

# **THE VILLAS OF SWEETWATER COMMUNITY ASSOCIATION, INC.**

Minutes of the Executive Session of the Board of Directors

September 19, 2023

## **I. Call to Order (12:00 p.m.)**

All Board members were in attendance.

- Joe Janes, President, Treasurer
- Karen Ambrose, Vice President & Secretary

## **II. Waiver of Notice**

## **III. Old Business**

### **1. EIFS**

We may keep that in mind as we attempt to repair or replace sections of our EIFS.

The Board's understanding:

Prior to painting the building should be repaired and sealed.

Then a waterproof primer is applied and then the paint.

This would assist the walls of the buildings.

The foundation must be visible to validate the pest control warranties. The EIFS extends to the ground.

Bids are being obtained and are in the general plan for the Villas Community repair.

The Board agreed to soft wash EIFS.

### **2. Status to remove the soil and vegetation away from the buildings.**

This may occur at the time of the EIFS repairs. Most of the offending trees have been removed assisting with soil removal.

### **3. Building Roofs**

The roofs have been patched for decades.

Apparently, many areas were not patched correctly. We have a series of areas that need immediate repair. That is being addressed presently.

Like the EIFS, our roofs may not have been installed well, especially to today's standards. We do not have a water barrier under the metal. Every leak can create an environment that is conducive to creating wood rot under the metal roof. The Board is optimistic that the present repairs will hold for the warranty period. The community should prepare for the possibility of major roof repairs like those experienced with Building 1. The reserve account should project the failure potential of one or more roof sections. This would require at least \$300,000.00 of emergency reserve.

#### **4. Electrical**

##### **Status of repair the Villas known electrical problems.**

##### **Status to inform the unit owners of required repairs to their electrical metering systems outdoor disconnect updated.**

The board has contacted licensed electrician(s) to provide bids and the procedures necessary to update the unit owner's outdoor disconnect.

The unit owner is welcome to hire their own electrician to complete the task. Please coordinate this repair with Houston HOA.

For further information visit:

<https://up.codes/viewer/texas/nfpa-70-2020/chapter/1/general#1>

<https://diy.stackexchange.com/questions/270224/how-and-when-must-i-satisfy-nec-2020-requirements-for-outdoor-disconnect>

##### **Issues for the Villas carport lighting and building lighting:**

We need to investigate external lighting fixture changes. Several issues have been completed.

The Board agreed to investigate the timeline and processes that lead to Stirling Electric's inappropriate damage to several meter boxes belonging to the unit owners.

#### **Pest Control**

##### **Status of the extermination contracts.**

To have inform the unit owners to stop feeding the ducks and to stay vigilant with their trash.

Feeding the ducks also feeds the vultures, the vultures eat through the garbage bags and find any kind of food.

Since most of the Villas' property is bordered by a wildlife preserve, endangering wild animals and birds is a violation of Texas Law. Nonresident fishing from the property is a fish and game violation.

If you or your tenants, see anyone feeding the ducks or fishing as a nonresident please contact Houston HOA and you may call the Texas Parks & Wildlife department: 713-779-8977

The Board plans to:

- Continue assisting with pest control.
- Generate and post signs reminding people not to feed the ducks.

## 5. Trees

The Board has spent a lot of time assessing the trees and has had several opinions on our tree population. The trees are a wonderful asset, but they are a very heavy liability.

The Board has removed many of the known dangerous trees on the property.

Phase 1 and 2 of the tree removal and trimming has been completed.

The community has several outside perimeter trees that are hazardous to the buildings, sewer systems and obstruct water drainage. These trees will be removed with the institution of the Tree Phase 3.

The expected initiation of Tree Phase 3 is in the late fall or early spring.

The Board is considering ways to stimulate the interest of the tree contractor to finish their paid agreement to remove the tree in front of 706.

## Plumbing

The Board agrees with Mr. McReynolds, each building needs a shutoff valve. Shutting off 50 units to repair a leak for one or two units is not acceptable.

The cost to install a building shutoff valve should be charged to the Villas.

Installing individual meters should be the same for unit owners as it is for homeowners. After the water leaves the building's valve, the unit owner should be responsible for the cost of the meter, and they would pay for their water.

**To investigate the cost and procedure for installing individual building shutoff valves:** The Board will work to locate the original plans for the building plumbing and work on a cost per unit to provide individual meters plus add external water access for the good of the community.

**Investigate the cost for cleaning out our sewers at the junction of the city sewer line:** The trees suspected of causing plumbing issues for Building 4,5 and 6 have been removed. The Board will have the drains inspected and repaired if necessary.

The Board agreed to have the sewer main inspected and cleaned.

## 6. Pool

### Status of the pool repairs:

We pay for internet and a dedicated line every month for a phone that does not seem to work. This problem should be resolved.

The pool is a focal point of the property, unfortunately, is very unattractive. We had the pool resurfaced several years ago.

The major problems the pool faces are the plants, lack of lighting and the lack of a water refill system. The trees fill it with leaves and attack it for water. Two trees have been removed. The sidewalks around the pool can now be leveled. The pool deck can be repaired soon.

The azaleas need to be trimmed or removed. After the azaleas have been trimmed or removed, we can find the power line, the phone line, and the sprinkler lines. Removing the underbrush should reduce the mosquito population that plagues the pool.

The pool furniture needs to be cleaned and/or replaced.  
The Board is considering replacing the present phone with a different emergency phone system.

The Board is waiting for bids from Houston HOA on a new phone and pool gate lock.

The entry lock needs to be repaired and made invasion proof.

## **7. Irrigation**

The trees and the large plants may be attacking the irrigation lines plus several flow controllers were broken.

Line repairs were initiated. The two irrigation timers have been reset. Each timer zone should operate on alternate days.

Water can become a very high monthly expense for the community. If you or your tenants notice a water leak or excessive water flow, please contact Houston HOA.

## **8. Carport Covers**

### **Status of bids on the carport covers.**

Houston HOA found a company that has replaced two sets of carport covers. Finding a good carport cover company has been a year-long process. The present company will present a bid to inspect, repair and clean the remaining carport covers. The Board expects this to be an ongoing process.

## **9. Cameras**

The camera system is up and running. The cameras are not for security, but they do help identify irregular visitors. The board is working on a camera assist to identify people speeding through the community.

## **10. Onsite Maintenance**

**The Board is interested in obtaining a maintenance company to come to the property to assess damage to the buildings and to institute repairs.**

- i. Adjust timers on the irrigation system and inspect the irrigation system for leaks.
- ii. Adjust the lights and repair their timers.
- iii. Clean the gutters.
- iv. Stripe the parking places
- v. Clean the shed or remove the shed.
- vi. Inspect the sewer cleanout caps to ensure they were not damaged by the landscapers.
- vii. Inspect the stairways for damage.
- viii. The Board agreed to have signs installed that state in an appropriate manor "PRIVATE PROPERTY/LAKE, ETC."

## **11. Tenant information needed by Houston HOA**

- a. Only a few cars are registered to reside on the property.
  - i. Short Term Rentals are not permitted on the property. All reported violations will be reported to the Villas' attorneys.
  - ii. Tenant information distribution, rules and regulations, garbage pickup, access to emergency numbers, etc. Should be provided by the unit owner.
  - iii. Chimney cleaning service and dryer vent cleaning, to be charged to the unit owners and reported to the insurance company as they are completed.

## **12. Investigate changing the garbage pickup service company.**

- i. Valet garbage companies
- ii. Garbage bins / Trash compactors
- iii. The Board agreed to have a dumpster placed on the property.

## **13. Assessment Increase**

This year's inflation/cost of goods and services should be 6 to 7%. Since the Board and Houston HOA have worked continuously to control expenses, we may not need to raise the monthly assessment.

The plus the Board has ceased trying to obtain a loan from banks the community is a very complex mix of unit owners, both National and International. The interest rates are excessive and report from the bank(s).

## **14. Special Assessment Meeting**

- a. **Status of a Special Assessment Meeting.**

Villa's assessments and lack of excessive repair expenses have presently reduced the need for a Special Assessment Meeting for roof and EIFS repairs.

Houston HOA and the Board have worked diligently to manage expenses and avoid major expenses without due diligence. Continuing this course of action and building the reserve should contain the necessity to call a Special Assessment Meeting.

15. Other Items

- a. A Newsletter to be published periodically.
- b. Meeting with Shannon Lang Law to discuss several legal issues.
  - i. ELECTRICAL
  - ii. INSURANCE - Locate InfoTexas Counsul and find out why we had a charge for \$26,294.19 and why we have not received a refund.
  - iii. CONFLICT OF INTEREST ISSUE
- c. Return Shannon Law as the registered agent for the Villas Corporation.
- d. Identify the units that were charged for electrical work that was not code compliant.
- e. Parking stickers will be required for all tenants and resident owners.
- f. New LED lighting for the carports.

**Financial report**

**Villas of Sweetwater Community Association Inc**

**Balance Sheet:** as of 9/13/2023, Cash Basis

**Assets**

Current Asset  
Undeposited Funds \$19,321.77  
Villas of Sweetwater (Savings) \$134,953.38  
Villas of Sweetwater Community Association Inc \$71,709.30  
Villas of Sweetwater Community Association Inc - Pending EFTs \$1,259.33  
Total Current Asset \$227,243.78  
Total Assets \$227,243.78

**Liabilities**

Current Liability  
Prepayments 8,019.07  
Total Current Liability \$8,019.07  
Total Liabilities \$8,019.07

**Equity**

Opening Balance Equity \$50,370.54  
Retained Earnings \$36,075.28  
Net Income \$132,778.89  
Total Equity \$219,224.71  
Total Liabilities & Equity \$227,243.78

## New Business

**Insurance:** The Villas' property insurance has been reestablished due to Karen's valiant efforts. The present cost of insurance is about \$55,000 per year or about \$92.00 per month per unit.

If section 4 in the old business is not completed, this amount may double.  
If the chimneys are not cleaned and the dryer vents are not cleaned the same thing may happen if they start a fire.

Insurance has changed dramatically over the last year. It is possible to have the insurance canceled by the insurance company with 30 days' notice.

Loss of insurance for the building and the property may result in loss of your unit's occupancy.

**Roof:** Topical repair and maintenance have begun. The expected completion date is October 2023. This is a major patch. The board will keep a reserve fund for catastrophic roof failure.

**Driveway and Sidewalks:** Repairs to the driveway, elevation and repair to the sidewalks are expected to start after the roof has been repaired.

**Trees Phase 3:** The Villas still have several trees that are too close to the buildings. These trees may crack the foundations or fall onto the buildings. These trees pose a threat to the buildings and the sewer systems. Many trees need to be trimmed. This project should be instituted between December 2023 and March of 2024.

**Irrigation:** Repair to the irrigation system has begun and will be monitored.

**EIFS:** This is the next major property improvement project, and the expected cost should be as much as \$200,000. Leaks in the EIFS will rot the wood supporting the building(s).

**Objects attached to the buildings and running along the ground:** Any object, satellite dish, cable etc. attached to or through the EIFS may be removed during the building repairs. Any cable on the ground may be removed during the excavation of the soil or during the landscaping.

**Landscaping:** The Landscaper will provide a cost estimate to plant winter Rye grass to stabilize and enrich the soil. The board will investigate redesigning the landscape architecture for the Villas property.

**Dumpster:** Trash is an expensive problem that creates a mess on the property. The board will investigate and institute a location for and determine the size and number of dumpsters needed for the property.

**Sewer System:** The main / connecting sewer drains lines will be inspected and cleaned. If the sewers are found to be obstructed with tree roots, Tree Phase 3 will begin earlier than scheduled.

**Pool Emergency Phone:** Kings III will be contacted to supply an estimate for a remote emergency phone system.

**Speed Bumps:** The property has a damaged speed bump that needs to be repaired. The board will investigate adding more speed bumps. The Villas have several tenants that speed through the property. Landlords should remember that injury to the property or persons by tenant speeders will be considered a shared liability by the board and the incident may be reported to the city and the State and will be reported to the Villas' attorney.

**Fire: Fires/flames will not be tolerated.**

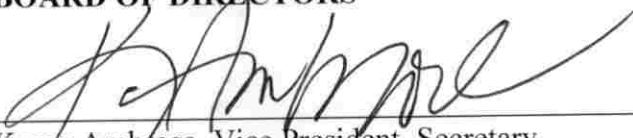
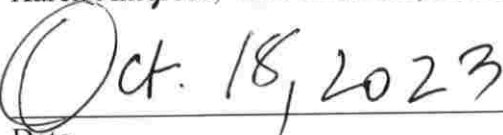
Outdoor gas or charcoal fires are heavily restricted by the Villas. Violators will be sent to the attorneys for fines plus legal fees. Gas fires in the Lanais are a fire hazard, violators will be sent to the attorneys for fines plus legal fees; the Sugar Land fire marshal may be called.

**Continued investigation of maintenance and repair:** Sections 1 through 14 Listed in the old business will be consistently monitored and addressed.

**Preparation for the Annual Community Meeting:** The upcoming meeting will be scheduled for as a zoom meeting. This meeting will announce the results of the Board Member election.

**Adjourn**

**APPROVED AS TO FORM AND  
CONTENT UPON VOTE OF THE  
BOARD OF DIRECTORS**

  
\_\_\_\_\_  
Karen Ambrose, Vice President, Secretary  
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Date