

**PROVIDENCE COMMUNITY ASSOCIATION, INC.**  
**Regular Meeting of the Board of Directors**  
**Tuesday, September 20, 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 7:42 p.m., quorum was not established however the meeting proceeded with discussion on non-voting items.

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

**ABSENT:** Sandra Saunders, Treasurer

**GUESTS TO ADDRESS THE BOARD:**

No guests were present to address the board.

**COMMITTEE REPORTS**

*Landscape/Irrigation*

Director Dawson stated that she had spoken to Pedro with the landscape company about taking in the garbage cans at the pool, his response was that if it's raining he doesn't come out on Mondays, thus the cans were not brought in.

*Clubhouse*

Director Davis stated that she was still working on the clubhouse administrative guidelines and needed help typing them up. She also stated that she did not believe there were any rentals over the past month.

Also discussed was concrete work done at the clubhouse several weeks ago. Director Davis stated that the work was supposed to be done at the Kingsbridge Park or Court subdivision and that she had spoken to a "Sherry" at High Sierra Management in reference to it. The company took out the bricks that the HOA had recently had leveled replacing the area with concrete and messed up some of the curbing. It was requested that Sherry from High Sierra Management be invited to attend the next meeting.

*Parks/Playgrounds*

Director Dawson reported that mosquitoes were pretty bad in the park areas. All were in agreement to have an extra fogging in those areas.

*Pool*

Director Davis stated that the pool was officially closed for the season and that this year was the smoothest shut down they have experienced in quite some time.

*Tennis Courts*

Director Dawson reported that the timer on the lights needed to be readjusted as it was getting dark earlier. Directors Dawson and Findlay will address this issue.

*Crime Watch*

No Discussion.

Quorum is now established with the presence of Directors Dawson and Blakeman.

#### *PCA Phone Lines*

Director Blakeman stated that there had only been one (1) call this month and it was a telemarketer.

#### *Pest Control*

Director Davis stated that there were no updates, with the exception of needing additional fogging in the park areas.

#### **MINUTES**

Director Blakeman motioned to approve the August 16, 2016 General Session minutes as presented. Director Findlay seconded the motion. All were in favor.

#### **TREASURER REPORT**

Ms. Sullivan reviewed the August 31, 2016 financial report going over the Balance Sheet and Actual vs. Budget reports in detail. Director Blakeman motioned to approve the Treasurers Report. Director Dawson seconded the motion. All were in favor.

#### **MANAGEMENT REPORT**

Mrs. Sullivan reviewed the September Management Report going over the percentages collected and expended. A brief discussion followed.

#### *Action Item List*

The current action item list was provided and reviewed. Several items were closed, updates were made on others.

#### **OLD BUSINESS**

##### *Bandit Signs*

Ms. Sullivan provided an article printed from the internet in reference to bandit signs and restrictions against them. A brief discussion followed.

##### *Tennis Court Key – Final Decision*

Director Davis reported that she has tried multiple times to hand deliver a key to the property in question however they would not answer the door. She did not want to put it in their mailbox as it could be lost or stolen from it. The only other option would be for the residents to pay for certified mail and have the key mailed to them or come across the street to the clubhouse and pick it up during a meeting.

#### **NEW BUSINESS**

##### *Kingsbridge MUD Clubhouse Rental*

There was discussion in reference to why the MUD used the clubhouse and how it was initiated it. It was stated that it was originally agreed upon because of the location and convenience to the MUD board and residents interested in attending. The initial agreement was that the association would provide WIFI and the MUD would pay the invoice. Later the MUD stopped paying as the members began using their own.

It was also brought up about the incident when the concrete was mistakenly done. ~~It was reported that several of the MUD board members walked across the freshly poured concrete, the cones fencing off the newly poured area were removed and the workers were sent home.~~ Director Davis wanted to have a letter sent to the MUD in reference to the situation and asked that the MUD have a back up location in place in case an emergency like this came up again.

##### *Charlmont Owner Request for Estate Sale*

After a short discussion it was decided that the estate sale should be approved as long as any signs are removed from the community immediately following the sale.

*2017 Preliminary Budget and Assessment Rate*  
Review and decision was tabled until the October meeting.

*Clubhouse Admin Pay*  
Director Davis stated that no payment should be made at this time.

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

The September 13, 2016 Board Referral list was presented and reviewed by the Board; action was taken on several properties. Director Dawson motioned to approve all action taken. Director Blakeman seconded the motion. All were in favor.

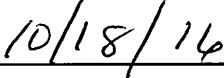
**ATTORNEY STATUS**

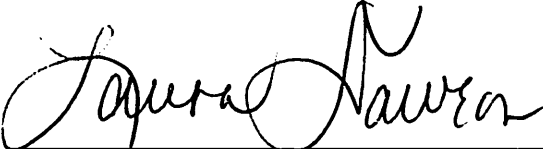
Ms. Sullivan gave an overview of the current status Report from Holt & Young, PC, approval for foreclosure was given for one property.

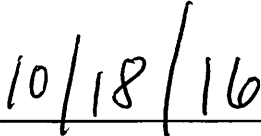
**ADJOURNMENT:**

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

  
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