

**Association of Green Trails Phase II Homeowners, Inc.**  
**Minutes of Board of Directors**  
**Meeting on August 8, 2024**

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A meeting of the Board of Directors (the “Board”) of the Association of Green Trails Phase II Homeowners, Inc. (the “Association” or “GTHOA”) was held on Thursday, August 8, 2024 at 6:00 P.M. at 17171 Park Row, Suite 310, Houston, TX 77084 and via Microsoft Teams

**CONFIRM QUORUM:** Jim Castles, Danielle Pilkinton, Linda Muchisky, Dennis Hendon and Kelley O’Brien (executive session) were in attendance.

**ALSO PRESENT:** Heather Esteban of Crest Management

**CALL TO ORDER/ADOPTION OF AGENDA**

The meeting was called to order at 6:00 P.M. and the Executive Session was initiated. The meeting was conducted in accordance with an agenda, a copy of which is attached. The Open Session was convened at 6:40 pm.

**EXECUTIVE SESSION SUMMARY**

- Collections report dated August 5, 2024 was reviewed.
- Deed restriction report dated August 6, 2024 was reviewed.
- The Board met with the owner of Account #137P1801006 to discuss the denied fence application

**OPEN SESSION**

Open Session was initiated at 6:55 pm with 4 committee leads in attendance, 2 homeowners, and none online.

Vote on Homeowner Hearing – The board met with the owner of Account #137P1801006 to discuss the denied fence application. Homeowner was informed that they had 1 year to replace pickets visible from the street with cedar and to have rot board added.

The Board reviewed a variance request from the owner of Account #137P1201029 for a denied fence application. After discussion the Board voted to grant a variance with the following conditions: front facing portion needs to be brought into compliance with height and materials within 60 days and the entire fence needs to be brought into compliance when the fence is replaced or upon sale of the home, whichever is first.

**FINANCIALS**

The Board was presented with July 31, 2024 financials. As of July 31, 2024, the financial statements reflected \$1,141,641.00 in total operating cash, \$273,755.26 in contingency accounts, \$410,325.50 in the Green Trails capital reserve fund, \$298,846.30 in the Forest capital reserve, \$143,686.76 in the Enclave capital reserve and accounts receivable consisting of \$44,165.79 in assessment receivables and \$23,108.84 in other receivables.

**HOMEOWNER OPEN FORUM**

One homeowner called in but stayed on mute and appeared to have trouble staying connected.

**COMMITTEE REPORTS**

**Architectural Review** – The committee is getting through fence approvals as quickly as possible. Turn around time is pretty good.

**Community Events** – Dive-in movie will be at Gerri Ayers in August.

**Communications** – Linda Muchisky requested the 3 hot topics be updated. Hot topics to include: fence and roof

approval via ARC committee and include budget cycle kick off in September meeting. Also need to update the volunteer list, showing the last update in 2023.

**Enclave** – no updates

**Finance** – Jim Castles reviewed numbers with the finance volunteer; Dennis Hetu and Jim Castles to meet up and review cash flows. HOA CPA had a change in leadership with the named partner retiring. Audit to be presented at September Board meeting. Bank signature cards are to be updated.

**First Impressions** – not present

**Forest** – no update

**Landscape** – The Board aligned that HOA will pay the invoice for the oak tree that was planted but is now dead once the tree is replaced. The fence is sitting on the stump on Greenhouse. Initial attempt to grind the stump was stopped because the fence was moving. Heather Esteban to coordinate the arrival of the fence company and tree company for the same day to complete the work together. Advised the Landscape Lead volunteer to go directly to the new tree vendor versus going through the existing vendor due to internal business issues. Landscape Lead to work with IMS to get debris on curb and Crest to call the county to get this picked up. Heather Esteban to ask IMS to spray wasps under the bridge around the retention pond. Linda Muchisky to follow up on irrigation status following approval of the latest report, including status of monument bed by Chick-fil-A.

**Parks** – Ongoing maintenance continues. The horseshoe pit at Crescent Green was removed and replaced with grass. The Parks Lead is working to replace broken trash cans throughout the neighborhood. The playground at Gerri Ayers is still under appraisal and due for wood chips. Parks Lead will replenish wood chips as part of normal maintenance cycle.

**Patrol** – Linda Muchisky reviewed the latest patrol reports. The new Sargeant (Salas) will attend the next Board meeting in Sept. Consider questions we would like to address with Sgt Salas. One question is the current status of county commissioners ceasing the patrol funding. Heather Esteban to call county about removing pine hit by car in the median on Kingsland directly east of Greenhouse.

**Pickleball** – Planning a fall team with greater Houston area league; continuing league play that began in the spring.

**Pools** – Consider including sidewalk pressure washing in the next round of pool area maintenance at Gerri Ayers.

**Reserve Study** – Danielle Pinkinton to send spreadsheet to committee leads for their asset updates in preparation for budgeting.

**Sidewalks** – The concrete vendor is about 1 month behind due to hurricane Beryl. Contractor will come out and do a visual prior to work for mailbox platforms being raised. Lead volunteer anticipates this work being completed around September 1.

**Mailboxes** – no update on painting; the most recent quote was very expensive. There is a special paint spec that is to be used; Heather Esteban to get the guidelines and share with the Board.

**Swim Team** – no updates

**Tennis** – Replaced electric contactor at Gerri Ayers tennis courts. No issues with new data line post hurricane Beryl and one week of rain so this fix is considered a success to the previous fuse-blowing issue. Lead volunteer

reviewed upcoming projects including painting of access gates at Park Cypress and Gerri Ayers courts, the installation of a barrier to prevent fence climbing at Park Cypress and the data line issues at the Gerri Ayers tennis gate.

#### **NEW BUSINESS**

Contracts and Proposals – none. Trash contract is up at the end of the year. Heather Esteban to send out requests for bid.

Joanne will send out request to committee members for initial pass at budgets for 2025.

The running Action Item List was reviewed with Heather Esteban.

Announcement of Decisions Made Between Meetings - none

#### **NEXT MEETING**

The next Board meeting is set for Thursday, September 12, 2024 at 6:00 P.M.

There being no further business to come before the Board, the meeting was adjourned at approximately 7:50 P.M.

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Signature of Officer

**Signature:**   
Kelley O'Brien (Aug 17, 2024 12:35 CDT)

**Email:** obrienkelley97@gmail.com







# 20240808 Board Minutes

Final Audit Report

2024-08-17

Created:	2024-08-17
By:	Heather Esteban (heathere@crest-management.com)
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## "20240808 Board Minutes" History

-  Document created by Heather Esteban (heathere@crest-management.com)  
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