

THE LAKES OF SOUTH SHORE HARBOUR C.A. INC.

REGULAR BOARD OF DIRECTORS MEETING

MEETING MINUTES- December 2019

The following meeting minutes reflect the actions taken by the Board of Directors (the "Board") of The Lakes of South Shore Harbour C.A. Inc. (the "Association") at the regular meeting of the Board conducted December 9, 2019 (the "Board Meeting"), at 5:30 at the League City Police Department – Community Room 555 W. Walker League City, Texas 77573.

Attending: Rob Schuler, President, Claudia Foutz, Vice President, Mike Lee, Secretary, Cindy Pratt, Treasurer and Allison McIntyre, member at large. Ms. McIntyre joined the meeting at 6:00pm.

Guests: Carol Evans, resident, Crystal Chang- Canady & Canady, Sheila Condon- Clark Condon, Kristin Hooker – Community Manager

I. Meeting Called to Order at 5:38pm by President Schuler.

II. CONSIDERATION OF CURRENT AGENDA:

Motion: Approve the Agenda with proposed edits:

*Table: VI. Review and vote on formats for future Board Proposals

* Add VIII. B Reimbursement of expenses- Status of accounts payable.

Result: Passed

III. OATH OF OFFICE, CODE OF ETHICS, CODE OF CONDUCT

Board Members Mike Lee, Cindy Pratt, and Rob Schuler, were administered the Oath of Office. The Oath of Office will be administered to Allison McIntyre at the January meeting. The board continued to discuss briefly the code of Ethics and Conduct documents that have been signed by Schuler, Foutz and Lee. Both Pratt and McIntyre want to offer edits for consideration at a future meeting.

IV. RESIDENT COMMENTS

Resident Carol Evans advised that the board needs to improve communications so that more homeowners will attend meetings. She believes few residents look on the website, Facebook or Nextdoor. She suggested communications like email blasts would be more effective. The board thanked her for the suggestions and will add that to a future communication plan.

V. CLARK CONDON LANDSCAPE ARCHITECTS presentation.

Sheila Condon, a principle in the landscape company presented an overview of the several projects the company has completed and the company's approach to working with clients seeking landscape consultation. The firm has prepared a proposal for the Board that could be combined with a proposal they have given to MUD #7 to address the erosion problems at the Kroger Lake area. Their approach is to provide recommendations for refurbishments and improvements to the public areas of the community. The board agreed to discuss the assessment proposal at a workshop in February 2020. The proposal received by R. Schuler will be distributed for review prior to the workshop.

VI. FINANCIAL REPORTS presented by Canady & Canady accounting firm.

Crystal Chang presented the financial statements which comprised the balance sheet as of October 31, 2019 and related profit and loss, an income statement and aged payables, as well as confidential delinquencies for board review. After discussion the report was accepted. At the close of the discussion Ms. McIntyre volunteered that she would be forwarding a spreadsheet named "Ready for 209's" that she created to assist in the reconciliation process. Ms. Chang also gave an overview of the services that they are providing. Additionally, Board advised that it has now improved the amount of information that a vendor is required to provide to the bookkeeper prior to

payment of invoice to insure more accountability prior to payment. Additionally, Cindy Pratt will contact the Accounting firm to recommend alternate report formats.

VII. ACTIONS TAKEN BY THE BOARD WITHOUT A NOTICED MEETING

The following actions were reviewed and decided upon by means of electronic voting- (email)

- a.) Plexiglas installation proposal. New plexiglass for all light houses - Approved 11-04
- b.) Cancellation of November Meeting – Approved 11-04
- c.) Increase of the certified letter fee \$30.00 as requested by the accounting firm. – Approved 11-04
- d.) Accounting Firm Proposal from Canady & Canady – Approved 10-23
- e.) Holiday Lighting Proposal to expand lighting in various areas - Approved 11-04
- f.) Woodcock electrical repair proposal- Approved 11-04

VIII. MANAGER'S REPORT

- a.) Winter Event Update- Manager discussed the December events, Cookies with Santa December 15th and Holiday Light Judging. The Manager made a call for Board volunteers to assist at the event. Claudia Foutz and George Young volunteered to assist 11am-2pm in any area needed, Allison McIntyre – 10am-11am for setup, Cindy Pratt will assist as schedule allows, Mike Lee will provide the bench and the hay for the snow hill. Snow is set to arrive at 11am. Mike Lee will drop the candy off at the Fire Station prior to the parade at 1:00pm
- b.) Holiday Light Judging – Board members will nominate in all three categories and submit votes via email no later than December 13th, 12pm
- c.) Compliance Report- Property Manager presented the compliance report to the Board and presented a new public information format. Cindy Pratt Suggested that we include trend data moving forward.

IX. DIRECTORS' REPORT-

President Schuler reported on the status of the current lawsuit against the HOA noting that counsel for the resident has filed documents with the court to dismiss the suit.

Reserve Study Update was given by President Schuler and advised that the admin is gathering documents and information to provide to the firm. Rob, Mike and Kristin were present for the kick-off call and we should have information in mid-January.

X. COMMITTEE REPORTS

Mike Lee provided a report on the status of the mulching throughout the property. Seasonal color has been installed. Cindy Pratt will take the action of finding an alternate company to repair the concrete fence that is damaged at a resident's property.

XI.

- a.) MUD Update- Rob Schuler attended the last MUD meeting and gave a report on the details of that meeting. The MUD is also developing their own website so residents can obtain their detailed minutes once approved. MUD Minutes are also posted on the association website.
- b.) Resident mailbox relocation- C. Foutz reported on resident mailbox that has been knocked down numerous times.
Motion: To purchase and relocate mailbox for homeowner on Auburn Creek at the expense of the HOA. Kristin will order mailbox and arrange for installation.
Result: Passed
- c.) January Workshop-Target date for Board workshop will be February 23,2020
Motion: To move the target date for the Strategic Planning workshop to February 23,2020.
Result: Passed
- d.) CMA Update- CMA explained that they changed their property management company to RealManage and is working to reconstruct their finances . The CMA Board has requested to change their due date to facilitate the

date that GCAD releases the data necessary to bill their accounts. The CMA did not bill on time this year in March. Rob advised he will continue his conversations concerning billing and provide an update at the next meeting.

XII. Report from Executive session actions.

The board voted to write off HOA resident debts of less than \$10.00 and approved a payment for reimbursement for mailing expenses of a board member.

XIII. Close of open Board Meeting at 20:53

Executive Session-

- a.) Deed Restriction Report
- b.) Attorney Report- Canady & Canady will provide a statement for admin verification. The statements will be provided to the Attorney's office by end of December.
- c.) Application of debt payments to old debt- Rob informed the board that the payment has to be applied to the most delinquent debt owed.

Motion: to approve the following: Write offs for Residents as of September 1, 2019 that owed less than \$10.00. Residents who paid on time, but were billed an incorrect amount in 2018, credit their balance from their underpayment.

Result: Passed

- d.) *Motion to approve Cindy Pratt's expense reimbursement for mailouts*

Result: Passed.

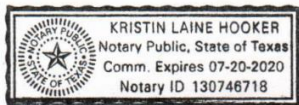
XIII. ADJOURNMENT –

Board adjourned at 21:36

The Board of Directors for the Lakes of South Shore Harbour C.A. Inc. after being duly sworn, does solemnly swear or affirm, these minutes are a true and correct record of the facts of the specified meeting.

SIGNED _____ TITLE _____

_____ DATE _____



NOTARY SEAL

MY COMMISSION EXPIRES: 07-20-2020

BY:

DATE 12-12-2019