

MEETING OF THE BOARD OF DIRECTORS
Northwest Forest Improvement Association
Meeting Minutes

Date: May 11, 2026

Time: 6:00 p.m.

Location: Northwest Forest Recreation Area

I. CALL TO ORDER

President Kyle Knupple called the meeting to order at 6:05 p.m.

II. ROLL CALL OF OFFICERS

- Present: Kyle Knupple, Howard Rusche, Amanda Conway, Keri Praznik, Leisa Stokes
- Absent: Trey Hart

III. OTHERS PRESENT

- John Robinson, resident
- Joe Daughtry, resident
- Drew Phillips, property management

IV. PUBLIC COMMENTS

- Resident Joe Daughtry is present and expresses desire to volunteer to help either in board position or architectural committee position.
- Resident John Robinson is present and asks how to proceed with the matter of dirt in his yard ahead of work being done.

V. APPROVAL OF MINUTES OF THE REGULAR MEETING

Motion by Howard Rusche seconded by Amanda Conway to approve the minutes of the regular meeting of April 9, 2026. Motion carried at 6:09 p.m.

VI. ADMINISTRATIVE, FINANCIAL AND BOARD REPORTS VIA Keri Praznik

A. FINANCIAL REPORT as of 5/11/26

- Bank balance: \$ 106,064.08
 - (less the 5 Point accounts listed on report as they are closed)
- Accounts receivable balance
 - Unpaid dues \$79,269.98
- Total income YTD: \$124,125.97
- Total expenses YTD: \$30,623.67

VII. OLD BUSINESS

- A. Consideration and possible action to facilitate better monitoring, reporting and ultimately enforcement of by-laws and restriction violations
- a. Board members have divided up neighborhood and will do weekly monitoring and reporting of violations.

- b. Residents are encouraged to report violations to property management with the date, address and photographic evidence. All communication will remain confidential.
- B. Tennis courts waterproofing repairs
 - a. Work is currently in progress with more work to come.
- C. Property management representative Drew Fillips is present to go over ongoing matters.
 - a. He reports that liens have been filed on all eligible accounts.
 - b. He reports that accounts are monitored regularly and filed when needed.
 - c. He reports that there are some members for which we do not have contact emails. Efforts will be made by board members to obtain these emails.
 - d. He reports that e-mail is a legally allowable means of communication for violations and enforcement notification.
 - e. Drew and Kyle will confer with attorney to determine legally allowable time frame for curing yard and other violations.
 - f. He reports that in the future, he will require homeowner to provide photographic proof of violation being cured in order to end fines.
 - g. He discussed the ways in which he manages various processes within the bounds of the Texas Property Code.
- D. Discussion re: NWFIA moving forward with liens at first possible date.
 - a. Further discussion that at the time the lien is filed, the case will be turned over to attorney.
 - b. Clarification that liens are filed based on dues and not fines.
 - c. Motion by Howard Rusche seconded by Keri Praznik to a)move forward with liens at earliest possible date; b)turn over case to attorney at the time of filing of lien. Motion carried at 6:43 p.m.
- E. Discussion re: collections of fines
 - a. Motion by Keri Praznik seconded by Howard Rusche to submit accounts with \$225 in fines to attorney for collections upon completion of notification process. Motion passed 7:08 p.m.

VIII. NEW BUSINESS

- A. Discussion re: architectural committee standard set of practices needing to be drafted and approved for standard implementation.
- B. Resident Joe Daughtry volunteered to serve on Architectural Committee
 - a. Motion by Amanda Conway seconded by Keri Praznik to appoint Joe Daughtry to Architectural Committee. Motion passed 7:38 p.m.
- C. Consideration and possible action to fulfill the vacant Member-At-Large Board of Directors position.
 - a. Tabled until June meeting.

IX. COMMENTS FROM BOARD MEMBERS

- Treasurer Keri Praznik reports that she communicated with our insurance company and learned:

- A. That uninsured subs for lawn service are acceptable for one-time service but not approved for ongoing service.
- B. For both one-time and recurring service, certificate of insurance must be obtained and kept on file and kept current with and by property management.

X. ADJOURNMENT

The meeting adjourned at 7:53.

PREPARED BY: Leisa Stokes, Secretary