

**PROVIDENCE COMMUNITY ASSOCIATION, INC.**  
**Regular Meeting of the Board of Directors**  
**Tuesday, February 16, 2016**

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  
Laura Dawson, 2<sup>nd</sup> Vice President  
Saundra Saunders, Director  
Terrie Sullivan, SCS Management Services

**ABSENT:** Karen Blakeman, Secretary/Treasurer

**GUESTS TO ADDRESS THE BOARD**

Mr. Alfizah of the 8800 block of Chelsworth was in attendance to discuss a deed restriction violation he had been cited for and requested a waiver of the fee charged. Discussion followed, Director Davis thanked him for coming and stated that he would be notified in writing of the board's decision.

Mr. Sallis from North Waterford was in attendance to request use of the clubhouse on either March 15<sup>th</sup> or 22<sup>nd</sup> for their community's annual meeting. He stated that they have been trying to contact the HOA for several weeks with no response. Director Davis apologized for the lack of response and after discussion it was determined that they could use the clubhouse on the 22<sup>nd</sup> of March.

Ms. Debbie Hooper was in attendance to discuss the community's website. Ms. Sullivan was reminded to send a copy of the approved minutes each month to be posted on the website. Director Dawson motioned to approve the contract with "Constant Contact". Director Saunders seconded the motion. All were in favor.

**MINUTES**

Director Dawson motioned to approve the November 17, 2015 General Session minutes without correction. Director Findlay seconded the motion. All were in favor.

**COMMITTEE REPORTS**

*Landscape/Irrigation*

Director Dawson reported that the irrigation was currently winterized however the contractor would be out soon to remove the green covers and prepare for spring/summer.

Director Dawson motioned to appoint Director Saunders as Treasurer. Director Saunders seconded the motion. All were in favor.

*Clubhouse*

Clubhouse administration was discussed. Ms. Sullivan was instructed to notify the current administrators to turn in all information (keys, calendars, payments, etc).

*Parks/Playgrounds*

Director Dawson stated that it was time to install kiddy mulch. After discussion Director Dawson motioned to approve having Green Thumb install the mulch if it was similar in cost to past years. Director Saunders seconded the motion. All were in favor.

*Tennis Courts*

Director Dawson motioned to approve the cost of \$300.00 to have Mario check the nets in 2016 and re-hang if necessary. Director Saunders seconded the motion. All were in favor.

*Crime Watch*

There was a brief discussion on crime watch; Director Davis stated that several homes had been broken into. Brief discussion followed.

*PCA Phone Lines*

No report.

*Volunteers*

Director Saunders agreed to help Director Blakeman in the area of soliciting and appointing volunteers.

*Pest Control*

Due to the Zika virus Director Findlay motioned to increase the mosquito fogging. Director Saunders seconded the motion. All were in favor.

**TREASURER REPORT**

Ms. Sullivan of SCS Management Services reviewed the January 31, 2016 financial report going over the Balance Sheet and Actual vs. Budget report in detail. A brief discussion followed.

Director Findlay motioned to approve application of a check card. Director Davis seconded the motion. All were in favor. Directors Dawson, Davis and Findlay will each obtain a card.

**MANAGEMENT REPORT**

Ms. Sullivan reviewed the February 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.

Ms. Sullivan stated that she had put together a sample "tracker" form for the board to review and build off of. Several additions were made, Ms. Sullivan will add and forward to the board.

Director Saunders motioned to approve reimbursing Director Findlay for his cost to rent a moving van, trailer and gas when picking up the tables and chairs from Champions Forest HOA. Director Dawson seconded the motion. All were in favor.

**CAMI Report**

The quarterly CAMI report was provided and reviewed. Director Davis stated that the wires the report referred to were "dead". The board will have the fountain box boarded up as there may be pipes that it is covering.

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

The February 4, 2016 Board Referral list was presented and reviewed; action was taken on several properties. Director Dawson motioned to approve all action taken. Director Saunders seconded the motion. All were in favor.

**ATTORNEY STATUS**

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

**OLD BUSINESS**

*Clubhouse Administrator Expectations*

There was a brief discussion; Ms. Sullivan will put something together for the board to review.

*Tennis Court Light Bid*

Director Saunders motioned to approve the bid provided by Wired Electric in the amount of \$1685.00 plus tax. Director Dawson seconded the motion. All were in favor.

*Bulletin Board Bids*

Discussion was tabled until the March meeting.

**NEW BUSINESS**

*Insurance Forms – Statement of Value, Terrorism and Asbestos Exclusion*

The noted forms were presented for signature. Director Dawson motioned to approve the Terrorism coverage, Director Saunders seconded the motion. All were in favor.

*ACE Group – Swimming Pool Guidelines and Concept of Slip Resistance*

The above noted information packets were given to the board as a courtesy from the insurance company. Ms. Sullivan was requested to send a copy to the pool management company.

*Mosquito Fogging Contract*

Director Saunders motioned to approve the mosquito fogging contract provided by Northwest Pest control adding more fogging to the contract. Director Dawson seconded the motion. All were in favor.

*Kevin McKenna, CPA Engagement Letter*

Director Saunders motioned to approve the engagement letter provided by Mr. McKenna for a review of the community's 2015 financials. Director Dawson seconded the motion. All were in favor.

Director Dawson motioned to have Director Findlay order any needed supplies for the upcoming pool registration. Director Saunders seconded the motion. All were in favor.

**ADJOURNMENT:**

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

Kelly Davis  
Attest  
[Signature]  
Attest

3/15/16  
Date  
3/15/16  
Date

**Executive Summary**