

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

Board of Directors
Bob Branyan – President
Shane Crawford – Vice President
Kyle Stone – Vice President
Kim Jones - Secretary
Natalie McKnight - Treasurer

BUILDING COMMITTEE MONTHLY MEETING MINUTES

March 22, 2021

Meeting called to order at 6:06 p.m. at Bob Branyan's home.

Present:

Bob Branyan
Shane Crawford
Kyle Stone
Kim Jones
Natalie McKnight
Kathy Acree, Brad & Tracee Leach, Tim Sitton

February Meeting Minutes: Shane Crawford motioned to approve February meeting minutes. Natalie McKnight seconded the motion. Meeting minutes will be posted to www.skylakes.com and a link from Facebook will be posted.

February Treasurer's Report: Natalie McKnight presented the following:
Review of invoices & expenses paid year-to-date, balances and other treasury information.
Bob Branyan motioned to approve the report; Kyle Stone seconded the motion. Treasurer's report was approved.

Review/Discuss Construction Proposals: Update to February submission of pool drawing and specifications; formalized pool drawing was presented, discussed, and approved by the Building Committee. Formal approval letter email sent to homeowner with signatures on March 27, 2021.

New fence and concrete proposal with detailed drawing was presented. Bob Branyan stated that 10' clearance must be maintained from permanent structure (concrete) to lot line. Drawing for fencing and concrete with modifications discussed with approvals pending. At meeting conclusion, the committee discussed submission in detail and approved the construction. Formal approval letter email sent to homeowner with signatures on March 26, 2021. Homeowner must comply with 10' restriction.

Review deed restrictions and by-laws: Committee held discussion regarding general extent of powers that property associations have and how late fees are assessed on outstanding maintenance payments.

Discuss retainer for attorney: To enforce deed restrictions, the committee may retain an attorney to assist with deed restriction enforcement and consult on related matters. Natalie McKnight secured pricing information from an attorney who was referred to Sky Lakes Section II by a neighboring subdivision. Pricing was discussed; decision pending another quote.

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Review maintenance fees and arrears: Updates provided on current maintenance fees in arrears and actions taken to collect outstanding fees. Accounts in arrears balance is decreasing as Treasurer continues to send late notices to collect on accounts in arrears. Note for attorney: secure information on specific recourse and actions to be taken to eliminate accounts in arrears.

Action plan to address culvert ditch work with county engineer: Q1 newsletter is planned. It will include a call to action for homeowners to provide name, address, and lot number(s) for specific guidance to county on problem areas. Bob/Shane/Kyle will also survey the neighborhood to include all problem areas and address ditch drainage on county-owned land where no housing exists (e.g., Club Dr. between Sandtrap and Kitty Hawk). Plan is to compile a complete list to submit to the county engineer and perform follow-ups.

New Business:

- An email from a homeowner was received with questions and concerns. The committee assembled a draft response for the homeowner. The questions and proposed responses were reviewed by the committee for consensus, and all agreed to move forward with responses documented. Email sent to homeowner on March 24, 2021.
- The committee discussed proposed content for the Q1 newsletter. Newsletter draft will be shared with all committee members for approval prior to distributing to property owners.
- HOA taxes are due in April. Natalie McKnight contacted Gunderson to prepare tax return (firm used in past). No response to request for information from CPA firm in Waller. Note separation of bookkeeping duties and tax preparation responsibilities.

The next Sky Lakes Section II Monthly Building Committee meeting will be on April 19th at 6:00 p.m., Branyan residence.

Call to adjourn: Bob Branyan motioned to adjourn the meeting at 7:52 p.m. Natalie McKnight seconded the motion, and the meeting was adjourned.