

**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**

Meeting Minutes: February 20, 2023

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
  - James Rothen – Property Owner
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 December 2022 were approved. The committee also approved the Annual Meeting minutes from January 23, 2023. Shane Crawford motioned to approve both documents; Bob Branyan seconded the motion. Meeting minutes from December 2022 and Annual Meeting minutes 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](http://www.skylakes.com).
4. **DECEMBER 2022 TREASURER’S REPORT:**
  - a. Beginning balance as of January 1, 2022: \$3,963.42
  - b. Credits: \$14,087.89
  - c. Expenses YTD: \$7,153.69
  - d. Ending balance/checking: \$10,897.62
  - e. Reserves/savings (as of December 31, 2022): \$25,610.54
5. **JANUARY 2023 TREASURER’S REPORT:**
  - a. Beginning balance as of January 1, 2023: \$10,897.62
  - b. Credits – 2022 maintenance fees: \$3,243.66
  - c. Expenses YTD: \$314.89
  - d. Ending balance/checking: \$13,826.39
  - e. Reserves/savings (as of December 31, 2022): \$25,610.54

Kim Jones motioned to approve the Treasurer’s Report; Natalie McKnight seconded the motion.
6. **DISCUSS NEW/PENDING CONSTRUCTION AND/OR MODIFICATION PROPOSALS:**

One property owner attended to propose new construction/modification to property. Two additional proposals were submitted and reviewed by the committee; formal communications will be sent to each property owner with approval information. All in alignment with deed restrictions.
7. **DISCUSS NEW EMAIL ISSUES AND/OR COMPLAINTS:** No new issues arose or complaints were submitted during this period.
8. **ATTORNEY UPDATES:** Committee to contact its attorney regarding legalities/exposure around sharing financial information on Facebook and other media platforms.

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9. **UPDATES/APPROVALS ON REAR DRAINAGE PROJECT:** Working to secure consent signature from green space owner to submit to Roads and Bridges for court approval of rear drainage assessment.
10. **REVIEW AND PRIORITIZE ACTION ITEMS DISCUSSED DURING ANNUAL MEETING:** Committee members assessed streetlights after annual meeting and reported outages. Lights have since been repaired/replaced. Full review of action items and initiatives will occur during March meeting. Projects will be prioritized at that time.
11. **NEW BUSINESS:** Past due notices for maintenance fees due 1/31/2023 will be mailed in March 2023.
12. **NEXT MEETING DATE:** The Sky Lakes Section II Monthly Building Committee will meet again on Monday, March 20, 2023 at 6:00 p.h.m., Branyan residence.

The board meeting adjourned at 7:08 p.m. Kim Jones motioned to adjourn; Natalie McKnight seconded the motion.