

**Canyon Gate at Cinco Ranch Owners Association, Inc.
Board of Directors Open Meeting Minutes**

Date: Wednesday April 18, 2018
Time: 6:30 p.m.
Location: Recreation Center

Present

Board Members: President: Bernadette Leaney
Vice-President: Jim Pongrass
Treasurer: Joe Gibson Not Present
Director: JR White – Not Present
Secretary: Doug Brewer

- I. **Call to Order:** Bernadette Leaney called the meeting to order at 6:36 p.m.
 - I. **Board Resignations:** Doug Brewer stated two Board members submitted their resignations to the Board, Joe Gibson and JR White. Jim Pongrass motioned to accept both resignations, Doug Brewer seconded. **Motion was unanimously carried.**
 - II. **Introductions** – Bernadette Leaney introduced the Board and management company, present from PMG - Houston, Rachel Richmond, Rose Rodriguez and Maggie McKay.

- II. **Homeowner/Guest to address the Board:** Maggie McKay stated that there were no guest or homeowner on the agenda to address the board, Maggie McKay also stated that the agenda was very full and that the Board would not be taking any questions that index cards were available for the resident's questions for the board to review and answer at a later date directly to homeowner.

- III. **Meeting Minutes – March 16, 2018** The meeting minutes from March 16, 2018 were presented and reviewed, Jim Pongrass motioned to accept the minutes as presented, Doug Brewer seconded, **Motion was unanimously carried.**

- IV. **Financial Report** – Bernadette Leaney presented the financials for the period ending March 31, 2018. Resident packets only contained the balance sheet, residents requested the income statement to be presented to all for all meetings in the future. Additional questions followed. Jim Pongrass motioned to accept financials as presented, Doug Brewer seconded. **Motion was unanimously carried.**

V. Old Business

- SBA Loan – Bernadette Leaney stated we were approved for an SBA loan for \$426,400.00 with a deadline of acceptance at the end of May. The SBA loan will need to first be approved by the 67% of the membership. Ms. Leaney also stated that management was looking into other types of loans for Community Associations, further discussion was held.
- Landscape Updates – Ms. Leaney gave an update on the current state of the community landscaping. Ms. Leaney also stated that we have several estimates from Grass Roots for some additional landscape items that still need addressing. Discussion was held regarding forming a Landscape Committee to help with future projects.
- Clubhouse Updates - Jim Pongrass gave an update on the recreation center, Mr. Pongrass stated the contractor is expected to finish by the end of April. We currently have 2 bids to review for new gym equipment, the board has received 1 bid and is awaiting one other for expanding the Gym. As well as bids for adding outdoor restrooms at the park.
- MUD Updates – Doug Brew gave a MUD 8 update regarding curb and sidewalk repairs, silt removal from the bayou and lift station expansion.
- Ratify Board Votes – Maggie McKay stated that the Board had approved 2 contract renewal, the Life Guard contract with Sweetwater and the mosquito spraying contract with Cypress Creek Pest Control .

VI. New Business

- Calendar of Events – Maggie McKay presented the Board with the 2018 Calendar of Events to review. Ms. McKay also stated she is planning several community events to include Movie Night in the Park, a Summer Kickoff Party at the pool and a Winter Event in December.
- Road and Sidewalk Repairs - Doug Brewer stated that the MUD will make repairs to the road and sidewalk areas that share manhole covers, please contact the MUD if repairs in these areas are needed.
- Security Post Orders – Ms. McKay stated that she and Ms. Leaney met with the Security Guard company Securitas, to review the current post orders for the guard and to update. Once the orders are finalized and reviewed the Board will post for the public.
- New Marquee Sign – Jim Pongrass stated he is currently seeking bids to add a marquee sign with lights towards the front of the community.
- Replacement of Fence Crete bids – Jim Pongrass and Doug Brewer are working on obtaining additional bids for the replacement of the fence Crete fencing on the main boulevard throughout the community. A discussion was held regarding the interior fence Crete walls and whose responsibility they are to repair and maintain.
- Townsq - Ms. McKay asked the residents in attendance to sign up with the new website called Town Square. This will be the website where all documents and notices are located moving forward. Ms. McKay also stated that new postcards will be mailed out by PMG Houston for the mistake in the web address that was previously sent out.

VII. **Adjournment:** With no further business. Jim Pongrass motion to adjourn the meeting, Doug Brewer second. Meeting adjourned at 8:34 pm

Prepared by: Maggie McKay

4/20/2018


Board of Director Signature


Date

Board of Director Signature

Date