

Sky Lakes Section II
Successor Building Committee
P.O. Box 2018
Waller, TX 77484-2018
www.skylakes.com

BUILDING COMMITTEE MONTHLY MEETING MINUTES

April 19, 2021

1. **CALL TO ORDER:** Meeting was called to order at 6:04 p.m. at the Branyan residence.
- **ROLL CALL: Present -**
 - Bob Branyan - President
 - Shane Crawford – Vice President
 - Kyle Stone – Vice President
 - Kim Jones - Secretary
 - Natalie McKnight - Treasurer
 - Brad Leach - Non-BC member
2. **QUORUM ESTABLISHED:** The Sky Lakes Section II Building Committee established quorum at 6:05 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from March 2021 were approved. Natalie McKnight motioned to approve minutes; Bob Branyan seconded the motion. Meeting minutes were provided to all building committee members via email prior to the meeting for review.
4. **TREASURER’S REPORT:**
 - a. Beginning balance as of January 1, 2021: \$4855.63
 - b. Credits – 2021 maintenance fees: \$7168.97
 - c. Expenses YTD: 1309.42
 - d. Ending balance/checking: \$9409.09
 - e. Reserves/savings: \$25,530.88
 - f. Delinquencies/past due invoices: \$1335.75

Natalie motioned to approve the Treasurer’s Report, Bob Branyan seconded the motion. Thirty-day letter sent out to all in arrears on April 1, 2021.
5. **REVIEW/DISCUSS CONSTRUCTION PROPOSALS:** One homeowner’s request for construction was submitted on April 14, 2021. Request reviewed and resulted in a follow-up request to the homeowner to provide a formalized drawing, dimensions, and additional information. Email request sent to homeowner on April 20, 2021. No submittal of requested information received to-date.
6. **DEED RESTRICTIONS AND BY-LAWS:** Copies of deed restrictions were provided to all BC members to review current violations. Discussion ensued on next steps toward enforcing current violations. Action pending attorney input on proper legal steps to enforce deed restrictions.
7. **ATTORNEY OPTIONS AND FEES:** Formal receipt of attorney proposals were reviewed by the building committee. One firm was unanimously selected for engagement, pending a formal engagement letter from the firm. This law firm will provide legal guidance on enforcing deed restrictions, privacy law and protocol for debt collection (fees in arrears).

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8. **HOMEOWNER EMAIL RECEIVED:** Four separate issues were reported to the building committee by home/lot owners during the month. All four issues were addressed by the building committee either in person or by email. Results and resolution emails were sent to each owner who reported issues.
9. **UPDATE ON MAINTENANCE FEE COLLECTION AND ARREARS:** As of April 19, 2021 there is an arrears balance of \$1335.75. Attorney will brief committee on debt collection law and legal means for collection as needed. Letters are sent to each owner in arrears at the first of each month.
10. **DEED RESTRICTIONS ENFORCED SIGNS & POSTING:** Six deed restrictions signs were purchased by the Building Committee and should arrive by 04/23/2021. Signs will require drilling prior to posting. Estimated time for posting at key intersections and entrances is late May 2021.
11. **DRIVEWAY, DITCH AND CULVERT PROJECT:** Large plat copies of the subdivision were reviewed by the committee. It was agreed upon that to achieve optimum culvert-to-culvert drainage, both sides of each subdivision street should be included in formal request to the County Engineer. The county will not encroach on homeowner property, rather on county-owned easements only. No homeowner signatures are required at this time. A request from a homeowner was presented to prioritize ditch digging behind homes on the former golf course (privately owned) prior to subdivision culverts and ditches. It was determined that subdivision road ditches would be addressed first to establish the depth of water flow necessary to address proper drainage. Drainage on adjoining streets (Penick, Club and Plane View) will need to be addressed by the County Engineer as well.
12. **NEW BUSINESS:** Brookwood Café will open a pop-up shop on May 3rd near the Water Board property for pre-ordered casserole delivery. The committee will continue to seek out other pop-up shops and food trucks to promote neighborhood events and gatherings.
13. **NEXT MEETING DATE:** The next Sky Lakes Section II Monthly Building Committee meeting will be held on Monday, May 17th at 6:00 p.m., Branyan residence.

The board meeting adjourned at 7:47 p.m. Bob Branyan motioned to adjourn; the motion was seconded by Natalie McKnight.