

Lake Olympia Civic Association

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF LAKE OLYMPIA CIVIC ASSOCIATION, INC. HELD ON SEPTEMBER 22, 2016 AT 6:30 PM AT THE LAKE OLYMPIA CLUBHOUSE, 180 ISLAND BLVD, MISSOURI CITY, TX 77459

DIRECTORS PRESENT

Jonathan Winfile, President
Jim Gasper, Treasurer
Chad Parkhurst, Director

Nancy Hughes, Director
Marie Moore, Director
Ram Garg, Director

IN ATTENDANCE

Maria Shaw, Michelle King, Matt Lopez and Veronica Davila were present representing First Service Residential, the Managing Agent. Nine (9) homeowners were present.

OPEN FORUM

Topics of discussion included force mows (406 Jewel Landing, 406 Jasper Cove), homeowner concerns about deed violations (427 Fern Meadow, 202 Flamingo Drive), and replacing First Service Residential management company.

CALL TO ORDER

Notice of the meeting having been given, and a quorum being present, the meeting was called to order at 6:55 PM. Jonathan Winfile, President, presided and Michelle King assisted in recording of the minutes.

ADOPTION OF AGENDA

Upon a motion duly made and seconded, the agenda was adopted.

DISPOSITION OF MINUTES

Upon a motion duly made and seconded, the minutes of the Board meeting held on August 25, 2016 were approved.

SPECIAL ISSUES

Legacy Landscape Management – John O'Malley submitted and explained the bids for the Lake Olympia Monument water featuring LED lighting and the electrical panel compliance overhaul as the panel is not in code.

First Service Residential – Maria Shaw, Regional Director, addressed the concerns of the board regarding the management of Lake Olympia Civic Association, her vision and direction for Lake Olympia and First Service Residential as a whole, and her dedication to resolve the issues causing the Board to find a new management company. Additionally, Veronica Davila will assume the on-site manager position effective Tuesday, September 27, 2016 replacing Shatina Wright.

ON-SITE MANAGER REPORT

The on-site manager packet was distributed for the Board's review.

BUILDER REPORT

No report at this time.

COMMUNITY MANAGER REPORT

Matt Lopez presented the on-going project report which included:

- Gate repairs have been completed by ICSH
- Call box pest control issues which require an expanded reach throughout the property, requiring an addition to the 2017 budget
- Repainting of the Monument Ball; Legacy Landscaping needs to provide the color swatch in order for Tuttle to perform the repaint
- Mock-up signs were provided for the deer, alligator, and surveillance cameras; the board would like for them to mirror the signs currently in place
- The debit card has a \$2000 per month limit and is audited monthly; Shatina will discontinue use immediately and possession will be transferred to Veronica on September 27, 2016
- The clubhouse air conditioners require preventive maintenance and two require replacement; First Service Residential send out three (3) requests for proposals
- The clubhouse needs refreshing (paint, cleaning, etc.); two (2) proposals have been received and First Service Residential will request a third proposal
- Sunken boat in lake: in process
- First Service Residential will develop a process for all residents to register their boats using the monthly newsletter and marquee to communicate the requirement to boat owners
- Oyster Creek walls; not all were power washed; First Service Residential will follow up with the vendor and contract
- Barry Wench, accountant has performed an audit and the hard copy needs to be provided to Mr. Jim Gasper
- Repairs for the Swan Island Guard Building require a third proposal before deciding on a vendor
- A walkthrough of Kenwick Pool was performed by Aquatico who provided a list of repairs and upgrades. First Service Residential to request a proposal from Aquatico prioritizing urgency. Mr. Winfile requested a review of the TAE contract for discrepancies
- The tennis court lights require troubleshooting as they are not shutting off at 11 pm, staying on during the day, and require a manual turn-on switch
- The on-site manager needs to create a punch list per asset and follow-up on work performed by other vendors; Cleaning On Us needs to fix everything under the existing contract
- The Board asked First Service Residential to research the ACC approval for 125 Palm Blvd which is painted pink
- First Service Residential asked for an ACC workshop to review the policies and procedures currently in place, streamline the process, and expedite paperwork
- The website needs to be updated by the onsite manager to include notices that the club house is open for voting on local, state, and national election days

COMMITTEE REPORTS

Lake Committee

- Erosion around the retention ponds continues to progress
- Oyster Creek Pier needs to be roped off as there is rotted wood and the railing is unstable

Newsletter

- The Board asked First Service Residential to provide public/community interest pieces as fillers for the newsletter

TREASURER REPORT

- First Service Residential will provide explanations for the wide variances and research the accounts payable to ensure proper coding

- The attorney reports need to be presented to the board monthly
- The bank reconciliation(s) will be provided with the financials on a monthly basis

EXECUTIVE SESSION

The Board reviewed foreclosure notices and pending repair proposals

RECONVENE OPEN SESSION

Upon a motion duly made and seconded, the foreclosure notices discussed, were approved.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors will be held on October 27, 2016 at 6:30 PM at the clubhouse.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:45 PM

RESPECTFULLY SUBMITTED:

MICHELLE KING
RECORDING SECRETARY



APPROVED

DATE APPROVED