

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: August 30, 2021

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
 - Kyle Stone – Vice President
 - Kim Jones - Secretary
 - Natalie McKnight – Treasurer
 - Brad and Tracee Leach – Property Owners
 - Green Space 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 July 19, 2021, were approved. Natalie McKnight motioned to approve the minutes; Bob Branyan seconded the motion. Meeting minutes from July 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 JULY 2021 TREASURER’S REPORT:**
 - a. Beginning balance as of January 1, 2021: \$4,855.63
 - b. Credits – 2021 maintenance fees: \$7,758.47
 - c. Expenses YTD: \$6,687.68
 - d. Ending balance/checking: \$5,926.42
 - e. Reserves/savings (as of June 30, 2021): \$25,537.25
 - f. Delinquencies/past due invoices (6): \$746.25

Kim Jones motioned to approve the Treasurer’s Report, Natalie McKnight seconded the motion.
5. **PROVIDE UPDATE ON MAINTENANCE FEE COLLECTION AND ARREARS:** The arrears balance has decreased significantly in recent months. The Treasurer sent letters to the remaining six delinquent property owners in August to request immediate payment.
6. **REVIEW/DISCUSS CONSTRUCTION PROPOSALS OR REQUESTS:** A fence construction request was received in August; the building committee requested the owner submit a proper drawing and fence style/composition information to the building committee for review during the September meeting.
7. **PROVIDE UPDATE ON DEED RESTRICTION VIOLATIONS:** The building committee unanimously voted to send a curable deed restriction letter to a property owner with ongoing deed restriction violations.
8. **DISCUSS EMAILS AND/OR COMPLAINTS:** Received multiple real estate and title company inquiries regarding properties for sale and pending sale status to obtain maintenance fees and arrears information. Natalie McKnight fulfilled all requests for information. Inquiries were received regarding mowing frequency for the green space property and current need for mowing of that property. An email inquiry was also received to suggest the building committee engage the

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green space property owner regarding rear ditch drainage issues and to also advise owners of trespassing activities on the green space (see New Business below).

9. **ATTORNEY UPDATES:** A motion to engage our real estate attorney was made to secure legal guidance on two matters related to the privately-owned green space property. All five building committee members voted to approve the motion and votes were documented. The two matters in question are (1) the building committee's legal responsibility for enforcing and reporting trespassing on the green space property and (2) whether the building committee has authority to request or enforce mowing of the green space property. Legal feedback is pending attorney research and response.
10. **REPORT PROGRESS ON CULVERT-TO-CULVERT DRAINAGE PROJECT:** On August 9, 2021, Waller County Roads and Bridges reported that work has begun on the front culvert drainage project in Sky Lakes Section II. As the department is resource constrained, progress may be slow. Crews will be in and out over the coming weeks as their crews work around road construction and other competing projects. The paint markings on the streets will aid in the surveying process and help set the lasers when the Grade-All equipment arrives. The first phase of the project will include work on Birdie, Bunker, Sandtrap and Club. This is based on current water flow and lowest risk in the event it rains during the project.

Water, power, cable, phone, and other lines will be marked to ensure no lines are cut or damaged during the drainage work. The County stressed that cooperation of all owners will result in optimum drainage improvement for the entire subdivision. Roads and Bridges will do their best to work with all property owners and listen to concerns as they conduct their work. All work will be conducted on County-owned property only.

11. **NEW BUSINESS:** The owners of the green space property attended the August meeting to review items recently raised by property owners as noted above.
- a. **Trespassing:** The green space property is privately owned, and no trespassing signs are posted. The owners requested that potentially dangerous vehicles, e.g., four-wheelers, etc., be prohibited from the green space property. This includes vehicles as well as behaviors or noise that may disturb Sky Lakes Section II residents.
 - b. **Mowing:** Mowing has been a challenge this year due to a rainier than normal summer. The owners make every effort to maintain the property and mow at regular intervals and will continue to do so.
 - c. **Rear Drainage Work:** Concerns have been raised regarding drainage on the green space property that adjoins many rear lot lines in the subdivision. The owners agreed to work with Waller County and the building committee to address rear drainage after the county completes the culvert-to-culvert drainage project. Any necessary approvals for drainage work will be provided by the private property owners and they remain open to working with us toward making drainage improvements.
12. **NEXT MEETING DATE:** The Sky Lakes Section II Monthly Building Committee will meet again on Monday, September 27, 2021, at 6:00 p.m., Branyan residence.

The board meeting adjourned at 7:37 p.m. Natalie McKnight motioned to adjourn; Bob Branyan seconded the motion.