

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF LAKE OLYMPIA CIVIC ASSOCIATION, INC. HELD ON THURSDAY, MAY 25, 2017 AT 6:30 PM AT THE LAKE OLYMPIA CLUBHOUSE, 180 ISLAND BLVD, MISSOURI CITY, TX 77459**

---

**DIRECTORS PRESENT**

Adrienne Barker, President

Jonathan Winfile Vice President

Nancy Hughes, Secretary

Jim Gasper, Director

Marie Moore, Director

Chad Parkhurst, Treasurer

Louisa Patak, Director

**IN ATTENDANCE**

Becky Salinas, General Manager and Krystal Pena, On-Site Manager, were present representing Sterling Association Services, Inc. (SASI) with fifteen (15) guests and homeowners present.

**MISSOURI CITY OFFICIAL**

Councilmember Floyd Emery attended and informed the members present about sidewalk repairs being conducted by the City, he advised the board he would email a list of locations to be repaired as part of the 2 million dollar project.

Residents present were informed of the SeeClickFix; app to report violations or necessary roadwork and repairs. City inspectors will cite residents for City violations and a notice will be sent to the homeowner. The homeowner then has seven days to correct; after seven (7) days if the violation is not corrected the owner will be sent a citation to appear in court.

**COMMUNITY UPDATE**

Residents present were advised that assessment and allocation of the capital improvement funds are being reviewed for items such as:

- new playgrounds,
- brick wall repairs/replacements
- pool re-plastering;
- replacement of the oyster creek pier and lakeshore forest dock
- cleaning and revamping of the landscaping at Swan Isle
- replacement and repair of the Clubhouse A/C units (only 4 of 6 units are currently working)
- redecorating of the Clubhouse

Residents were advised of the new pool hours with the Marina pool set to close at 9pm. Information was also shared on the requirements for construction of new homes.

**HOMEOWNER FORUM**

Topics of discussion:

- replacement of the American flag at the entrance, flag rope needs to be replaced;
- status of the Flamingo Island Court street sign;
- landscaping conditions in the community;
- next-door comments and concerns;
- delay on ACC request and response times on applications submitted;
- issues with loose dog and other dogs being attacked; request for doggie poop stations or a dog park in the community;
- request for website posting of financials, investment of the reserves and future capital improvements;
- status of resident input to landscaping
- front monument refurbishment (on the capital reserve project list)

## **CALL TO ORDER AND ADOPTION OF AGENDA**

Notice of the meeting having been given, and a quorum being present, the meeting was called to order at 7:12 pm. Adrienne Barker, President, presided and Becky Salinas assisted in recording the minutes. Upon a motion duly made by James Gasper and Jonathan Winfield seconded, the agenda was adopted with one addition under New Business to discuss LOST Donation/Sponsorship.

## **RECORD UNANIMOUS APPROVALS BETWEEN MEETINGS**

The Board approved the following maintenance repairs in between meeting, *Adrienne Barker asked for a motion, Nancy Hughes made a motion, Jonathan Winfield seconded the motion, motion passed.*

- approval for Marina Pool: Push Valve Estimate # 6710 in the amount of \$ 457.80;
- approval for Kenwick Pool: Wader pool Electrical Whip Replacement Estimate # 6475 in the amount of \$236.61;
- approval for Marina Fountain: Light Fixture Bulb & Gasket Estimate # 6714 in the amount of \$420.04;
- approval for Jack & Jill of America, Sugar Land Chapter for the use of the clubhouse Board Room for executive committee meetings.

## **APPROVAL OF MINUTES**

Upon a motion duly made and seconded, the minutes of the Board meeting held on April 27, 2017 were approved as presented. *Adrienne Barker asked for a motion, Marie Moore made a motion; Jonathan Winfield, seconded motion seconded, motion passed.*

## **COMMITTEE REPORTS**

### *Architectural Control Committee*

- the Board was advised the approval process is being handled weekly with updates on pending applications to be for reviewed. SASI is working on a timeline to get ACC applications out in a timely manner.

### *Lake Committee - Gary Leist, Chairman*

- working with Living Improvements on the replacement of Oyster Creek Dock to be ADA compliant;
- on-going shoreline erosion at Oyster Creek and using a concrete bag system to stop this was discussed. Will continue to work with Hector Acevedo and MUD 49 on this issue;
- discussed another inspection of the lakes for compliance issues observed from the lake;
- advised a Lake Committee meeting is being held next Wednesday.

### *Landscape Work Group - Beth*

- landscape enhancements at the main entrance, the back entrance and the marquees were discussed.

### *Social Committee*

- planning of the 4<sup>th</sup> of July boat parade

## **VENDOR REPORT**

John O'Malley with Legacy reported on his findings at the Swan Isle guard house and esplanades. He provided landscape plans and a proposal in the amount of \$12,035.00 for the two esplanades and a proposal for the non-irrigated esplanade in the amount of \$996.00 with a water truck and one man at \$55.00 an hour. The Board reviewed and discussed, but agreed to wait until a proposal for the guard shack is provided. The Board will vote electronically via email as soon as that proposal is submitted.

SASI advised TAE was unable to have someone present, but will be present at the meetings in the future. SASI reported for TAE: the front entrance fountains have been turned off, the technicians will complete all necessary repairs for the wader pool pump at the Kenwick pool and the lights at the Marina pool.

### **BUILDER REPORT**

The following builders were discussed:

- None

### **TREASURER REPORT**

The financials for April 30, 2017 were presented and reviewed; the Board accepted the financials as presented.

Chad Parkhurst continues to work on the changes for allocations to projects in the reserve accounts

### **MANAGERS REPORT**

SASI provided an update on the following items:

- clubhouse calendar review;
- action list report - the Board reviewed and discussed pending items;
- new resident listing available at this time;
- no new update on transition from FSR to SASI was provided.

### **UNFINISHED BUSINESS**

*Oyster Creek Pier Replacement* – the Board was presented with a revised proposal to replace the dock at the Oyster Creek Pier to include seeking a permit from the City. The Board reviewed and discussed the revised proposal, with no further discussion, the Board unanimously approved the revised proposal by Living Improvements in the amount of \$16,180.00; *Adrienne Barker asked for a motion, Marie Moore made a motion, Nancy Hughes seconded the motion, motion passed.*

*Update on the Fountain Tile Calcium Removal* - the Board was advised TAE has cancelled the cleaning for a later date in order to accommodate board members to be present during the process. SASI will find out when they will reschedule the sample cleaning and advise the board.

### **NEW BUSINESS**

*Clubhouse Rental Process* – Adrienne Barker advised the Board on the changes made to the rental contract. The Board held a brief discussion on the process and the concerns.

*Swan Isle Landscaping and Complaints* – discussed under Vendor reports.

*Renewal Contract for Daktronics for the Marquee Signs* - the Board was presented with a copy of the service contract for the electronic marquee. The Board reviewed, discussed and asked SASI to seek other service contracts for the marquee. SASI is also to inquire if the contract automatically renewed.

*A/C Maintenance Proposals* – SASI advised the Board on contacting several different HVAC companies and each company has advised there is a diagnostic fee of \$75 - \$85 per unit. Louisa Patak advised on contacting Strong Tower AC for a proposal.

*Gate Entry System for Gated Section* - the Board was presented with a proposal from ICSH to replace the access gate systems that are obsolete and need to be replaced. The Board discussed and requested additional proposals from other gate companies.

*Clubhouse Camera Proposal* - the Board tabled the discussion.

*LOST Donation/Sponsorship* – the Board discussed donating and sponsoring to the LOST, the board unanimously approved a donation of \$300.00; *Adrienne Barker asked for a motion, Jonathan Winfile made a motion, James Gasper seconded the motion, motion passed.*

**The Board convened Executive Session at 9:04 pm.**

**EXECUTIVE SESSION**

*Executive session was called to consider actions involving personnel, pending litigation, contract negotiations, enforcement actions, matters involving invasion of privacy of individual owners, or matters that are to remain confidential by request of the affected parties and agreement of the Board.*

*Collection Comparison Report* – a breakdown delinquency report was presented for the Board to review;

*Attorney Status Report* – the attorney status reports were presented and reviewed.

The Executive Session adjourned at 9:35pm, and Open Session reconvened for possible action on items discussed in the closed Executive session.

Beth Szecila was appointed Landscaping Advisor to the Board. She will be asked to work with interested residents in the community and present input to the Board regarding landscaping projects. No committee was created or appointed.

Upon a motion duly made, seconded, and passed, based on proof of financial responsibility approval was granted to a new homeowner to build their new home; their builder was also approved for one home. A homeowner’s ACC denial was heard by the board, a homeowner’s payment plan request was reviewed.

**SCHEDULE NEXT MEETING**

The next scheduled meeting of the Board of Directors is Thursday, June 22, 2017 at 6:30 PM at the clubhouse.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:38pm.

\_\_\_\_\_  
Nancy Hughes, Secretary

\_\_\_\_\_  
Date Approved