

# Bayou Bend Estates HOA Organizational Meeting Minutes

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Date: May 17, 2025

Location: "On-site in Bayou Bend Estates" : 4202 Leslie's Way Dickinson, Texas 77539

Time: 11:00 am

Meeting Type: Initial HOA Transition and Board Election Meeting

Facilitator: Melissa Ard

## 1. Welcome and Introduction

Melissa Ard opened the meeting and welcomed residents. She introduced herself and provided context about moving into the neighborhood and the vision for transitioning to a homeowner-led HOA.

## 2. Background and History

Development originally managed by Karam Development. Luke Hilton, the first resident, had previously acted as the point of contact with Karam, advocating for neighborhood improvements. Karam Development approached Luke Hilton to assume HOA responsibilities; he agreed and enlisted Melissa Ard's help. The team consulted with HOA attorney Brittany McDonald of Gregg & Gregg, who outlined steps to establish a compliant, resident-led HOA.

## 3. Legal Status and Compliance

The HOA was not in good standing with the State of Texas. The developer resolved this at the team's request. Legal representation was secured to assist in compliance and operations. Decision made to self-govern the HOA, opting not to hire a management company due to cost and community consensus.

## 4. Preliminary Actions Taken

Website and email address created for HOA communications. Physical mailing address designated using a non-buildable lot owned by the HOA. Board of Directors insurance obtained. CPA services will be retained. Bank account and control of funds pending board election. Insurance compliance issues addressed, including required signage around lakes and common areas.

## 5. HOA Financial Overview

Current HOA bank balance: \$30,932.21. Estimated outstanding dues: approximately \$20,000, including unpaid dues by Adams Homes. Anticipated working capital post-collection: \$50,000–\$60,000.

## 6. HOA Dues

Annual dues are \$500, due in July. Flexible payment arrangements will be available for residents in need.

## 7. Landscaping and Maintenance

Interim mowing has been performed voluntarily by residents (Luke Hilton and Darrell Ard).

Lawn care quotes reviewed:

- Earthworks: \$60,000/year
- Yellowstone Landscaping: \$26,000/year + \$1,500 initial cleanup

The team recommends Yellowstone Landscaping based on cost-efficiency and scope.

## 8. Election of the HOA Board of Directors

Melissa Ard requested formal recognition of the acting volunteer board consisting of:

- Melissa Ard
- Luke Hilton
- Allen Wells

A nomination was made from the floor and seconded. A vote was taken, including 27 proxy votes from Adams Homes and additional homeowner votes, meeting the required quorum of 67% (51 votes).

The developer JMK5 Dickinson LLC representatives: Jerome Karam, Joshua Karam and Gina Hickman, will be removed from the Bayou Bend Estates HOA and HOA bank account at B1Bank. The newly elected board Melissa Ard, Luke Hilton and Allen Wells will be add to the B1Bank account for the Bayou Bend Estates HOA.

## Motion Passed

The following individuals were officially elected as the inaugural Board of Directors for Bayou Bend Estates HOA:

- Melissa Ard
- Luke Hilton
- Allen Wells

## 9. Architectural Review Committee (ARC)

The board will establish a 3-person ARC. Volunteers will be requested to serve. Responsibilities include review of house painting, structures, and modifications in alignment with community aesthetics and bylaws.

## 10. Bylaw Review and Proposed Amendments

The board proposes a bylaw review and community vote on updates, including:

- Allowing sheds (currently prohibited)
- Regulations on boats and RVs in driveways
- Vacant lot maintenance penalties

Residents will receive bylaws via email and provide feedback for future discussion.

## 11. Community Concerns and Projects

Multiple concerns were raised regarding the boat ramp, safety issues around the lake, mailbox ownership, neighborhood signage, gazebo repairs, and future landscaping improvements. Community involvement and cost-efficient solutions are encouraged.

## 12. Developer Transition and Community Autonomy

Developer (Adams Homes) remains responsible only for their unsold lots. Residents requested removal of 'Karam Development' signage at neighborhood entrance. Long-term goal to remove developer influence and restore common areas affected by development activity.

## 13. Open Forum and Q&A

Concerns about HOA fee increases discussed; any increase is limited by current bylaws unless amended. Residents expressed support for transparency, collaborative governance, and maintaining a welcoming atmosphere.

## 14. Adjournment

Melissa Ard officially closed the meeting recording. Residents were encouraged to provide contact information, stay informed via the website, and participate in upcoming meetings and initiatives.

*Allen Wells* dotloop verified  
07/11/25 2:07 PM CDT  
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*Luke Hilton* dotloop verified  
07/11/25 2:09 PM CDT  
8CEB-JKEF-YULL-O5IL

*Melissa Ard* dotloop verified  
07/11/25 1:46 PM CDT  
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