

PROVIDENCE COMMUNITY ASSOCIATION, INC.
Regular Meeting of the Board of Directors
Tuesday, May 17, 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 7:30 p.m., quorum was established.

PRESENT: Kelly Davis, President
Rob Findlay, Vice President
Karen Blakeman, Secretary
Saundra Saunders, Treasurer
Nancy Callaway, SCS Management Services

ABSENT: Laura Dawson, 2nd Vice President

GUESTS TO ADDRESS THE BOARD:

Hayes Brown and his father Ryan attended the meeting to address the pool rules. Hayes stated that he turns 10 the second day the pool opens and requested an adult facilities pass. General discussion took place. A motion was made by Director Blakeman and seconded by Director Saunders to grant Hayes' request for an adult facilities pass with the stipulation that he act responsibly. All were in favor.

A Board hearing with an owner regarding a waiver of fees for a Notice of Non-Compliance was scheduled this evening; however the owner was not in attendance. The Board reviewed the detailed backup of the violation provided by Mrs. Callaway. No action was taken.

MINUTES

Director Blakeman motioned to approve the April 19, 2016 General Session minutes as presented. Director Findlay seconded the motion. All were in favor.

COMMITTEE REPORTS

Landscape/Irrigation

No report

Clubhouse

The Board interviewed Paige Touissant for the Clubhouse Administrator position. The Board will still need to develop a formal job description.

Director Davis recommended cleanup of closets prior to Splash Day. The addition of locks to the closet areas was also addressed.

General discussion took place regarding clubhouse rentals. Mrs. Callaway was requested to contact Michael Toomey to report the following:

- 1) The deposit for the most recent rental should be held. The floor was not cleaned. Coordinate with Director Davis regarding this issue.
- 2) There wasn't any rental information left at the clubhouse. All rental applications and checks are to be turned in at the monthly meetings.
- 3) Advise all renters that they cannot park in the red zone due to safety issues. If an emergency happens and Emergency Service providers cannot access the facilities, PCA can be fined (\$500). Reiterate that the fine will be charged to the renter in the event any vehicle at their rental blocks access.
- 4) No rentals are permitted on Splash Day, May 30, 2016.

Parks/Playgrounds

General discussion took place regarding solicitation of bids for fence repairs and painting. Alfred Zeno will be requested to submit a bid. Mr. Zeno will also dismantle a picnic table that is in disrepair.

Pool

Director Davis addressed the proposal from Aquatic Advisors to replace the impeller, seal and mounting plat. A motion was made by Director Blakeman and seconded by Director Findlay to approve the proposal for the repair at a cost of \$194.55 plus tax for parts and \$142.50 for labor. All were in favor.

Director Saunders submitted facilities pass checks to Mrs. Callaway for deposit. She also disclosed that she still has \$100.00 in her possession.

Director Davis advised that new Facilities Pass signs are needed and the "No Parking" sign needs to be placed at the driveway of the pool/clubhouse area.

Director Findlay reported he found issues with the pool area during a recent inspection. There were items blocking the skimmers, the pool room was unlocked, and the phone was not secured. Director Davis agreed to contact Aquatic Advisors.

The Board addressed an issue with the pool loosing water. Aquatic Advisors is monitoring. A motion was made by Director Findlay and seconded by Director Saunders to have Aquatic Advisors solicit a bid for a leak detection test if deemed necessary; an interim email vote of the Board will be taken. All were in favor.

Director Davis reported a leak in the men's room. The source of the leak has not been found. The roofing company will be contacted to do an inspection to determine if there is a possible roof leak.

Tennis Courts

Director Davis advised that Director Dawson reported a light out at the tennis court.

Crime Watch

Director Davis reported the ongoing observance of juveniles doing drugs at the Tennis Courts. Law Enforcement has stopped two vehicles. The Sheriffs said to contact them first and not Seals. Director Davis advised that she is still working on verbiage for "No Trespassing" outdoor signs.

General discussion took place regarding vehicles being left parked in the parking lot. A motion was made by Director Blakeman and seconded by Director Saunders to investigate a towing company. All were in favor.

PCA Phone Lines

Director Blakeman distributed copies of the call log to the Board for review.

Volunteers

Director Blakeman advised that volunteers have been recruited for Splash Day. Aquatic Advisors will assist with games.

Pest Control

Director Davis reported that Don's Pest Control has been given a new vendor code for the clubhouse. A lockbox will be considered for pest control at the pool area.

TREASURER REPORT

Mrs. Callaway reviewed the April 30, 2016 financial report going over the Balance Sheet and Actual vs. Budget report in detail. A brief discussion followed.

MANAGEMENT REPORT

Mrs. Callaway reviewed the May Management Report going over the percentages collected and expended. She also advised that Notice of Delinquency letters were processed in April according to the Board's assessment collection schedule.

Action Item List

The current action item list was provided and reviewed by the Board. Several items were closed.

DEED RESTRICTIONS/ENFORCEMENT ACTIONS/ACC REPORT

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

Mrs. Callaway addressed an email from a resident regarding a nuisance complaint at the 8800 block of Heatherly Drive. General discussion took place. It was the consensus of the Board to notify the resident to contact Fort Bend County Health Department regarding any activity that may be attracting wildlife. Mrs. Callaway agreed to respond to the email.

ATTORNEY STATUS

The Attorney Status Report from Holt & Young, PC, was presented in written form for review of the Board. Mrs. Callaway gave an overview of the report stating that one account was paid in full and all other accounts are in miscellaneous stages of collections and enforcement.

OLD BUSINESS

Action Outside of Meeting

A motion was made by Director Findlay and seconded by Director Blakeman to ratify the following:

- 1) Approval of the repairs to the patio cover made by Binh Luong at a cost of \$400.00.
- 2) Approval of the replacement of two toilets; one in the clubhouse restroom and one in the pool women's restroom installed by Horace Allen at a cost of \$1,200.00.

All were in favor.

Bulletin Board Bids

The Board tabled bulletin board bids at this time.

NEW BUSINESS

There was no new business addressed.

There were no homeowners in attendance at the meeting at this time, therefore, an Executive Session was not held.

ADJOURNMENT:

There being no further business to come before the Board, Director Blakeman motioned to adjourn the meeting. Director Saunders seconded the motion. All were in favor, meeting adjourned at 9:36 PM.

Kelly Davis
Attest

6/21/16
Date

J M Saunders
Attest

4/21/16
Date