

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

BUILDING COMMITTEE MONTHLY MEETING MINUTES

Meeting Minutes: April 17, 2023

1. **CALL TO ORDER:** The meeting was called to order at 6:09 p.m. at the Branyan residence.
- **ROLL CALL: Present -**
 - Bob Branyan – President
 - Shane Crawford – Vice President
 - Kim Jones - Secretary
 - Natalie McKnight – Treasurer
2. **QUORUM ESTABLISHED:** The Sky Lakes Section II Building Committee established quorum at 6:09 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from March 2023 were approved. Natalie McKnight motioned to approve minutes; Shane Crawford seconded the motion. Minutes from March 2023 were provided to all building committee members via email prior to the meeting and will be posted to the Sky Lakes Section II FB page and to www.skylakes.com.
4. **MARCH 2023 TREASURER'S REPORT:**
 - a. Beginning balance as of January 1, 2023: \$10,897.62
 - b. Credits – 2023 maintenance fees: \$5,399.11
 - c. Expenses YTD: \$946.70
 - d. Ending balance/checking: \$15,350.03
 - e. Reserves/savings (as of March 31, 2023): \$25,654.78Shane Crawford motioned to approve the treasurer's report; Bob Branyan seconded the motion.
5. **DISCUSS NEW CONSTRUCTION PROPOSALS:** No new proposals were submitted during the past month.
6. **REVIEW DEED RESTRICTION VIOLATIONS:** Two violation letters were sent to property owners with a 45-day requirement to remedy violations. Further action will be taken if violations are not cured within the 45-day period.
7. **DISCUSS NEW EMAIL COMMUNICATIONS:** One email concern was addressed by our attorney with no further action required. A new request to alter deed restrictions has been deferred at this time as the committee has completed an assessment of the deed restrictions revision process. Per our attorney, the formal process by which deed restrictions are updated includes conducting several town hall meetings with property owners over a series of months. A subcommittee would need to be formed to manage the process. Fee estimates to update the deed restrictions range from \$5K to \$15K, which would result in an assessment increase for all property owners. This effort was reviewed during the annual meeting in January 2023 and deferred at that time.
8. **ATTORNEY UPDATES:** Our attorney provided input on an email concern expressed, advising that no further action is required regarding the matter.
9. **ACCOUNTS IN ARREARS:** 11 accounts are currently in arrears; monthly past due notices have been sent since February 2023. Attorney collection letters will be sent beginning in May to expedite collections.
10. **UPDATE/APPROVAL ON REAR DRAINAGE PROJECT:** Approval letters secured from property owners affected by rear drainage project. In the process of securing signatures from the

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green space property owners to submit to Waller County Roads and Bridges. Forms can then be submitted for presentation/approval in Commissioners Court.

- 11. DISCUSS 2023 PROJECTS AND SCHEDULING: Social Media Guidelines:** Guidelines to govern Sky Lakes Section II's Facebook page have been developed based on HOA guidance and approved by the committee for posting. **Implement Records Retention Program:** Project will begin in May to establish retention policies for all documents held by the Board. **Update Deed Restrictions:** See #7 above for details. **Rear Drainage Project:** Refer to comments under #10 above. **Review Potential Street Light Replacement:** Research in process. Updates on all will be provided as available.
- 12. NEW BUSINESS:** The required 1120 H tax return for Homeowners Associations was filed by Natalie McKnight after completion by the Committee's CPA.
- 13. NEXT MEETING DATE:** The Sky Lakes Section II Monthly Committee will meet again on Monday, May 15, 2023 at 6:00 p.m., Branyan residence.

The board meeting adjourned at 7:45 p.m. Natalie McKnight motioned to adjourn; Kim Jones seconded the motion.