

# COPPERBROOK HOMEOWNERS ASSOCIATION, INC

## Board of Directors Meeting

January 12, 2023 6:00 PM  
La Madeleine  
19710 HWY 290 NW FWY, Suite 100  
Houston, TX 77065

### MINUTES

#### Directors Present

Francesca Garcia - President  
Elias Megersa - Vice President  
Jo Stegmaier - Secretary  
Sandra Kinloch - Member  
Angelica Pena - Treasurer

#### Directors Absent

None

#### Additional Attendees

Kenneth Nelson; Homeowner  
Annette Thomas; Homeowner  
Gary Cleaves; Homeowner

Beth Liles, Community Manager  
Michael Atwood, Community Manager

### I. CERTIFICATION OF QUORUM

► **Quorum Established: Yes**

### II. CALL TO ORDER

#### Motion

The meeting called to order by at 6:08PM by Board President; *Francesca Garcia*.

**Motion:** Francesca Garcia

**Second:** Elias Megersa

► **Resolved**

*The motion passed unanimously*

### III. APPROVAL OF PRIOR MEETING MINUTES

► **Prior Meeting Minutes Approved: Yes**

#### Motion

Motion to approve meeting minutes from Affinity Management on 11/17/2022 was approved by the board.

**Motion:** Francesca Garcia

**Second:** Elias Megersa

► **Resolved**  
*The motion passed unanimously*

#### IV. FINANCIALS

##### Summary

Board was made aware of the final transition financials are still pending from Affinity Management. Documents presented Cash Management Report & 2023 Budget with recorded Variances (*master assessment dues*) and additional update will be made at the next month's board meeting once the financials have fully been transferred to FirstService Residential.

Reimbursements: Board President, presented spreadsheet of items yet to be reimbursed by the association. Additional review is needed by FirstService Residential.

#### V. AFFINITY MANAGEMENT TRANSITION ITEMS

##### Resolved

**Basketball Resolution:** Board confirmed one is already in place.

**Short Term Rental and Parking Policy:** Needing to be notarized and plans made for board president to come to FirstService Residential office to be notarized.

**MUD 130 reimbursement:** Board confirmed completion through Copperbrook's attorney.

##### **Work Orders for future improvement items/pending work orders:**

1. gate restoration/painting; board agreed to table this topic for further in the year.
2. Hornets Nest; Board President presented a report from a homeowner of an additional hornets nest on Englewood, along with association's palm tree needing maintenance
3. Snow Day; Board raised concerns on annual event due to the transition of management.

##### Motion

Board President raised motion for cancellation of annual Snow Day event. Motion passed unanimously.

**Motion:** Francesca Garcia

**Second:** Elias Megersa

► **Resolved**  
*The motion passed unanimously*

#### VI. ACTION ITEMS

##### Summary

**Insurance Renewal Approval between LaBarre/Oksnee and Hamann Insurance Group** - Matrix of comparison reviewed and Board concerns on Labarres property building limit and posed if a decrease would lower the annual premium. Additional confirmation needed.

**ARC Approvals and Pool Pass Distribution through FirstService Residential.** Copperbrook has a ACC Committee in place. Board confirmed Dawn Han and Celeste Saulsberry are current committee members.

**Master Assessment from WSL4:** \$64,483.66; this was underbudgeted on the previously provided 2023

projected budget, which puts this association in a variance of \$4,483.66 so far of this year's anticipated expenses. 2022 Master Assessment cost was \$58,621.51. Upcoming Master Association's Annual Meeting was discussed and discrepancies/concerns were raised by attending members at the meeting due to the master association's notification not meeting bylaw requirements. Board President and Vice President agreed to get further clarification from Copperbrook's attorney.

**Compliance Drive:** Board agreed to postpone landscaping violations till March and raised concerns of open garages, trashcans and perimeter fencing

### Motion

Motion to extend the annual assessment coupon due date with Boards approval of extension of January 17, 2023 through March 15, 2023. Assessment letter late fee verbiage needs to be removed by Boards approval.

**Motion:** Francesca Garcia

**Second:** Elias Megersa

► **Resolved**  
*The motion passed unanimously*

## VII. HOMEOWNER FORUM

### Summary

#### Homeowner Forum:

- Homeowner reported loose cement parking poles in front of playground/pool area.
- Homeowner; turned in Architectural Request Form on 1/10/2023, pending approval/denial. Board turned form into FirstService CM to further process homeowner's request and send to the ACC Committee.
- Concerns raised by Homeowner; is confirmation of annual assessment coupon and where to send payment to
- Homeowner requested to send and post Burn notice to the community to raise awareness of safety and Fire Code requirements within the community

#### Upcoming Tasks requested by Board

- Board is needing to gather bids for future Marquee project
- Wreaths and bows need to be removed by homeowners Jose and Martha Varges.
- Low Maintenance flowers need to be placed on Memorial site. Possible homeowner idea to place a permanent plaque for low maintenance.
- Board would like to explore different landscaping contracts and bids to just review
- Board President turned in checks to FirstService Residential for (1) \$90 check for Pool Passes; pending homeowner list from Board to apply to account. (2) \$147 for National Night Out Reimbursement

## VIII. ADJOURNMENT

### Motion

Motion to call meeting adjourned at 8:01PM by Board President; *Francesca Garcia*.

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APPROVED

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DATE