

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

BUILDING COMMITTEE MONTHLY MEETING MINUTES – June 27, 2022

1. **CALL TO ORDER:** The meeting was called to order at 6:06 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 6:06 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from May 2022 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.
4. **REVIEW MAY 2022 TREASURER’S REPORT:**
 - a. Beginning balance as of January 1, 2022: \$3,963.42
 - b. Credits – 2022 maintenance fees: \$9,560.80
 - c. Credit – Deposit Return/Community Center: \$100.00
 - d. Expenses YTD: \$2,184.63
 - e. Ending balance/checking: \$11,439.59
 - f. Reserves/savings (as of March 2022) \$25,556.43

Kim Jones motioned to approve the Treasurer’s report, Natalie McKnight seconded the motion.
5. **PROVIDE UPDATE ON MAINTENANCE FEE COLLECTION & ARREARS:** \$942.65 in outstanding maintenance fees were due as of May 31, 2022 (5 past due accounts). The attorney-provided arrears letter will be sent to two property owners upon legal review and approval.
6. **REVIEW CONSTRUCTION PROPOSALS OR REQUESTS SUBMITTED:** One homeowner requested a fence modification with drawings/dimensions; to be reviewed by the committee.
7. **PROVIDE UPDATE ON DEED RESTRICTION VIOLATION(S) & REVIEW NEW VIOLATIONS:** A second letter was sent for deed restriction violations with agreed-upon completion date. Owner acknowledged letter and agreed to date required for completion. Letter sent certified mail with copy to attorney.
8. **DISCUSS NEW EMAIL ISSUES/AND/OR COMPLAINTS:** No email or other complaints were received during this period.
9. **ATTORNEY UPDATES:** Provided attorney copies of deed restriction violation letters as well as a request for review of arrears collection letters (2).
10. **REVIEW CULVERT-TO-CULVERT & REAR DRAINAGE PROJECT & COMMUNICATIONS:** Working to provide an overall status update to all residents in coming weeks for front and rear drainage projects.
11. **NEW BUSINESS:** The committee renewed its general liability insurance policy for a one-year term after reviewing quote information. Research in process for replacement options for existing streetlights and potential efficiency improvements.

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12. NEXT MEETING DATE: The Sky Lakes Section II Building Committee will meet again on Monday, August 22nd, 2022 at 6:00 p.m., Branyan residence.

The board meeting adjourned at 7:43 p.m. Natalie McKnight motioned to adjourn; Shane Crawford seconded the motion.