

**THE LAKES OF SOUTH SHORE HARBOUR C.A. INC.  
REGULAR BOARD OF DIRECTORS MEETING  
MEETING MINUTES - October 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 October, 9, 2019 (the "Board Meeting").  
Location: League City Police Department – Community Room 555 W. Walker League City, Texas 77573

Attending: Rob Schuler, Allison McIntyre, Cindy Pratt, Claudia Foutz, Mike Lee

Absent: None

Guests: Kristin Hooker (Property Manager), Tully Dunlap, RJ McCusker, Susan Tharp, JC Cabrerra, Ghorgan Fijay, Susan Gonzales, Hector Gonzales, Chris Archambault (Attorney for HOA)

**I. Call to Order at 6:35 PM**

**II. Welcoming of a new Director and Oath of Office**

Claudia Foutz was sworn in with the new Oath of Office.

**III. Consider Current Agenda Changes and Vote**

Motion: Add 2018 Billing Errors - Resolution of Delinquencies To VIII(B)

Result: Carried

Motion: To Strike VIII(B) Subsection Monthly Financial Review

Result: Carried

Motion: Add Mud Report to Item XI

Result: Carried

Motion: Strike Manager's Report

Result: Carried

Motion: Approve agenda as amended

Result: Carried

**IV. Resident Comments**

Susan Gonzales: Homeowner has a property management company and offered management consulting, if desired. Mrs. Gonzales' management provides all financial reporting, contract bidding, insurance company review, deed restriction enforcement, architectural control review. She recommended the use of a lockbox.

Richard McCusker: Inquired about a billing error that he has been dealing with. He feels that the letters were sent out prematurely. Issue is with the Board not being aware of the letters before they went out.

Susan Tharp: Resident said that her check was received by manager on July 30<sup>th</sup> and was not deposited until August 8<sup>th</sup>. She would like to get a paid receipt from the office.

Kathleen Hipp: Helped with the administrative duties.

Tully Dunlap: Landscaping issue with no color, mulch, and bare roots. He commended the Secretary for the format and quality of the agenda.

**V. Election of Officers**

Motion: To appoint Cynthia Pratt as Treasurer  
Result: Carried

Motion: To appoint Rob Schuler as President  
Result: Carried

Motion: To appoint Claudia Foutz as Vice President  
Result: Carried

Motion: To appoint Mike Lee as Secretary  
Result: Carried

Allison McIntyre will be a Director-at-Large. New officer positions will take effect at close of meeting.

**VI. Read and Consider Minutes from September 11, 2019**

Treasurer and President would like to make changes to the minutes as submitted.  
Vice President would like to see a balance between the abbreviated version and the extended versions.

Motion: To accept the revisions of the September minutes that Cindy Pratt sent by email  
Result: Carried

The Secretary has significant ethical concerns regarding the items that the Treasurer removed from the initial minutes.

**~~VII. Manager's Report~~**

- ~~a. AppFolio / Assessment Receivables Status~~
- ~~b. Accounts Payable Review~~
- ~~c. Summary Statistics for Collection Activities~~

**VIII. Directors' Reports**

**a. President's Report on Current Lawsuit Against HOA**

**b. Treasurer's Report**

**- Status of Accounts Receivable**

Recent delinquency letters sent to residents were very effective in detecting fraud, embezzlement.

~~**- Monthly Financial Statement Review**~~

**- 2018 Billing Errors - Resolution of Delinquencies**

Motion: Waive / write-off the balance remaining for the 2018-2019 dues that were invoiced incorrectly and paid as billed.

Result: Carried

**c. Secretary's Report - Introduction of Oath of Office**

Secretary suggested that all Board members take the Oath of Office at next Board meeting.

**IX. Committee Reports**

**Landscape & Maintenance Committees**

Motion: Table the landscape committee report

Result: Carried

**X. Old Business**

**a. Role Definition for Board Legal Point of Contact**

Motion: To approve the definition of the Legal Point of Contact as provided by Secretary Result: Carried

**b. Office Space**

The Treasurer provided lease options for an office near the community. Director Lee provided options to open the pool office temporarily.

Motion: For Mike Lee to send out a proposal for temporary office space at the pool to review at the next Board meeting.

Result: Carried

**c. Commercial Property Account Update**

\$104,000 owed by the Commercial Management Association

**XI. New Business**

**a. Hire Bookkeeping Firm**

Motion: To put together an RFP for a full-service bookkeeping firm for the HOA (owned by C. Foutz & C. Pratt)

Result: Carried

**b. Landscaping Contract Planning**

Motion: Obtain a recommendation from a landscape design firm to create the scope of work for our aging community (Owned by C. Foutz)

Result: Carried

**c. Next Steps for Delinquent Accounts (Certified Letters)**

Motion: Review 209 letter format and send the document out for review & approval via email within three days. Batches will begin going out November 1, 2019.

Result: Carried

**d. Discussion of Property Management Models**

(TABLED)

**e. Website Access for Posting and Procedures**

(TABLED)

**f. Board Members Actively Participate in AppFolio**

(TABLED)

**g. Report of MUD Meeting**

(TABLED)

**XII. Close of Open Board Meeting**

Motion: To close the open Board meeting 9:48PM

Result: Carried

- XIII. Executive Session**
  - a. Payment Plan Consideration**
  - b. Delinquent Accounts Report**
  - c. Deed Restriction Report**
  - d. Status of Requests Related to Lawsuit Against HOA**
  
- XIV. Adjournment**