



**COPPERBROOK HOMEOWNERS ASSOCIATION, INC**  
**Rescheduled Monthly Board of Directors Meeting**

January 25, 2024 6:00 PM  
La Madeleine  
19710 HWY 290 NW FWY, Suite 100  
Houston, TX 77065

**MINUTES**

**Directors Present**

Elias Megersa - Vice President  
Jo Stegmaier - Secretary  
Angelica Pena - Treasurer  
Mabeleine Bulan - Director  
Francesca Garcia - President

**Directors Absent**

None

**Additional Attendees**

FirstService Residential Community Manager; Beth Liles

**I. CERTIFICATION OF QUORUM**

▶ **Quorum Established: Yes**

**II. CALL TO ORDER**

**Motion**

Motion to call the meeting to order at 6:09PM by Elias. Seconded by JoDee.

**III. APPROVAL OF PRIOR MEETING MINUTES**

▶ **Prior Meeting Minutes Approved: Yes**

**IV. HOMEOWNER FORUM**

No homeowners were present during the meeting.

**V. RATIFIED ACTIONS**

**A. INSURANCE 2024-2025**

Board approved 2024-2025 insurance proposal at an annual premium of \$9,666.50. Lowering the premium over \$6,000 from year 2023 and \$2,000 less than year 2022. New insurance provider is through Philadelphia Insurance Companies. Board requested to extend the expiration date of 1/13/25 to 1/31/25 to allow more time in reviewing of insurance proposals.

**VI. REPORTS**

**A. PROPERTY MANAGEMENT REPORT**

Management reviewed the financial statements for the period ending in 12/31/2023. On that date, the Association had a cash balance of \$21,157.83 in the operating fund and \$70,229.91 in the replacement fund. For the Year the Association has had a total revenue of \$225,980.87 and total expenses of \$221,127.02, operating at a Surplus of \$4,853.85. Management reported, the Association had a total of 40 Deed Violations, 7 open Work Orders and 52 Resident Inquiries.

**B. FINANCIAL REPORT**

Reviewed December Financial Report.

**Motion**

Board motioned to transfer \$15,000 from the operating account to the reserve account to cover the previous reserve transfer to the operating account in November 2023.

**VII. BOARD OF DIRECTORS FORUM**

**A. MISSING DEBIT CARD RECEIPTS FOR YEAR 2023**

- 1. Craftex Wholesale Dist: \$690. Transaction Date: 11/28
- 2. Homegoods #0495: \$139.61. Transaction Date: 10/31
- 3. Total Display Fixture: \$9.74. Transaction Date: 10/17
- 4. Hobby Lobby #0099: \$64.09. Transaction Date: 9/26

**B. BOARD CONCERNS**

Board reported several homes in violation of governing restrictions. Also, Board approved a trash can variance to allow homeowners more time to bring in their cannisters. Trash bins cannot be out before 5PM the night before trash pick-up and must be brought in by the EOD on trash day. Additionally, Board discussed future community events and ways to promote community involvement.

**VIII. WIV SEPARATION**

- Pending receipt of WIV Board's list of conditions for a de-annexation. There has been no draft agreement reached between attorneys.
- Received WIV 2024 Master Annual Assessment invoice of \$70,932.03 with just over a 9% increase from year 2023.
  - 2024 Master Annual Assessment due date 1/31/2024 - **pending Board of Director Approval for payout.** WIV exception granted until 2/03/24 to have assessment paid in full. Any unpaid assessments are liable for a 6% penalty interest.

**IX. ADJOURNMENT**

**Motion**

Motion to adjourn the meeting at 8:22PM by Mabeleine. Seconded by Angie.

  
\_\_\_\_\_  
APPROVED

03/14/2024  
\_\_\_\_\_  
DATE