

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: April 22, 2023

1. **CALL TO ORDER:** The meeting was called to order at 6:21 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 reached quorum at 6:21 p.m.
3. **APPROVE PRIOR MEETING MINUTES:** The meeting minutes from the February 2024 meeting were approved. Natalie McKnight motioned to approve the minutes; Bob Branyan seconded the motion.
4. **REVIEW/APPROVE MARCH 2024 TREASURER’S REPORT:**
 - a. Credits (Maintenance fees collected): \$8,485.33
 - b. Expenses YTD: \$727.85
 - c. Ending balance/checking: \$14,900.03
 - d. Reserves/savings (as of March 31, 2024): \$28,352.43Shane Crawford motioned to approve the treasurer’s report; Natalie McKnight seconded the motion.
5. **DISCUSS NEW CONSTRUCTION PROPOSALS:** Three construction proposals were submitted and reviewed by the committee. Decision information will be shared with property owners via email followed by formal letters with signature approvals.
6. **REVIEW DEED RESTRICTION VIOLATIONS (ongoing and new):** An ongoing violation was turned over to the attorney for further action in March 2024. Updates from the attorney are pending.
7. **NEW EMAIL COMMUNICATIONS & ACTIONS:** Transaction-related email requests were received and addressed, as well as two construction proposals noted in #5 above. One construction proposal provided directly to a Board member for review.
8. **ATTORNEY UPDATES:** Update information from attorney on deed restrictions matter is pending, with action item to follow up prior to May meeting. Preparing documentation on a utility matter for legal review and input.
9. **MAINTENANCE FEES COLLECTED 2024 & 2023:** Formal collection efforts for 2023 fees are in process (3 accounts). Past due letters for 2024 fees due on 1/31/2024 are being sent monthly to owners in arrears.
10. **UPDATES ON REAR DRAINAGE/SPEEDING DETERRENTS (Waller County):** Drainage work on Divot is pending dry weather. The County Engineer’s team will review remaining drainage concerns submitted to Commissioners Court with the Board’s President.
11. **2024 PROJECTS/PROPOSED AND ASSIGN:** Natalie McKnight coordinated the completion and filing of the 1120-H Homeowner’s Association tax filing with its CPA.
12. **NEW BUSINESS:** Kyle Stone resigned from the Board, effective 4/22/2024. The Board will seek to replace the resigning member in coming weeks, according to protocol outlined in the Deed Restrictions document.

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The next committee meeting will be held on Monday, May 20, 2024. The board meeting adjourned at 8:17 p.m. Shane Crawford motioned to adjourn; Bob Branyan seconded the motion.