

# Kempwood Villa Townhouses Association

## BOD Monthly meeting, 10 July 2018

Meeting called to order by Aaron Eaves at 7:08 PM

Location of Meeting: 9541 Clanton Street, Houston, Texas

### Current Board of Directors

Name	Unit	BOD Position	Present
Aaron Eaves	9501	BOD President	Yes
Meribeth Shea	9527	BOD Vice President	Yes
Megan Carpenter	9541	BOD Treasurer	Yes
Lewis Balentine	9521	BOD Secretary	Yes
Angela Stamps	9515	BOD Member	
Jack Gott	9530	BOD Member	Yes
Libby Flores	9502	BOD Member	Yes
Lyndsay Sweeney	9534	BOD Member	Yes
Douglas Herrera	9505	BOD Member	Yes

A majority (5) of members present to form a quorum. Yes

### Minutes of Meeting

**Minutes of the Previous Meeting:** accepted as read

**Treasurer's Report:** bank balance = \$74,765.45, cash on hand = \$90, accepted as read

#### Old Business:

Overdue HOA dues: 9525 has made payment, 9539 has promised to catch up in the next three months.

Roof Replacements: One estimate received: \$31,422 for 17 half units (*front/rear*) = *approximately* \$3,700 per unit. More estimates are needed. We are still in the information gathering phase.

Tree Trimming: Previous Primavera estimate was \$4,875. New estimate is \$2,591.43 (*copy attached*). Note that units 9515 and 9534 have addition plant removals that they will negotiate separately with the vendor. The cost of trimming these plants shall be used to defray the costs of the removals. Meribeth Shea moved to accept the bid and move on with the work. Jack Gott seconded the motion. Passed by acclamation.

Common Area Lighting: work in progress. One new LED light installed along with WiFi Access point for KVTA.LAN. Both light and access point tested and working. Need to determine the usable WiFi range.

#### New Business:

Possible Drain Problem: Angela Stamps (9515) has reported another possible break in a under-ground line along the sidewalk to her unit. Primavera will provide estimate to repair/replace the sprinkler line.

BOD President Moving: Aaron Eaves and his wife are moving to California. The August BOD meeting will be his last meeting. The Vice-President will assume the duties of the president for the remainder of the year (*3 months*).

Recommended Vendor list: Meribeth Shea suggested that we create a list of vendors that have been used by residents and are recommended for various repairs on units. Lewis Balentine stated that he could added a page to the web site for this purpose. Please send vendor information to Lewis Balentine via Email.

Budget: Lewis Balentine presented a sorted list of KVTA expenses for the years from 2011 to 2017 as well as a summary for the year 2017:

<b>INCOME 2017</b>	
HOA MONTHLY FEE	85
NUMBER OF UNITS	33
<b>YEARLY INCOME</b>	<b>33,660</b>

<b>EXPENSES 2017</b>	
KNOWN EXPENSES	11,036
ADDITIONAL LANDSCAPING	4,027
MAINTENANCE and REPAIRS	18,160
MISCELLANEOUS EXPENSES	428
Sub-Total	<b>33,652</b>
MAJOR PROJECTS (paving)	33,280
Sub-Total	<b>33,280</b>
<b>2017 TOTAL</b>	<b>66,932</b>

Known expenses include such things as yearly insurance, PO box rental, monthly landscaping and utility bills. These are bills that we know we will have each year and have some reasonable estimate of the costs. Additional landscaping includes such things as tree trimming, pruning, application of mulch and plant replacement. These are costs which are more difficult to predict. Maintenance and repairs include repair and upkeep of the exterior of the townhouses, safety lighting and other common items such as the storm sewers. Miscellaneous expenses are such things as postage, common office supplies and other minor expenditures incurred.

This particular year had an unusually high amount of maintenance and repairs. Based on the information presented, Lewis Balentine presented a proposed yearly budget. Said budget is designed to be used from year to year with minor modifications as needed (*copy attached*). After some discussion Lewis Balentine made a motion to adopt the budget as presented. Jack Gott seconded the motion. The measure was passed by acclamation. Lewis Balentine will work with the treasurer to update the budget to reflect with funds spent/committed for the fiscal year 2018.

HOA Fees: A CPI raise to the HOA was discussed. This was tabled until the August meeting because we need the Consumer Price Index for the month of July 2018.

Meeting adjourned at 8:11 PM

The next KVTA BOD meeting is Tuesday 14 August 2018.



Proposal No. 43292  
Sheet No. 1  
Date 7/9/2018

FAX: 281.550.3065  
EMAIL: info@primaveralandscapinginc.com

**Work to be performed at:**

Project Kempwood Villa T/H Association  
Street 9527 Clanton St  
City Houston, TX 77243

Owner/Purchaser Meribeth Shea | Megan Carpenter

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of landscaping for the above project in compliance with **Primavera Landscaping** ("Contractor") specifications ("Specifications") and as provided below:

**Landscape Enhancement / Tree Pruning**

9225 - Prune Oak tree away from roof in preparation for hurricane	\$	129.55
9535 - Prune Crepe myrtles trees away from chimney	\$	129.55
9537 - Raise canopy - Prune/inner of 2 oak trees	\$	259.09
9537 - 9539 - 9541- Remove soil away from foundation	\$	135.00
9543 - Transplant ground cover from unit #9225	\$	90.00
9534 - Option I - Prune crepe myrtle branches away from structure	\$	135.00
9514 - 9515 - Prune branches away from structure	\$	270.00
9517 - 9515 - Prune crepe myrtles away from structure	\$	270.00
9517 - 9519 - Prune crepe myrtles away from building ( Chimney )	\$	135.00
9507 - Prune Savana holly tree	\$	90.00
9503 - Prune large branch at V Split over the roof and thin out braches at parking area	\$	270.00
Debris removal and disposal	\$	480.75
Sub Total		\$ 2,393.93
Sales Tax		\$ 197.50
<b>Total</b>		<b>\$ 2,591.43</b>

All of the above described work is to be completed for the sum of:

Two thousand five hundred ninety one dollars and forty three cents. Dollars( \$ 2,591.43 ).

Including applicable State, City and County sales tax, with payment to be made to Contractor within 10 days from completion of the job. If not paid when due, the balance shall bear interest at 1-1/2% per month from due date until paid in full.

Any alteration of deviation from the above involving extra costs, will be executed only upon written orders, signed by Contractor and Owner/Purchaser, and will become an extra charge over and above the above-stated contract price. In the event that the performance by Contractor of any of its materials or services hereunder shall be interrupted or delayed by any occurrence not caused by Contractor, such as acts of God, strikes, accidents or delays beyond Contractor's control, the Contractor shall be excused from such performance for such a period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

Respectfully Submitted,

**Primavera Landscaping**

By: Eddy Lanzas Name: Eddy Lanzas Title: Customer Services Representative

NOTE: This proposal may be withdrawn by Contractor if not accepted within 60 days from the date of this proposal. Your acceptance of this proposal by signing and returning one copy prior to Contractor's withdrawal will constitute a contract.

**ACCEPTANCE**

By: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed KVTA Yearly Budget

Description	Month Due	Estimate	Actual	Difference
Insurance, General Liability and Directors and Officers Bond	February	1,750		
USPS Post Office Box, Yearly Rental	September	100		
Yearly Electrical compensation, Sprinkler and Lights	February	255		
Web Site Yearly Registration and ISP Fee	December	110		
Monthly Landscaping (\$450 per Month)	monthly	5,400		
City of Houston Water (\$250 per month)	monthly	3,000		
Additional Landscaping Expenses	as required	4,500		
Maintenance and Repairs	as required	7,500		
Miscellaneous Expenses	as required	500		
<b>Total</b>		<b>23,115</b>		
Total Yearly Income (33 x 12 x \$85 per month)		<b>33,660</b>		
<b>Yearly Delta</b>		<b>10,545</b>		
Emergency Contingency Reserve		<b>25,000</b>		
Minimum <u>Non-emergency</u> Bank Balance = Liquid Assets - (1/2 Yearly Budget + Emergency Reserve)				
Example:				
Bank Balance + Misc Cash	71,000			
1/2 Yearly Budget	11,558			
Emergency Reserve	25,000			
Minimum <u>Non-emergency</u> Bank Balance	<b>36,558</b>			
Discretionary spending for Major Projects (requires BOD approval)	<b>34,443</b>			
<b>Major Projects:</b>				
Paving (actual cost in 2017)	2017	35,000		
Roofing (\$4000 per Unit)	1996-2006	132,000		
Painting (\$2000 per unit)	unknown	66,000		