

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

BUILDING COMMITTEE MONTHLY MEETING MINUTES

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 6:06 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from October 25, 2021, were approved. Natalie McKnight motioned to approve the minutes; Shane Crawford seconded the motion. Meeting minutes from October 2021 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. **REVIEW OCTOBER 2021 TREASURER’S REPORT:**
 - a. Beginning balance as of January 1, 2021: \$4,855.63
 - b. Credits – 2021 maintenance fees: \$7,908.15
 - c. Expenses YTD: \$7,507.62
 - d. Ending balance/checking: \$5,256.16
 - e. Reserves/savings (as of September 30, 2021): \$25,543.69
 - f. Delinquencies/past due invoices (4): \$596.57

Shane Crawford motioned to approve the Treasurer’s Report, Bob Branyan seconded the motion.
5. **PROVIDE UPDATE ON MAINTENANCE FEE COLLECTION, ARREARS AND ACTIONS:** Four past due invoices remain unpaid. Efforts to collect are ongoing and further action beyond monthly reminders may be required.
6. **REVIEW CONSTRUCTION PROPOSALS OR REQUESTS SUBMITTED:** One minor construction project was reviewed; additional information will be requested of the property owner prior to approval.
7. **PROVIDE UPDATE ON DEED RESTRICTION VIOLATIONS/RESOLUTION:** An ongoing restriction violation has been addressed with a property owner verbally. As a further measure, a letter outlining the violations, requested repairs and timeline for resolution will be mailed.
8. **DISCUSS/REVIEW EMAILS AND/OR COMPLAINTS & RESOLUTION:** No email or other issues were received during this period.
9. **ATTORNEY UPDATES & INFORMATION:** No formal inquiries were made of our attorney during this period; no new exchanges occurred.
10. **REPORT PROGRESS ON CULVERT-TO-CULVERT DRAINAGE PROJECT:** As of November 30, 2021, drainage work has been completed on Sandtrap, Bunker, Birdie, Club, and a section of Penick Rd., north of Plane View. The Roads and Bridges crew continues our work while managing other county projects. Drainage work will resume on Sandwedge, Divot and Kitty Hawk, in that order.

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- 11. NEW BUSINESS:** The annual meeting will be held on January 24, 2022 at 6:30 p.m. Annual maintenance fee invoices and meeting announcements will be mailed to all property owners in December.
- 12. NEXT MEETING DATE:** The Sky Lakes Section II Building Committee will meet again on Monday, January 17 at 6:00 p.m., Branyan residence.

The board meeting adjourned at 7:59 p.m. Natalie McKnight motioned to adjourn; Kyle Stone seconded the motion.