

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

BUILDING COMMITTEE MONTHLY MEETING MINUTES – March 21, 2022

1. **CALL TO ORDER:** The meeting was called to order at 6:01 p.m. at the Branyan residence.
- **ROLL CALL: Present -**
 - Bob Branyan – President
 - Shane Crawford – Vice President
 - Kyle Stone – Vice President
 - Kim Jones – Secretary (**Absent**)
 - Natalie McKnight - Treasurer
2. **QUORUM ESTABLISHED:** The Sky Lakes Section II Building Committee established quorum at 6:02 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from February 21, 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 FEBRUARY 2022 TREASURER’S REPORT:**
 - a. Beginning balance as of January 1, 2022: \$3,963.42
 - b. Credits – 2022 maintenance fees: \$7,669.00
 - c. Expenses YTD: \$425.95
 - d. Ending balance/checking: \$11,206.47
 - e. Reserves/savings (as of December 2021) \$25,550.13
 - f. Delinquencies/past due invoices: \$2,226.56Natalie McKnight motioned to approve the Treasurer’s report, Bob Branyan seconded the motion.
5. **PROVIDE UPDATE ON MAINTENANCE FEE COLLECTION AND ARREARS:** There were sixteen (16) past due notices mailed to property owners in the month of March. An additional two properties are currently under contract and in the closing processing. The maintenance fees associated with the two properties should be collected and received after closing.
6. **REVIEW CONSTRUCTION PROPOSALS OR REQUESTS SUBMITTED BY PROPERTY OWNERS:** A submittal for a gazebo and a potential shed expansion were received and reviewed by the board. The committee reviewed and approved the request for the gazebo contingent upon deed restrictions and conditions documented in approval letter. Additional information is needed from the property owner regarding the shed expansion. A board member will reach out to the property owner for clarification prior to approval.
7. **PROVIDE UPDATE ON DEED RESTRICTION VIOLATIONS:** An ongoing violation letter was composed and reviewed by the committee. The letter was reviewed by the attorney who advised that verbiage pertaining to the assessment of a fine be removed from the letter as there is nothing in the written deed restrictions granting the committee authorization to assess a fine. Verbiage will be removed. A board member questioned verbiage in the letter regarding collection of attorney fees. **Action Item:** Board member will address concern/inquiry regarding collection of attorney fees with the attorney prior to letter submittal to property owner.
8. **DISCUSS/REVIEW ANY EMAILS AND/OR COMPLAINTS:** Three (3) requests for HOA fees were submitted and addressed for property sale and/or refinance transactions.

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- 9. ATTORNEY UPDATES & INFORMATION:** The attorney was contacted regarding assistance with preparation of a deed restriction violation letter (see item #7).
- 10. REPORT PROGRESS ON CULVERT-TO-CULVERT & REAR DRAINAGE PROJECT:** Culvert drainage work has begun on Kitty Hawk. Parts of Divot will be completed during the summer months to align with rear drainage efforts. Rear drainage work on the green space property is contingent upon signed permission from the owner(s) and Commissioners Court approval.
- 11. NEW BUSINESS:**
- a. New insurance agent to be assigned due to our current agent retiring. Contact information for the new agent has been provided to the board.
 - b. Follow up with CPA regarding status filing status for the 2021 taxes.
 - c. Follow up with Waller County Treasurer regarding status of deposit for rental of community center in January 2022.
- 12. NEXT MEETING DATE:** The Sky Lakes Section II Building Committee will meet again on Monday, April 25, 2022, at 6:00 p.m., Branyan residence.

The board meeting adjourned at 6:50 p.m. Natalie McKnight motioned to adjourn; Bob Branyan seconded the motion.