

**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: March 25, 2023

1. **CALL TO ORDER:** The meeting was called to order at 6:17 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
    - Property Owners (2)
2. **QUORUM ESTABLISHED:** The Sky Lakes Section II Building Committee established quorum at 6:17 p.m.
3. **PROPERTY OWNER MATTER:** A Sky Lakes Section II property owner attended to discuss a concern with the Building Committee; matter deferred pending updates.
4. **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.
5. **REVIEW/APPROVE FEBRUARY 2024 TREASURER’S REPORT:**
  - a. Credits (Maintenance fees collected): \$7,922.49
  - b. Expenses YTD: \$516.96
  - c. Ending balance/checking: \$14,548.08
  - d. Reserves/savings (as of January 31, 2024): \$28,303.13

Kim Jones motioned to approve the treasurer’s report; Natalie McKnight seconded the motion.
6. **DISCUSS NEW CONSTRUCTION PROPOSALS:** No new construction proposals were submitted over the past month.
7. **REVIEW DEED RESTRICTION VIOLATIONS (ongoing and new):** An ongoing violation was turned over to the Association’s attorney for next steps.
8. **NEW EMAIL COMMUNICATIONS & ACTIONS:** Transaction-related email inquiries were received and addressed by the Treasurer.
9. **ATTORNEY UPDATES:** The Association’s attorney was engaged to provide input on one legal matter. The Board agreed to engage the attorney on another matter raised to advise on best course of action to protect the Association/property owners.
10. **MAINTENANCE FEES COLLECTED 2024 & 2023 (in arrears):** All 2024 fees were due 1/31/2024. Legal collection efforts for 2023 fees have begun. Past due letters will be sent to all owners with unpaid 2024 fees in April 2024.
11. **UPDATES ON REAR DRAINAGE/SPEEDING DETERRENTS (Waller County):** Work completed in part of the subdivision (Birdie/Bunker); additional work is pending more favorable weather. The committee remains in contact with the County Engineer regarding drainage work. Follow-up communications continue to initiate a Traffic Impact Analysis (TIA) to address speeding on our streets.
12. **2024 PROJECTS/DISCUSS PROPOSED AND ASSIGN:** One of the 2024 projects, The Management Certificate was completed by Natalie McKnight, reviewed by the Board and notarized

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to align with Texas Property Code. Certificate will be recorded with Waller County and TREC as required.

- 13. NEW BUSINESS:** Refer to “Attorney Updates” above. The Board voted to contact its attorney to provide input on a matter require engagement with Waller County. Updates will be provided as available.

The board meeting adjourned at 8:53 p.m. Shane Crawford motioned to adjourn; Bob Branyan seconded the motion. The next committee meeting will be held on **Monday, April 22, 2024.**