

**BOARD OF DIRECTORS MEETING FOR  
HV OF LIVINGSTON OWNERS' ASSOCIATION, INC.  
WILL HAVE A REGULAR MEETING OF THE DIRECTORS  
AT 9:00 A.M. ON SATURDAY, SEPTEMBER 16, 2023, AT THE CLUBHOUSE  
IN THE HOLIDAY VILLAGES SUBDIVISION  
IN SAN JACINTO COUNTY.**

**BOD AGENDA**

1. Call to order;
2. Roll Call;
3. Reading of Minutes from August 19, 2023;
4. Financial Report;
5. Committee Reports;
  - a. Road Committee
    - i. Update on progress
      1. Road Repairs and Ditch work
      2. Previous approved roads:
        - a. Hidden Oaks from gate to Hidden Cove
        - b. Cayman St. entrance from concrete pavement to Hidden Cove
        - c. Amalie Court Cul-de-sac
      3. New Recommendations:
        - a. Woodlands Shores from Cooke-Jones to Casablanca
        - b. Monte Carlo
        - c. Leaning Oak
        - d. Trinidad Lane
        - e. Casablanca
  - b. Architecture Committee
    - i. Permits
    - ii. Violations
  - c. Event Committee
  - d. Deed Restriction Revision Committee
6. Old Business;
  - a. Create a committee to revise the deed restrictions - TaLisa
  - b. Look at drainage around pool building - Mike and Allen (from August Meeting)
7. New Business;
  - a. Create list of roads and ditches (from July Mtg)
  - b. Email to community to inform there will be a lag in getting inspection complete - TaLisa
  - c. BOD to share information with Road Committee on gradall condition and training
  - d. TaLisa and Thomas to call meeting with Road Committee to discuss 2023 road repair information
  - e. ACC recommends email sent to the community to remind them of violation fines. - TaLisa
  - f. Email sent to the community on package labeling to receive mail correctly – TaLisa
  - g. Add Julie Carno-Coward as an authorized check signer on both First National Bank and First State Bank accounts. Remove Terri Langford from being an authorized check signer on both First National Bank and First State Bank accounts. Upon final approval of September 2023 minutes HV of Livingston BOD confirms that Julie Carno-Coward, Manager and Thomas Petrek, Treasurer will be in charge of all banking and access to bank accounts.

Under HOA Open Meeting Laws in Texas Chapter 209 of the Texas Property Code, residential subdivision HOA's are required to have 'open' board meetings, meaning that the members of the HOA (i.e., the property owners) have the right to attend, but not speak, at said board meetings.

- h. Doug Presser recommends that going forward every check should include at least one Board Member's signature for transparency purposes.
- 8. Open discussion;
- 9. Executive session if needed;
- 10. Report back from Executive session;
- 11. Adjourn.

DATED AND TIME POSTED:  9 / 8 / 23  at  12:00  p.m.

TaLisa Samuel   
Printed Name

*Talisa Samuel*   
Signature

Section 209.0051(c) provides for an executive session to discuss the following matters: "Regular and special board meetings must be open to owners, subject to the right of the board to adjourn a board meeting and reconvene in closed executive session to consider actions involving personnel; pending or threatened litigation; contract negotiations; enforcement actions; confidential communications with the property owner's association's attorney; matters involving the invasion of privacy of individual owners; or matters that are to remain confidential by the request of the affected parties and agreement of the board. Following an executive session, any decisions made in the executive session must be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual owners; violating any privilege; or disclosing information that was to remain confidential at the request of the affected parties. The oral summary must include a general explanation of expenditures approved in executive session.

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**BOD MEETING MINUTES**

**1. Call to order;**

The meeting was called to order by TaLisa at 0900  
TaLisa informed the BOD that no Committee will address the board today.

**2. Roll Call;**

Present at the meeting was, TaLisa Samuel BOD & President, Thomas Petrek BOD & Treasurer, Doug Presser BOD & VP, Allen Brock BOD, Mickie Parker Office Manager. Absent were Mike Morgan BOD & VP, and Terri Langford, Secretary. There was a quorum.

**3. Reading of Minutes from August 19, 2023;**

Motion was made by Thomas and seconded by Doug to accept the minutes as written. Vote: Yes: 4 (Allen, Thomas, Doug, TaLisa), No: 0, Absent: Mike Morgan

Talisa announced that all the BOD meeting agenda and minutes are posted on the HVLOA website after the minutes have been approved.

**4. Financial Report;**

Thomas reviewed the financial report

**5. Committee Reports;**

**a. Road Committee**

**i. Update on progress**

1. Road Repairs and Ditch work
2. Previous approved roads:
  - a. Hidden Oaks from gate to Hidden Cove
  - b. Cayman St. entrance from concrete pavement to Hidden Cove
  - c. Amalie Court Cul-de-sac
3. New Recommendations:
  - a. Woodlands Shores from Cooke-Jones to Casablanca
  - b. Monte Carlo
  - c. Leaning Oak
  - d. Trinidad Lane
  - e. CasaBlanca

- ii. Thomas attended the road committee meeting on 9/9 and discussed Peanut joined the road committee and JoAnn and Jim resigned. The road committee did not think it was appropriate to approve and inspect culvert permits. The committee asked the BOD to find someone else to do them. It was discussed that since the maintenance team is now in place they will approve and inspect the culvert permits going forward.
  - 1. Allen brought up that the section J gate has been mess up and might need to be replaced. Mickie will call the gate company and have them come out and look at it.
  - 2. Waters will be out on 9/20 to finish up warranty work on Hidden Oak and Cooke Jones and start on the entrance of section J, entrance on back gate, and Amalie Court.
  - 3. Speed bumps can be added back to Hidden Oaks and Cooke Jones and Mickie will get some cold patch brought in.
  - 4. Allen discussed getting some crushed rocks brought into section J to patch roads.
  - 5. Thomas brought up since previous roads will be around \$20,300 that will only leave \$118,000 in the road fun. Thomas wants to meet with the road committee next month to put together a plan and possibly not do roads in 2023 and carry the money over to 2024.
  - 6. Thomas asked how the ditches are selected to be done and work on the ditches in 2023.
  - 7. Allen said we need to bring in someone to cut the sides of the roads in 2023
  - 8. The Gradal was looked at by the mobile mechanic and it was low on fluids and needed batteries, but overall it was a good machine. BOD will look into someone coming out to switch the lines not the controls on the machine. People in the community have volunteered to use the Gradal to dig the ditches.
  - 9. The maintenance team will start a maintenance log for the Gradal.

**b. Architecture Committee**

- i. Permits
- ii. Violations
  - 1. TaLisa discussed HB614 law change. She has sent an email to the lawyers on what a category is and how to go forward with the deed restriction fines.

2. Allen brought up if a lot is not developed it does not have to follow the grass height in the deed restrictions
3. TaLisa ask the ACC to look at the building permits and count how many new builds and manufactured homes have received permits in 2023 and will be used for rental property.

**c. Event Committee**

- i. TaLisa discussed the events for 2023.
- ii. Thomas ask Mickie to back the security expenses from the event committee and put under operating costs since the security was for the holiday weekend not for an event.
- iii. Thomas, Mickie and Julie will meet on where the security should be allocated.
- iv. It was discussed the event committee has not used any POA monies for any event this year.
- v. Big events coming up is the Fall Fest. It will consist of the Chili and Bean cookoff, Jeep show, Craft show and Game tournament.
- vi. TaLisa will get with event committee to come up with a list of events for 2024 for the BOD to approve in November

**d. Deed Restriction Revision Committee**

Committee has not been created yet

**6. Old Business;**

- a. Create a committee to revise the deed restrictions – TaLisa  
TaLisa to send out email to the committee for volunteers from section D, F, H for deed restriction revision committee. Tabled
- b. Look at drainage around pool building - Mike and Allen (from August Meeting)  
The item is complete will be done with maintenance team

**7. New Business;**

- a. Create list of roads and ditches (from July Mtg)  
Discussed under Road Committee Reporting
- b. Email to community to inform there will be a lag in getting inspection complete – TaLisa  
This item has been resolved since new maintenance team is in place.  
Complete
- c. BOD to share information with Road Committee on gradal condition and training.  
This item was discussed under Road Committee Reporting. Complete

- d. TaLisa and Thomas to call meeting with Road Committee to discuss 2023 road repair information  
This item was discussed under the Road Committee Reporting and is complete.
- e. ACC recommends email sent to the community to remind them of violation fines. – TaLisa  
This item is tabled
- f. Email sent to the community on package labeling to receive mail correctly – TaLisa  
This item is complete
- g. Add Julie Coward as an authorized check signer on both First National Bank and First State Bank accounts. Remove Terri Langford from being authorized check signers on both First National Bank and First State Bank accounts. Upon final approval of minutes HV of Livingston BOD confirms that Julie Coward, Manager and Tom Petrek, Treasurer will be in charge of all banking and access to bank accounts.

A motion was made by Thomas and seconded by Talisa to remove Terri Langford as an authorized check signer from First National Bank and First State Bank accounts as well as authorize Julie Coward as a check signer, confirming that the new authorized check signers are Mickie Parker, Julie Coward, Doug Presser, and Tom Petrek.

In addition, in order for the bank to accept the minutes, there also needs to be a statement that confirms Mickie Parker, Manager, Julie Coward, Manager and Tom Petrek, Treasurer will be in charge of all banking and access to bank accounts.

Vote: Yes 4 (Allen, TaLisa, Thomas and Doug) No: 0, Absent: Mike

Thomas made a motion and Doug seconded that all checks must have a BOD signature on all checks

Vote: Yes 4 (Allen, TaLisa, Thomas and Doug) No: 0, Absent: Mike

## **8. Open discussion;**

- a. Mickie received some quotes on repairing the wood and replacing the gutters. Mickie will get back with companies to include the pool/maintenance building in the quote.
- b. Roll up door on storage building in rental area. Mickie will check with maintenance team and report back at October's meeting


## **9. Executive session if needed;**

## **10. Report back from Executive session;**

- a. The BOD went into executive session at 10:48 and reported back at 11:25.
- b. The discussion was on employee salaries. Doug made a motion and Thomas seconded adjusting the 2023 budget by \$4000 to increase the salaries for all employees across the board for 2023.
- c. Christmas bonus for all ten employees will be \$250 each
- d. Vote on all executive session topics: Yes: 4 (Allen, Thomas, TaLisa, and Doug), No: 0, Absent: Mike


**11. Adjourn.**

A Motion was made by TaLisa and seconded by Thomas to adjourn the meeting.at 11:27am.

X 

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Terri Langford

X 

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TaLisa Samuel