



COPPERBROOK HOMEOWNERS ASSOCIATION, INC

Monthly Board Meeting

February 9, 2023 6:00 PM
La Madeleine
19710 HWY 290 NW FWY, Suite 100
Houston, TX 77065

MINUTES

Directors Present

Elias Megersa - Vice President
Jo Stegmaier - Secretary
Sandra Kinloch - Member
Angelica Pena - Treasurer

Additional Attendees

Beth Liles, Community Manager
Bart Jones, District Manager

Directors Absent

Francesca Garcia - President

I. CERTIFICATION OF QUORUM

▶ **Quorum Established: Yes**

II. CALL TO ORDER

Motion

Motion by Elias Megersa called Meeting to Order at 6:09 PM. Seconded by JoDee Stegmaier.

III. APPROVAL OF PRIOR MEETING MINUTES

▶ **Prior Meeting Minutes Approved: Yes**

Motion

Motion by Angie Pena to approve Prior Meeting Minutes. Seconded by Elias Megersa.

IV. HOMEOWNER FORUM

Summary

No Homeowners were present, this time was used for the Board to raise concerns to the District Manager.

Concerns presented by the Board

- The delay in receiving the annual coupon.

- ◊ District Manager, confirmed to the Board there was some delay in send out due to multiple department checks and reassured the Board future coupon delivery should be a smoother process. FirstService starts this process months in advance, in which this community's transition did not allow. Action plan, Community Manager and District Manager will push all urgent matters through other departments within constraints.
- Communicating to all Homeowners, some residents reported not being able to reach anyone.
 - ◊ Community Manager, confirmed any mass communication or real-time issues will be sent to the community in a swift manner and for residents who are not registered in the ConnectPortal, they will be encouraged to login and create an account if not already done. Action plan, Community Manager will need to coordinate a mass communication template to the community with updated FirstService department contact emails for communication and request updated contact information for all residents.
- Who answers calls on the weekends or after-hours
 - ◊ Community Manager, confirmed of the 24/7 call center available to homeowners answering and assisting in all inquiries along with the availability of the CM on the weekends and after hours. District Manager explained the escalation path when the call center cannot answer a residents inquiry and routed to the Community Manager with the District Manager notified of the incoming call.
- How does FirstService handle involvement of attorneys.
 - ◊ District Manager, confirmed FSR tries to answer legal inquiries in house to an extent. FirstService has a lot of resources to acquire legal knowledge prior to looping in an attorney. In the event an attorney needs to be consulted it will be discussed with the board prior.

V. RATIFIED ACTIONS TAKEN BETWEEN MEETING

A. INSURANCE RENEWAL

Summary

Board Members confirmed interest to still search around for a lower rate and would like to know if there is an insurance minimum in Texas for associations. District Manager informed the Board of FirstService has minimum insurance requirements for associations to carry. Community Manager will confirm the coverage required in the contract to assist in obtaining additional quotes from insurance carriers.

Motion

Motion by Elias Mergersa to approve the renewed proposal by LaBarre/Okshee with the agreement of Board Members present at the meeting.

B. COMPLETED TRANSITION OF MANAGEMENT

Summary

Update 2/09: Affinity Management sent additional financial documents and mailed the association's reserve funds of \$41,691.43 and an additional \$6,500.73 for the operating account. Board Members inquired about the community's hard drive and saving future documents on it. Community Manager confirmed once transition team has completed downloading/uploading information to FirstService's shared drive the Board will receive the hard drive to continue back up the association's data.

C. COUPON ORDERING

Summary

Discussed in Homeowner Forum

VI. REPORTS

A. COMPLIANCE REPORT

Summary

Currently 48 open violations and next compliance drive is scheduled for the end of February.

B. PROPERTY MANAGEMENT ACTIVITY REPORT

Summary

Reviewed and discussed the most recent report; calls received, open work orders, completed items and in-process tasks.

C. AFFINITY MANAGEMENT FINAL FINANCIAL REPORT

Summary

Review and discuss final financial report from year 2022, expenses exceeded projected budget for 2022 by \$37,908.52. Full report will be uploaded online through our resident portal for community view

VII. 2023 OPERATING BUDGET

Summary

Reviewed and discussed the 2023 Proposed Operating Budget. The Board noted several revisions needed and will re-review once completed.

VIII. BUSINESS ITEMS

A. CEMENT POLE REPAIR

Summary

Review and discuss received bids. The Board motioned to table this repair for a later date.

B. PERIMETER FENCE OF THE COMMUNITY

Summary

Reviewed and discussed pending notice needing to be sent to Homeowners around the community's perimeter to repair and update aged fencing.

C. HORNET REMOVAL

Summary

Board approved quote of removal for \$262.77 via email and sending approval to MOS team to coordinate

IX. EXECUTIVE SESSION

A. REIMBURSEMENT APPROVAL

Summary

The Board approves the reimbursement as presented but raised concerns on timeline for receiving the reimbursement from Mud 130. Community Manager will start tracking this progress to ensure the association receives funds.

FirstService will require receipts or financial statements itemizing the expenses needing to be reimbursed to Francesca Garcia, prior to issuing a reimbursement from the associations operating account.

Motion

Motion to approve reimbursement to Francesca Garcia by JoDee Stegmaier. Seconded by Angie Pena. On the condition receipts and/or statements will need to be provided prior to releasing the funds.

B. TEXAS GROUND WORKS ESTIMATE

Summary

Received estimate from Texas Ground Works on additional items

\$900 to remove dead pine tree, includes stump grinding and sod installation.

- The Board would like to gather additional quotes for this work. Board motioned to proceed with Texas Ground Works if additional bids received are higher than \$900.

\$200 to cut back Oleanders inside pool area

- The Board approved this landscaping item.

\$300 to trim palm tree

- The Board approved this landscaping item.

\$75 to cut metal T-Post with Grinder

- The Board rejected this proposal.

For the memorial area, the Board would like quotes for low maintenance plants/flowers instead of opting for seasonal color options.

C. VENDOR WAIVER FORM

Summary

The Board raised concerns on signing these waivers for liability reasons and would like to work with approved vendors already set up in FirstService's system, instead of using Marathon Pest Control and Gordan's Lock & Safe in the community. Community Manager will confirm with vendor department if there is any additional preferred vendors used by the association lacking the required minimum insurance coverage.

D. ATTORNEY REPORT

Summary

Attorney is pending account histories on 2 case files, Community Manager will send these to the attorney to further process. Community Manager will confirm on the file closed, how much was paid to the association and if there is still a balance on the account.

With the coupon extension we will be providing a more in depth delinquency report at next month's board meeting of outstanding assessments.

For the community as a whole, Master association annual assessment received an extension till the end of February to make payment for the \$64,483.66 invoice

X. ADJOURNMENT

Motion

Motion by Elias Megersa to adjourn board meeting at 8:05 PM. Seconded by Angie Pena.

Elias Dentse

4/28/2023

APPROVED

DATE