

**LAKEWOOD COVE HOA  
BOARD OF DIRECTORS MEETING MINUTES**

**DATE:** April 29, 2024

**TIME:** 7:00PM

**PLACE:** Sterling Kingwood Office – 1521 Green Oak Place, Suite 196 – Kingwood, TX 77339

**ATTENDEES:** Denise Moore  
Kaci Sheridan  
Jorge Avalos  
Gina Keller and Brooke Brittan attended representing Sterling ASI.

Homeowners in attendance were Lenny Moore and Nikki (can't find her information in our VMS)

**CALL TO ORDER**

The Board Meeting was called to order by Vice President Jorge Avalos at 7:02PM.

**ELECTION OF OFFICERS**

Last HOA meeting held by Lakewood Cove HOA was the annual meeting and officers must be elected and/or reconfirmed. Kaci Sheridan motioned that Denise Moore take the role of President. The motion was seconded by Jorge Avalos; all were in favor and the motion carried. A motion to reconfirm Jorge Avalos as Vice President was made by Kaci Sheridan; Denise Moore seconded. All were in favor and the motion carried. Jorge Avalos motioned that Kaci Sheridan be reconfirmed as Treasurer; Denise Moore seconded the motion. All were in favor and the motion carried.

**OPEN FORUM**

**MEETING MINUTES:** Minutes of the October 19, 2023 meeting were presented for review. A motion to accept the minutes was made by Kaci Sheridan; Jorge Avalos seconded the motion. All were in favor and the motion carried.

**ACTIONS BETWEEN MEETINGS/RATIFY ACTION TAKEN**

**FINANCIAL REPORT:** Sterling ASI Manager presented the Financial Report for month ending March 31<sup>st</sup>, 2024. Currently there is \$125,063.79 in the operating account. The reserve account has a balance of \$92,956.57; total in all accounts is \$218,020.36. Checks written during the month of March from the operating account totaled \$9,169.42. There were no debit card purchase or no monies spent from the reserves. A motion to accept the financial report was made by Kaci Sheridan; motion was seconded by Jorge Avalos. All were in favor and the motion carried.

**OLD BUSINESS**

- Landscape Update – Board has some concerns about specific areas that need to be attended to by landscaper. Manager will meet with landscaper to get bids for these items.

**NEW BUSINESS**

- Meeting Dates – Board would like to have the meeting dates on the fourth Tuesday of January, April, July and October. These will be calendared for July and October 2024 at 7PM at the Kingwood Office at 7PM.
- **Walking Path** – Prior bids for walking path were over one (1) year old. All vendors stated that they would need to check materials and rebid. Manager procured an additional bid from JAK Companies to install the walking path with either asphalt or concrete. Board reviewed the bid and a motion to accept the bid using

asphalt was made by Kaci Sheridan; Jorge Avalos seconded the motion. All were in favor and the motion carried.

- **Boulders Installed** – Board would like to obtain a bid for boulders to be installed along the area outside of the playground so vehicles can no longer drive up to the detention pond. In addition, it was suggested that they need to have some boulders installed at the entrance on Hamblin Road as the RV's from the RV Park are causing damage to that area at this time.
- **Tree Trimming** – Trees in the community need to be trimmed. Manager has a tree service that would likely be much cheaper than the community landscaper and will obtain bids and send to board for review. If approved, these can be voted on as action between meetings and approved.
- **Fence Line Mowing** – There is an area at the front of the neighborhood when entering at Hamblin that is not a part of the Association. Owner of these lots has not been maintaining his property and this is causing growth up against fences of current owners who live on Laurel Sage. A letter must be sent to the owner or manager may go to his office in Humble to discuss the removal of the growth and possibly assist the owners in repairing / replacing their current fences. Since the property owner does not assess to Lakewood Cove HOA, the owner of the property will be responsible for any monies spent in clearing this area. Hopefully, he will agree to pay but if not, the Association can go to small claims court to recoup the monies. A motion to obtain bids and have these thirteen (13) houses cleared was made by Kaci Sheridan; Denise Moore seconded the motion. All were in favor and the motion carried.
- **Monument Lighting** – Jorge Avalos stated that the lighting at the monument sign on Hamblin is not working properly and electric has been infested with ants. This could cause electric issues. Manager will contact electrician and get them out as soon as possible.
- **Committee Vacancies** – Board discussed that they would like to form some committees such as an ACC Committee, Yard of the Month, Neighborhood Events and possibly a Welcome Committee. Kaci Sheridan added that Lakewood Cove does not currently have a Welcome Letter to send out. Manager will have one prepared for board to review and approve to be sent out. Any additional committees.
- **Community Events** – The events currently being done by Association are an Easter event, Signage for when School is out, Signage for “back to school,” a Fall Festival and Christmas events. Volunteers are needed for the events. In addition to Yard of the Month, the Board also selects homes for both Halloween and Christmas and awards a prize to the top winners in each.
- **Update Current Bylaws** – Manager spoke to Luke Tollett with Holt Tollett who said he would do a complete revision of the bylaws for a price of \$990. This will include having the board review the document and add no more than an hours' worth of additional revisions for him to add. A motion to have the bylaws revised for \$990 was made by Kaci Sheridan; Denise Moore seconded the motion. All were in favor and the motion carried.
- **General Discussion Items** – Board noted that the “color” on the playground equipment is starting to deteriorate and Adventure Playground had told them that they would likely need to come out and powder coat areas where rusting is occurring. Manager will look at agreement with this company to see what it states.
- **Maintenance Policies** - Manager has several communities that have “maintenance policies” that they use so that owners are not “confused” by the DCCR's (deed restrictions). She will get a couple of the others for board to review and see if they would like to draft these and have sent out to the community so they better understand what maintenance is required at their property.
- **Computer Purchase** – Board approved purchase of new computer or “book” for the Association as current one is old and needs to be replaced. Kaci Sheridan will look into purchase of the same.
- **Game Cameras / with SD Cards** – Board would like to purchase a couple of game cameras with additional SD cards to install where trash is being dumped along Trail Spring Drive.

- **Cap Detention Well** - In prior meetings, the board members approved capping the well at the detention pond. Manager will see if she can find someone to take care of this and what affect this will have on the current "well permit" that is to be obtained by the Subsidence District annually. If well water is not being used, there should be no need for a permit.

#### **LEGAL AUTHORIZATIONS**

- Four (4) authorizations to proceed with lawsuit were presented from Legal. All homeowners who have received their initial demand letter, the final demand letter and to date, none of these have contacted the attorney to set up a payment plan agreement. Account numbers #22306304, #22306306, #22306307 and #2230612 were presented with back up statement of account to review. A motion to proceed with action on all of these accounts was made by Kaci Sheridan; motion was seconded by Jorge Avalos. All were in favor and the motion carried.

#### **COMMITTEE REPORTS**

- None at this time.

#### **EXECUTIVE SESSION - SUMMARY**

Delinquency List was provided for board to review and decide if any owners needed to be sent over to legal for non-payment of assessments. A motion to send any owners that are not on a payment plan currently and owe the Association over \$1,000 to legal was made and seconded. All were in favor and the motion carried. Attorney status report was in the packet for review and discussion.

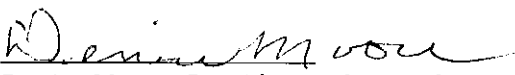
#### **ADJOURNMENT**

With no further business to come before the Board a motion was made to adjourn the meeting at 9:15 p.m. All were in favor and the meeting was adjourned.

Meeting minutes of the board were prepared by:

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Gina Keller, Managing Agent

Attested by:

  
Denise Moore, President Lakewood Cove HOA

