

**PROVIDENCE COMMUNITY ASSOCIATION, INC.**  
**Regular Meeting of the Board of Directors**  
**Tuesday, November 17, 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 7:34 p.m., quorum was established.

**PRESENT:** Kelly Davis, President  
Rob Findlay, Vice President  
Karen Blakeman, Secretary  
Terrie Sullivan, SCS Management Services

**ABSENT:** Laura Dawson, 2<sup>nd</sup> Vice President

**GUESTS TO ADDRESS THE BOARD**

No guests were present.

**MINUTES**

Director Findlay motioned to approve the October 19, 2015 General Session minutes without correction. Director Blakeman seconded the motion. All were in favor.

**COMMITTEE REPORTS**

*Landscape/Irrigation*

Due to Director Lawson's absence no report was given however the board did discuss a proposal to repair irrigation at one of the monument signs. It was determined to postpone any decision until the March 2016 meeting.

*Clubhouse*

Director Davis stated that she had tried repeatedly to contact the clubhouse coordinators and has been unsuccessful. Director Davis and Director Blakeman will try again to meet with them to discuss clubhouse rental procedures.

*Parks/Playgrounds*

It was noted that the lighting repairs were completed by Wired Electric and all was working.

*Pool*

The pool is currently closed however the pool company was unable to "winterize" the area due to the damage in the restrooms. Director Findlay will be meeting with the insurance adjuster to discuss the damage.

*Tennis Courts*

Director Findlay stated that he and Director Dawson had changed the timer on the lights, then noticed that they were not on. They noticed that the timer was moving, however; the lights were not on and it was making a lot of noise. The lights are currently back on and working.

*Crime Watch*

Director Davis gave a brief report stating that several cars were being burglarized and encouraged everyone to lock their doors and hide any valuables.

*PCA Phone Lines*

Director Blakeman stated that there were no calls.

*Pest Control*

Director Davis reported that mosquito fogging would continue through the end of November, longer if

need be.

#### *Volunteers*

Director Blakeman stated that she had a list of volunteers and would contact them to see who can help with the Christmas decorating.

The board reviewed a proposal for making and installing Christmas decorations at a cost of \$957.00. After further discussion Director Blakeman motioned for a budget of \$400.00 for the decorations and that they be done by volunteers. Director Findlay seconded the motion. All were in favor.

Director Blakeman motioned that the association set up a debit card with a limited expenditure of \$500.00 per day. Director Findlay seconded the motion. All were in favor.

#### **TREASURER REPORT**

Ms. Sullivan of SCS Management Services reviewed the October 31, 2015 financials going over the Balance Sheet and Actual vs. Budget report in detail. A brief discussion followed.

Petty cash and the need to reimburse it was discussed.

#### **MANAGEMENT REPORT**

Ms. Sullivan reviewed the November Management Report going over the percentages collected and expended as well as contracts coming up for renewal.

#### *Action Item List*

The current action item list was provided and reviewed in detail.

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

The November 5, 2015 Board Referral list was presented and reviewed; action was taken on several properties. Director Blakeman motioned to approve all action taken. Director Findlay seconded the motion. All were in favor.

#### **ATTORNEY STATUS**

Ms. Sullivan gave an overview of the current attorney status report stated that several properties had paid off their delinquencies.

#### **OLD BUSINESS**

##### *2016 Budget*

After going over the budget and reviewing each GL code, Director Blakeman motioned to approve the budget as presented. Director Findlay seconded the motion. All were in favor.

#### **NEW BUSINESS**

##### *Christmas Decorations*

A proposal submitted by Ms. Patty Castillo for community Christmas decorations was reviewed. Decision was made to use community volunteers to go through and repair the current decorations owned by the association.

##### *Annual Meeting*

The notice, agenda and ballot were presented and reviewed. There was also discussion in reference to providing refreshments at the meeting. Director Blakeman motioned to approve the items with corrections, including the providing of refreshments. Director Findlay seconded the motions. All were in favor.

*Bulletin Boards*

Bids from two (2) companies were provided for review and purchase of a bulletin board for the tennis court. Decision was made to wait until Director Dawson was in attendance as she has been handling all tennis court repairs.

*Clubhouse Forms*

Ms. Sullivan provided forms from both Providence and another community for review in order to put guidelines together for their clubhouse, helping rentals and etc to run more smoothly. Discussion was tabled.

*Tennis Court Light Bid*

Discussion on tennis court lighting bids was tabled until further notice. Director Davis requested that the invoice from CL Sports be researched for information on the lighting that is currently there and bids be solicited per current lighting.

*Brick Restoration*

A bid to repair the pillar in Tyler Park was presented for review. Decision was tabled.

**ADJOURNMENT:**

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

*Kelly Davis*  
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Attest

*2/16/16*  
\_\_\_\_\_  
Date

*DM Saunders*  
\_\_\_\_\_  
Attest

*2/16/16*  
\_\_\_\_\_  
Date