPORT

Ms. Sullivan of SCS Management Services reviewed the September 30, 2015 financials going over the Balance Sheet and Actual vs. Budget report in detail. A brief discussion followed.

Director Blakeman motioned to approved increasing the 2016 assessment rate by \$5.00 changing the rate to \$290.00. Director Findlay seconded the motion. All were in favor.

MANAGEMENT REPORT

Ms. Sullivan reviewed the October Management Report reviewing the September percentages collected and expended.

Action Item List

The current action item list was provided and reviewed.

DEED RESTRICTIONS/ENFORCEMENT ACTIONS/ACC REPORT

The October 8, 2015 Board Referral list was presented and reviewed; several properties were authorized for further enforcement action. Director Dawson motioned to approve all action taken. Director Blakeman seconded the motion. All were in favor.

ADJOURNMENT:

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

Kelly Davis
Attest

11/17/15
Date

Karen Blakeman
Attest

17 Nov 2015
Date