

Kempwood Villa Townhouses Association

Board of Directors meeting, 14 March 2017

Meeting called to order by Megan Carpenter at 7:21 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	no
Lyndsay Sweeney	9534	Member	prior commitment
Lewis Balentine	9521	Secretary-Treasurer	yes
Brent Lambson	9542	Member	out of town
Megan Carpenter	9541	President	yes
Meribeth Shea	9527	Vice President	yes
Douglas Herrera	9505	Member	no
Libby Flores	9502	Member	yes

A majority of active members forms a quorum.

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

Minutes

Minutes of the Previous Meeting: Secretary, accepted as read by acclamation

Treasurer's Report: Treasurer, accepted as read by acclamation

Bank Balance	14 Mar 2017	90,954.08
Cash on Hand	14 Mar 2017	-72.11
Total Escrow	14 Mar 2017	73,160.00
Available Funds	14 Mar 2017	17,721.97

Old Business:

Status Account Statements to All Owners: Treasurer

open

Statements were completed and sent out 16 Feb 2017. Yearly electrical utility compensation checks were included with the statements for the applicable units. One past due statement hand delivered. Ten past due statements were sent via certified mail. Twenty current statement were sent via First Class mail. The cost of postage, certified mail and an addition twenty First Class stamps for future use was \$58.77 paid from 'cash on hand'. There was an addition cost of \$23.98 from 'cash on hand' for replacement ink cartridges (*there was a lot printing done to get the proper format, double check the statements and produce the final statements as mailed*). Those owners who have not brought their accounts current will be sent a 2nd notice more strongly worded than the previous. A late fee will be assessed if the those accounts are not brought current by the end of the month.

Directors and Officers Insurance: Treasurer

closed

Invoice for \$938.45 received from American Causality Insurance Agency and paid 25 Feb 2017.

Status Masonry repair project: Megan Carpenter, Treasurer

closed

Received invoice. Inspection revealed a few problems. BRI returned to address these. Payment of \$9,020.00 sent to BRI on 25 Feb 2017.

Status Sprinkler Leaks: Lewis Balentine

closed

Work completed and inspected. Invoice for \$238.15 received and paid on 16 Feb 2017.

Aaron Eaves (9501) reported that the sprinkler heads were still leaking as of 1 March 2017. Primavera's irrigation tech came back out 4 March 2017 and changed the sprinkler head in front of unit 9501. He also checked the valve and said it is working fine.

Status Common Area Light Repair Unit 9534: Lewis Balentine

closed

Both the bulb and the light sensor were replaced on 1 March 2017. The sensor for the light in front of unit 9530 was cleaned. The lights appeared to be working correctly. A old sensor module has been disassembled and the components replaced with a simple on/off toggle switch. This is to be used to test the lights in the future.

Paving Estimates: Megan Carpenter, Meribeth Shea, Lewis Balentine

open

Lewis Balentine (9521) prepared a layout of the area to be paved and an estimated the square footage to be 25,600. A copy of this layout in PDF format was placed on the website under the download section.

Quotes:	Enterprise Commercial Paving	\$52,780.54
	U. Pena's Paving	\$53,375.00
	U. Pena's Paving (<i>revised</i>)	\$33,395.13
	SouthTex Asphalt Services	\$130,626.00

Questions: Restore Speed Bumps? general consensus is no
Time required to perform service? 3 days for concrete work, 1 day for asphalt
Ingress and Egress to complex during service?
Is it possible to schedule work on separate days?
(i.e. *West side one day, East side the next day*)
Likely to increase cost significantly, but need to ask vendors
Request 'Best and Final' quotes from all vendors?
Funds would have to be shifted between escrow accounts to cover costs

Status Mosquito Spraying: Meribeth Shea

closed

Our drive has been included with Kempwood North for mosquito control.

Status Dead spots in grass in common area: Meribeth Shea

closed

Grass is regrowing.

Status Replace Planters in Front of Unit 9510: Meribeth Shea

open

To be discussed with Primavera.

Status Web Site Update: Secretary

closed

The web site <http://kempwoodvillata.org/> has been updated and reworked. All content was replaced with current data. The design remains the same two frame layout, fonts and styles. The file structure was changed to simplify maintenance. Pages were added for waste removal and Unit pictures. A local backup of the pages is being maintained by the secretary.

New Business:

Domain Registration: Treasurer

closed

A invoice in the amount of \$21.95 for the yearly domain registration for the web name "kempwoodvillata.org" was received by Michael Smith of "Daisy Sophie Enterprises" and forwarded to the KVTA Treasurer. The invoice was paid and sent to Lumasis.com along with a letter requesting that they update their records ... again. Verification of the change to the web site ownership information was received on 2 March 2017. closed

The request to change registrant contact details has been completed.

A description of the changes are below.

Old Registrant		New Registrant	
Organization Name	DaisySophieEnterprises	Organization Name	Kempwood Villa Townhouse Association
First Name	Michael	First Name	KVTA
Last Name	Smith	Last Name	Treasurer
Email Address	margarita.mike@att.net	Email Address	treasurer@kempwoodvillata.org

This change applies to the following domain(s):

Domain Name
kempwoodvillata.org

State of Texas Corporate Seal: Secretary

closed

Article XIV of the KVTA Bylaws require that the association has a seal. In fact the Bylaws dated 15 Feb 1975 have an impression of said seal over the signature of the secretary Norman Ankenman. That original seal has been lost and was supposed to have been replaced several years ago. A replacement conforming to the State Of Texas requirements was purchased from CorporateSeal.com at a cost of \$38.07.



KVTA return address stamp: Secretary

closed

A new "ExcelMark A-1539 Self-Inking Stamp" return address stamp was purchased from DiscountRubberStamps.com at a cost of \$10.97. The new stamp was purchased because the secretary is lazy and unhappy with the existing stamp which requires messing about with a separate (*dried out*) ink pad. This stamp includes the full name of the HOA as well as the zip+four form of the postal zip code. All obsolete stamps and pads have been disposed of. closed

OLD STAMP

KVTA
P.O. BOX 430274
HOUSTON, TX 77243

NEW STAMP

Kempwood Villa Townhouse Assoc.
Post Office Box 430274
Houston, Texas 77243-0274

State of Texas Corporate Renewal: Secretary

open

Need more information

KVTA IRS Form 1120: Treasurer

open

Need more information. To be filed in the next 30 days. open

Rats (again): Megan Carpenter

open

Libby Flores reports more problems with rats (*the small four legged variety*) in unit 9502. Proposal/Quotes from Long Point Pest Control was received.

- Quote 1: Individual Units
Set traps in attic
One follow up visit to check traps
\$204.59 per unit charged to unit owner
- Quote 2: Place 6 external bait traps near/around Units 9527-9545
Place 4 external bait traps near/around Units 9502-9514
\$433.00 charged to HOA
- Quote 3: Units 9527-9545
Seal building access with hardware cloth and expanding foam
10 eaves, 10 star caps, 20 line/dryer vents
\$920.13 charged to HOA
- Quote 4: Units 9502-9514, Ten places
Seal building access with hardware cloth and expanding foam
4 eaves, 4 star caps, 8 line/dryer vents
\$460.06 charged to HOA

Megan Carpenter will follow up on Quotes 3 and 4. She will try to get quotes from additional vendors.

Unit 9542 Architectural Request: Megan Carpenter, James Howard

closed

Howson Chang has requested permission to add screening to the patio structure attached to unit 9542. The BOD noted that the previous owner has erected a wall on the south side of the patio that was not approved by the HOA and nor was it included in the drawing submitted to the city of Houston when the Patio cover was constructed. The BOD does not want to set a precedent that may lead to further abuses. Request denied.

Cul-De-Sac Watering: Meribeth Shea

open

Among other things the KVTA water hoses are the thickest, stiffest, heaviest 100 foot hoses that could be found. These were chosen to allow for vehicles to drive over the hoses without damaging them. It can be physically challenging to deploy and retrieve hoses as needed to reach the Cul-De-Sac. It is especially difficult to coil the hoses for storage unless the ambient temperature is above 90 degrees.

The possibility of using a shorter heavy hose stored in the middle of the Cul-De-Sac and lighter weight hose stored at the water outlet.

Meribeth Shea will speak to Primavera about the possibility of them watering the Cul-De-Sac once a week when they perform their normal maintenance of the landscaping.

Other New Business

none

Next BOD Meeting:

7:00 PM 11 April 2017 at 9527 Clanton Street
Meeting Adjourned: 8:37 PM