

Kempwood Villa Townhouses Association

Board of Directors meeting, 14 Feb 2017

Meeting called to order by Megan Carpenter at 7:07 PM

Location of Meeting: 9527 Clanton Street, Houston, Texas

Current Board of Directors

Name	Unit	BOD Position	Present
James Howard	9515	Member	yes
Jared Ong	9529	Member	
Lyndsay Sweeney	9534	Member	yes
Lewis Balentine	9521	Secretary-Treasurer	yes
Brent Lambson	9542	Member	
Megan Carpenter	9541	President	yes
Meribeth Shea	9527	Member	yes
Douglas Herrera	9505	Member	
Libby Flores	9502	Vice President	yes

Six of nine of the active members Board of Directors were present.

A majority of active members forms a quorum.

Minutes

Minutes of the Previous Meeting, 24 Jan 2017: Secretary

presented by Lewis Balentine, accepted as read with one minor correction by acclamation

Treasurers Report: Treasurer

presented by Lewis Balentine, accepted as read by acclamation

DATE	Item No	NAME	Comment	Amount	Running Balance
1-Oct-2016	CASH	Cherry Stanhope	HOA fee for one month	80.00	80.00
1-Oct-2016	CASH	Megan Capender	Supplies for HOA Meeting	-16.00	64.00
8 Feb 2017	CASH	Lewis Balentine	USPO Postage	-1.61	62.39
9 Feb 2017	CASH	Lewis Balentine	Letter Size Paper, 200 sheets	-2.71	59.68

See attached spread sheet for bank account detail

	99,347.22	Comerica Checking
	59.68	Cash On Hand
Total Liquid Assets	\$99,406.90	
	9,795.00	Brick Restoration
	945.00	D&O Insurance
	450.00	Primavera
	255.00	Elect Utility Checks
	250.00	Water (estimate)
	50.00	USPO (estimate)
Accounts Payable (known next 30 days)	\$11,745.00	
	33,000.00	Contingency
	16,000.00	Paving
	16,000.00	Painting
	7,500.00	Roofing
Escrow Total	72,500.00	
Available Funds	\$15,161.90	

Election of BOD officers: Required positions are President, Vice President, Secretary and Treasurer. The positions of Secretary and Treasurer may be combined. In addition the following committees are required: Architectural Control and Nominating. In addition the BOD has in the past had Landscaping and Maintenance committees. In recent years these committees were made up by the members of the board and a member of each committee was selected as chairperson. Nominations from floor:

President:	Megan Carpenter
Vice President:	Meribeth Shea
Secretary:	Lewis Balentine
Treasurer:	Lewis Balentine
Architectural Control Committee Chairperson:	James Howard
Nominating Committee Chairperson:	Lyndsay Sweeney
Maintenance Committee Chairperson:	Megan Carpenter
Landscaping Committee Chairperson:	Meribeth Shea

With no additional nominations/volunteers the nominations were passed via acclamation.

Old Business

General Liability Insurance: Our previous insurance agent Harvey Stavinoha, Jr. has merged his business with American Casualty Insurance. As a result we have a new agent: Pam Baer of American Casualty Insurance. She provided a quote for the coming years HOA liability insurance in the amount of \$945. The application payment must be made prior to 16 Feb 2017. Purchase was approved by the BOD via email: Lewis Balentine, James Howard, Jared Ong, Lyndsay Sweeney, Megan Carpenter.

Directors and Officers Insurance: We have received a Quote from American Casualty Insurance for our Directors and Officers policy which expires 1 May 2017. Per the Treasurer's request this quote is for a 'short term' such that the renewal date next year will coincide with the General Liability policy. The amount of the quote is \$903.45

Motion to accept the quote: Lewis Balentine, Seconded: Meribeth Shea, Passed by acclamation.

Action: Lewis Balentine

Status Masonry repair project: Brick Restoration Inc. \$9,020 plus \$775

Work appears to be completed but that is not confirmed and we have not yet received an invoice.

Action: Megan Carpenter

Status Sprinkler Leaks: Primavera Landscaping, zone in front of 9501

Estimate from Primavera attached: \$238.15

Motion to accept the quote: James Howard, Seconded: Lewis Balentine, Passed by acclamation.

Action: Lewis Balentine

Status Common Area Light Repair Unit 9534: Action: Lewis Balentine, Tabled one month

Status Replace Planters in Front of Unit 9510:

Owner requested that we replace the planters with some kind of shrubbery (*holly* ?) that will keep the rain from splashing mud on her new windows. Action: Meribeth Shea

Annual KVTA Yard sale (tabled at last meeting): Need individual/committee to take charge of project
Canceled to to lack on interest

Paving Estimates: Need individual/committee to take charge of project

Action: Megan Carpenter

New Business:

Account Statements to All Owners: Treasurer, Target Date 15 February 2017

Past Dues Invoice
Current Board of Directors
Unit Proof of Insurance
Owner/Tenant Contact Information

Motion to write off \$77.50 unit 9513, \$60.00 unit 9517: Lewis Balentine

These are year(s) old charges that were not collected by previous Treasurer. The owners in question are known to pay their HOA fees regularly and on time.

Seconded: James Howard, Passed by acclamation.

Action: Lewis Balentine

Yearly Electric Utility checks: Treasurer, Target Date 15 February 2017

Unit Owner	Unit	No of Lights	Sprinkler Timer	Amount
Larry Yancey	9511		1	15.00
Mathew Chang	9525	1		30.00
Meribeth Shea	9527	1		30.00
Jack Gott	9530	2		60.00
Patricia M. Elkins	9533	1		30.00
Cynthia A. Guerrero	9538	1		30.00
Brent L. Lambson	9542	1		30.00
Sandra Artola or Jaime Hernandez	9546	1		30.00

Motion to send payments as noted: Lewis Balentine

Seconded: James Howard, Passed by acclamation.

Action: Lewis Balentine

Dead spots in grass in common area:

Large areas of dyeing grass in area between units 9533 & 9535

To be referred to Primavera for evaluation: Action: Meribeth Shea

Mosquito Spraying:

Can we contact Kempwood North Civic Association about riding their spraying contract this year ... before it is too late. Action: Megan Carpenter

Web Site Update: Secretary

We had a problem with the payment to the ISP, Lumasis.com, that provides the web site. I had to get the Comerica Bank to provide a copy of the canceled check. Now the problem is that the software originally used to maintain the web site is no longer functional (*the provider is out of business*). We have to move the data to a new format. The WEB site needs to be completely rebuilt.

Reference: <http://kempwoodvillata.org/>

Tabled for one month for research. Action: Lewis Balentine, Lyndsay Sweeney, Libby Flores

Other New Business:

None ...

Next BOD Meeting:

7:00 PM 14 March 2017 at 9527 Clanton Street

Meeting Adjourned: 8:05 PM