

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: December 19, 2022

1. **CALL TO ORDER:** The meeting was called to order at 6:11 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
2. **QUORUM ESTABLISHED:** The Sky Lakes Section II Building Committee established quorum at 6:11 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from November 14, 2022 were approved. Natalie McKnight motioned to approve the minutes; Shane Crawford seconded the motion. Meeting minutes from November 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. **REVIEW NOVEMBER TREASURER'S REPORT:**
 - a. Beginning balance as of January 1, 2022: \$3,963.42
 - b. Credits – 2022 maintenance fees: \$10,598.99
 - c. Credit – Deposit Return/Community Center: \$100.00
 - d. Expenses YTD: \$6,894.31
 - e. Ending balance/checking: \$7,768.10
 - f. Reserves/savings (as of September 30, 2022): \$25,576.25
 - g. **Delinquencies/past due invoices (0): \$0.00**Bob Branyan motioned to approve the Treasurer's Report; Kim Jones seconded the motion.
5. **DISCUSS NEW/PENDING CONSTRUCTION PROPOSALS AND/OR MODIFICATIONS:** The building committee did not receive construction or building modification requests during this period.
6. **DISCUSS NEW EMAIL ISSUES AND/OR COMPLAINTS:** Restrictions discussed in November 2022 were resolved except for one outstanding violation. The attorney-approved letter will be sent to the property owner to address this violation in early January 2023.
7. **ATTORNEY UPDATES:** The attorney's letter sharing resolution of the years-long lawsuit involving Sky Lakes Section II was included in the maintenance fee billing letter mailed to all property owners in December 2022.
8. **UPDATES/APPROVALS ON DRAINAGE PROJECT:** Waller County Roads and Bridges is prepared to address rear drainage issues in 2023 when formal approval is secured from the green space owner. This matter will require approval by the County Commissioner's Court.
9. **NEW BUSINESS:** The following items were discussed.

**Sky Lakes Section II
Successor Building Committee**

P.O. Box 2018
Waller, TX 77484-2018
www.skylakes.com

- a. **Records Retention:** Professional guidance will be secured to establish a formal records retention policy that will govern all documents managed by the committee. This will ensure proper retention schedules are adhered to for all committee documents.
 - b. **Annual Meeting:** Final preparations were discussed for the *Annual Meeting to be held on Monday, January 23, 2023.*
- 10. NEXT MEETING DATE:** The Sky Lakes Section II Monthly Building Committee will meet again on Monday, February 20, 2023 at 6:00 p.m., Branyan residence.

The board meeting adjourned at 7:10 p.m. Bob Branyan motioned to adjourn; Natalie McKnight seconded the motion.