

**Sky Lakes Section II**  
**Successor Building Committee**  
P.O. Box 2018  
Waller, TX 77484-2018  
[www.skylakes.com](http://www.skylakes.com)

**BUILDING COMMITTEE MONTHLY MEETING MINUTES – February 21, 2022**

1. **CALL TO ORDER:** The meeting was called to order at 6:36 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 6:37 p.m.
3. **ELECT OFFICERS:** Natalie McKnight motioned to maintain officers in positions elected in 2021. Shane Crawford seconded the motion. Officer names/roles noted above in roll call.
4. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from January 17, 2021 were approved. Natalie McKnight motioned to approve the minutes; Shane Crawford seconded the motion. Meeting minutes were provided to all building committee members prior to the meeting and will be posted to the Sky Lakes Section II FB page and to [www.skylakes.com](http://www.skylakes.com).
5. **REVIEW JANUARY 2022 TREASURER’S REPORT:**
  - a. Beginning balance as of January 1, 2022: \$3,963.42
  - b. Credits – 2022 maintenance fees: \$6,303.52
  - c. Expenses YTD: \$425.95
  - d. Ending balance/checking: \$9,843.99
  - e. Reserves/savings (as of December 2021) \$25,550.13Natalie McKnight motioned to approve the Treasurer’s report, Kim Jones seconded the motion.
6. **PROVIDE UPDATE ON MAINTENANCE FEE COLLECTION AND ARREARS:** There are two property owners who remain in arrears and will be sent a collection letter approved by our attorney. In March, we will begin reporting arrears for maintenance fees that were due on 1/31/2022.
7. **REVIEW CONSTRUCTION PROPOSALS OR REQUESTS SUBMITTED BY PROPERTY OWNERS:** One homeowner submitted a construction drawing/proposal. The committee reviewed and approved the request contingent upon deed restrictions and conditions documented in approval letter.
8. **PROVIDE UPDATE ON DEED RESTRICTION VIOLATIONS:** An ongoing violation letter was composed and reviewed by the committee. The letter is pending final review by the attorney and will be sent to the owner pending approvals.
9. **DISCUSS/REVIEW ANY EMAILS AND/OR COMPLAINTS:** One email concern was raised and addressed. Four (4) requests for HOA fees were submitted and addressed for property sale and/or refinance transactions.
10. **ATTORNEY UPDATES & INFORMATION:** The attorney was contacted regarding the action plan and specifics to update existing deed restrictions. See additional information below under item #12.
11. **REPORT PROGRESS ON CULVERT-TO-CULVERT & REAR DRAINAGE PROJECT:** Culvert drainage work was completed on Sandwedge and has begun on Kitty Hawk. Parts of Divot will be completed during the summer months to align with rear drainage efforts. Rear

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drainage work on the green space property is contingent upon signed permission from the owner(s) and Commissioners Court approval.

- 12. DISCUSS AND FORMULATE A PLAN TO ENGAGE PROPERTY OWNERS IN REVISING DEED RESTRICTIONS:** Initial estimate provided by our attorney to update deed restrictions was in the range of \$5,000-\$15,000 (shared during the annual meeting). Further discussion with the attorney revealed a more extensive challenge to move forward in this process. It was recommended we shift focus to address matters of more immediate concern for the committee before a deed restriction update effort is undertaken. Efforts of higher priority will be detailed in future communications.
- 13. NEW BUSINESS:** No new business was discussed.
- 14. NEXT MEETING DATE:** The Sky Lakes Section II Building Committee will meet again on Monday, March 21, 2022 at 6:00 p.m., Branyan residence.

The board meeting adjourned at 7:51 p.m. Kyle Stone motioned to adjourn; Shane Crawford seconded the motion.