

**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: May 15, 2023

1. **CALL TO ORDER:** The meeting was called to order at 6:10 p.m. at the Branyan residence.
- **ROLL CALL: Present -**
  - Bob Branyan – President
  - Shane Crawford – Vice President
  - Kim Jones - Secretary
  - Natalie McKnight – Treasurer
  - Two property owners
2. **QUORUM ESTABLISHED:** The Sky Lakes Section II Building Committee established quorum at 6:10 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from April 2023 were approved. Natalie McKnight motioned to approve minutes; Kyle Stone seconded the motion. Minutes from April 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](http://www.skylakes.com).
4. **APRIL 2023 TREASURER'S REPORT:**
  - a. Beginning balance as of January 1, 2023: \$10,897.62
  - b. Credits – 2023 maintenance fees: \$5,605.51
  - c. Expenses YTD: \$3,606.19
  - d. Ending balance/checking: \$12,896.94
  - e. Reserves/savings (as of April 30, 2023): \$28,154.78Shane Crawford motioned to approve the treasurer's report; Natalie McKnight seconded the motion.
5. **DISCUSS NEW CONSTRUCTION PROPOSALS:** Two construction proposals with permits and drawings were submitted during the past month for committee review. One submission was approved by the committee: the second will require additional information.
6. **REVIEW DEED RESTRICTION VIOLATIONS:** No deed restriction violations were raised during the April/May period. A matter raised and resolved by our attorney was discussed at length; no further action is required by the attorney.
7. **DISCUSS NEW EMAIL COMMUNICATIONS & ACTIONS:** No new email issues were raised during the period.
8. **ATTORNEY UPDATES:** One matter is pending attorney input with resolution expected by June 2023.
9. **ACCOUNTS IN ARREARS:** 9 accounts are currently in arrears totaling \$1,009.02. Past due notices have been sent since February 2023. Decision pending on attorney collection letters to be sent property owners in arrears.
10. **DEVELOP PLAN TO SUBMIT APPROVAL LETTER FOR COMMISSIONERS COURT FOR REAR DRAINAGE PROJECT:** Approval letter secured in mid-May from former golf course owner to permit Roads and Bridges access to green space property to perform drainage work. Permission form and information will be submitted to Roads and Bridges before the end of May 2023 for presentation to Commissioners Court for approvals.

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- 11. 2023 PROJECTS AND STATUS: Social Media Guidelines:** Guidelines to govern Sky Lakes Section II's Facebook page have been developed based on HOA guidance and will be posted before the end of May 2023. Other projects/status deferred to June 2023 meeting.
- 12. NEW BUSINESS:** No new business was raised during the May meeting.
- 13. NEXT MEETING DATE:** The Sky Lakes Section II Building Committee will meet again on Monday, June 19, 2023 at 6:00 p.m. at the Branyan residence.

The board meeting adjourned at 7:30 p.m. Natalie McKnight motioned to adjourn; Kim Jones seconded the motion.