

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: June 19, 2023

1. **CALL TO ORDER:** The meeting was called to order at 6:05 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 6:05 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from May 2023 were approved. Shane Crawford motioned to approve minutes; Natalie McKnight seconded the motion. Minutes from May 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. **MAY 31, 2023 TREASURER'S REPORT:**
 - a. Beginning balance as of January 1, 2023: \$10,897.62
 - b. Credits – 2023 maintenance fees: \$5,651.75
 - c. Expenses YTD: \$7,503.60
 - d. Ending balance/checking: \$9,045.77
 - e. Reserves/savings (as of March 31, 2023): \$25,654.78Kim Jones motioned to approve the treasurer's report; Natalie McKnight seconded the motion.
5. **DISCUSS CONSTRUCTION PROPOSALS:** Final approval was given to one property owner who submitted new construction requirements. A second construction/modification was submitted and approved.
6. **REVIEW DEED RESTRICTION VIOLATIONS:** One deed restriction matter requires follow-up with owner, another restrictions violation will require a formal letter of resolution.
7. **DISCUSS NEW EMAIL COMMUNICATIONS & ACTIONS:** Email request for information from committee provided; formal approval letters provided via email for construction noted above.
8. **ATTORNEY UPDATES:** Attorney provided input on one matter raised which was conveyed to requestor with details.
9. **REVIEW MAINTENANCE FEE ACCOUNTS IN ARREARS:** 8 accounts are currently in arrears totaling \$867.25. Collection efforts in process for remaining accounts past due.
10. **PROVIDE UPDATE ON REAR DRAINAGE PROJECT WITH WALLER COUNTY:** Certified letter sent to new County Engineer in late May to formally request rear drainage work, including required permission forms from affected property owners. Copy of request also provided to Pct. 3 County Commissioner, Kendric Jones.
11. **UPDATE 2023 PROJECTS:** Committee steps to establish records retention program with updates expected in next meeting.
12. **NEW BUSINESS:** Annual community guidelines information shared by Natalie; action required in coming weeks to address guidelines & requirements.

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13. NEXT MEETING DATE: The Sky Lakes Section II Building Committee will meet again on Monday, August 14, 2023 at 6:00 p.m. at the Branyan residence.

The board meeting adjourned at 7:39 p.m. Natalie McKnight motioned to adjourn; Shane Crawford seconded the motion.