

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: October 25, 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
 - Tracee and Brad Leach – 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 September 27, 2021, were approved. Shane Crawford motioned to approve the minutes; Natalie McKnight seconded the motion. Meeting minutes from September 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 SEPTEMBER 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: \$7,071.22
 - d. Ending balance/checking: \$5,692.56
 - 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, Kim Jones seconded the motion.
5. **PROVIDE UPDATE ON MAINTENANCE FEE COLLECTION AND ARREARS:** The committee discussed the most expeditious way to collect all outstanding maintenance fees (four owners). The collection letter will be modified and sent to those in arrears and home visits may be required to secure payments overdue since January 2021.
6. **REVIEW/DISCUSS CONSTRUCTION PROPOSALS OR REQUESTS:** Two shed requests were approved; neither request will require a building permit from Waller County as they are under 10’x12’ (any construction proposals submitted over 10’x12’ require permitting through Waller County).
7. **PROVIDE UPDATE ON DEED RESTRICTION VIOLATIONS/ACTIONS:** An issue raised by a homeowner was addressed with the party involved and has been resolved. An ongoing restriction was discussed; the building committee will meet with the property owner to discuss the work effort involved and steps needed to resolve the matter.
8. **DISCUSS EMAILS AND/OR COMPLAINTS:** An owner raised a concern on the culvert-to-culvert drainage work completed. The building committee contacted the Roads & Bridges department; they will visit the homeowner location to address the issue. General information and guidance regarding privacy and information sharing among property owners: Privacy laws

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prevent the HOA/building committee from disclosing information about one property owner to another. This includes violation history, approval or denial status, maintenance fee collection status, and other private matters.

- 9. ATTORNEY UPDATES:** No formal inquiries were made of our attorney during this period and no new exchanges occurred.
- 10. REPORT PROGRESS ON CULVERT-TO-CULVERT DRAINAGE PROJECT:** On October 22, 2021, the Roads and Bridges department indicated that in addition to work on Sandtrap Dr., the crew removed brush on Penick Rd. near Plane View to shoot grade to improve ditch drainage. Work performed on Penick will improve drainage in Sky Lakes Section II. The crew will continue to be in and out of the neighborhood to perform work; no set completion date has been established.
- 11. NEW BUSINESS:** No new business was raised for discussion.
- 12. NEXT MEETING DATE:** The Sky Lakes Section II Monthly Building Committee will meet again on Monday, November 29, at 6:00 p.m., Branyan residence.

The board meeting adjourned at 7:17 p.m. Natalie McKnight motioned to adjourn; Kim Jones seconded the motion.