

**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: October 16, 2023

1. **CALL TO ORDER:** The meeting was called to order at 6:12 p.m. at the Branyan residence.
- **ROLL CALL: Present -**
  - Bob Branyan – President
  - Shane Crawford – Vice President
  - Kim Jones - Secretary
  - Natalie McKnight – Treasurer
2. **QUORUM ESTABLISHED:** The Sky Lakes Section II Building Committee established quorum at 6:12 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from September 2023 were approved. Natalie McKnight motioned to approve the minutes; Shane Crawford seconded the motion.
4. **SEPTEMBER 2023 TREASURER’S REPORT:**
  - a. Expenses YTD: \$9,318.50
  - b. Ending balance/checking: \$7,479.12
  - c. Reserves/savings (as of September 30, 2023): \$28,253.24Natalie McKnight motioned to approve the treasurer’s report; Bob Branyan seconded the motion.
5. **DISCUSS NEW CONSTRUCTION PROPOSALS:** One construction/modification was received by the board and approved per specifications, materials and drawings submitted.
6. **REVIEW DEED RESTRICTION VIOLATIONS (ongoing and new):** An ongoing violation was discussed and will require follow-up and further action. Mowing letters will be sent to two (2) property owners who have excessive lawn growth.
7. **NEW EMAIL COMMUNICATIONS & ACTIONS:** Two email communications were received and addressed during the past month.
8. **ATTORNEY UPDATES:** No attorney updates recorded for this period.
9. **MAINTENANCE FEES/ARREARS REPORT:** 6 accounts remain in arrears totaling \$619. Collection efforts continued with letters sent in September 2023. If funds are not received by 11/5/2023, *all past due accounts will be turned over to the Association’s attorney for collection.*
10. **REAR DRAINAGE PROJECT WITH WALLER COUNTY:** Our County Commissioner provided an update on 10/17, advising that the water line matter was still in the County’s legal department. An update will be provided when available; follow-ups will continue.
11. **2023 PROJECTS/ANNUAL DOCUMENTATION:** Records retention program development in process. Anticipate draft before end of calendar year 2023.
12. **NEW BUSINESS:** Waller County installed counting strips for a potential 3-way stop sign at the intersection of Club Dr. and Kitty Hawk as an effort to deter speeding. The County has been contacted to obtain results and viability for stop sign installation.
13. **NEXT MEETING DATE:** The Sky Lakes Section II Building Committee will meet again on Monday, November 13, 2023 at 6:00 p.m. at the Branyan residence.

The board meeting adjourned at 7:16 p.m. Shane Crawford motioned to adjourn; Bob Branyan seconded the motion.

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