

# The Wharf Homeowners Association



## The Wharf Homeowners Association (WHOA) Annual Membership Meeting

Minutes for February 11, 2017

The 2016 Annual Membership Meeting of The Wharf Homeowners Association was held on February 11, 2017 at 10:00 a.m. in the League City Civic Center Conference Room.

### Board Members Present

Robert Gray            Mike Wilbanks  
 Mike Buehrer        Vivian Cardoso  
 Kent Brownhill      Mark Russell  
 Glynn Finley

### Also In Attendance

Chris Hullman, Property Manager,  
 TerraQuest Communities, Inc., Managing Agent  
 The Wharf at Clear Lake Maintenance Association,  
 Inc.

81 Homeowners (in person or by proxy)

### I. Call to Order and Quorum Verification:

- A. The meeting was called to order by Robert Gray at 10:10 AM;
- B. The quorum verification (60 minimum required) was provided by Robert Gray.

### II. Introduction of Board of Directors and Management Company:

Robert Gray introduced the current Board Members (with Board Members' Positions and Terms as shown below) and the Association Property Manager (Chris Hullman).

Position	Name	Term	Homeownership
Director, President	Robert Gray	2017	707 Davis Road
Director, Vice President	Mike Buehrer	2018	709 Davis Road
Director, Secretary	Kent Brownhill	2018	697 Davis Road
Director, Treasurer	Glynn Finley	2018	691 Davis Road
Director, ACC Chairman	Mike Wilbanks	2017	715 Davis Road
Director, Landscape Chairwoman	Vivian Cardoso	2016	687 Davis Road
Director	Mark Russell	2016	2416 Crow's Nest Drive

### III. Annual Report to the Membership by Robert Gray (President):

- A. Robert Gray provided a summary of the key 2016 accomplishments (which are listed below). Mr. Gray also advised the Membership that Vivian Cardoso and the Landscape Committee purchased a variety of plants and shrubs from Houston Garden Center at a deep discount last fall and then effected the installation and



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watering of these new plants and shrubs after the removal of many dead plants throughout The Wharf common areas. Additionally, Mr. Gray explained that the completion of the siding and trim, fascia, and painting renovation of Building #2 and Building #3 in 2016 was very informative in highlighting cost variations between different buildings. Mr. Gray further explained that with the currently ongoing siding and trim, fascia, and painting renovation of Building #4, along with the current estimate for this same work on Building #5, much more accurate cost projections have been developed to project necessary funding in order to bring the balance of The Wharf's townhome buildings up to a high-quality standard. Mr. Gray did note that all 18 garage buildings have been fully renovated with the upgraded siding and paint, and that nine (9) townhome buildings are now completed with the 10<sup>th</sup> townhome building currently undergoing the siding and trim, fascia, and painting renovation. The key 2016 accomplishments previously noted are as follows:

1. Administrative
    - A. ACC Requests Processed (8)
    - B. Renewal of Power of Attorney (League City Police Department)
    - C. 2015 Independent Audit Report
    - D. Loan Renewal (Frost Bank)
    - E. Springfest & Oktoberfest
  2. Townhome Buildings - Siding, Trim, and Fascia Renovation
    - A. Building #2 (Seven Townhomes); and
    - B. Building #3 (Seven Townhomes).
  3. Townhome Buildings - Pressure Wash, Priming, Caulking, and 2 Coats Satin Paint
    - A. Building #2 (Seven Townhomes); and
    - B. Building #3 (Seven Townhomes).
  4. Concrete Sidewalk Repairs (Sawcut, Breakout, Rebar, Concrete)
    - A. Fifty-two (52) Individual Repairs
  5. Concrete Driveway Repairs (Sawcut, Breakout, Rebar, Concrete)
    - A. Thirty-one (31) Individual Repairs
  6. Landscaping
    - A. Community-wide specific dead plant removals, and new plant purchases and installations.
- B. Robert Gray then introduced Cormac O'Reilly (741 Davis Road) a past Wharf HOA President and who has been instrumental in working with the Board of Directors and the Property Manager in evaluating both current and historical siding and trim, fascia, and painting renovation costs, as well as developing cost projections and funding alternatives for the community to consider. Mr. O'Reilly developed an eleven (11) page presentation which included an Association expense pie chart, a spreadsheet summarizing both historical and projected siding and trim, fascia, and painting renovation costing, as well as potential funding alternatives for the community to consider. Mr. O'Reilly indicated he would post this presentation on



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The Wharf's Website, and it is included as part of these Minutes as Exhibit "A". The key points of this presentation were summarized by Mr. O'Reilly as follows:

1. The proper completion of the siding and trim, fascia, and painting renovations of the remaining townhome buildings is the Association's number one priority;
  2. The siding and trim, fascia, and painting renovations of the eighteen (18) garage buildings has been completed, and nine (9) of the twenty-six (26) townhome buildings have also been completed with the tenth townhome building currently in process;
  3. The Association would prefer to negotiate the best pricing, quality, and timely execution for all the remaining townhome buildings siding and trim, fascia, and painting renovations work with a preferred contractor, rather than have to stop and start (as we have been doing historically) and have the related cost inefficiencies and community disruption; and
  4. The townhome owners are in the "driver's seat" as to deciding what may be the best funding approach to accomplish this very necessary renovation project in a timely manner.
- C. Mr. Gray and Mr. O'Reilly advised the Membership that the Board of Directors is planning a community workshop and/or workshops in order to build a consensus on how the community prefers funding the remaining siding and trim, fascia, and painting renovation. The first workshop is scheduled for Thursday, March 2, 2017 at 7:00 PM at the League City Civic Center Conference Rooms, and all homeowners are requested to attend and provide any and all questions and/or comments.

#### IV. Introduction of Director Candidates:

- A. Robert Gray introduced the two (2) Director Candidates (Mark Russell and Vivian Cardoso) that indicated an interest in running for the two (2) Director Positions available, and each currently available Director Position is for a three (3) year term;
- B. Mark Russell (2416 Crow's Nest Drive) and Vivian Cardoso (687 Davis Road) were existing Directors whose terms have expired and Robert Gray advised the Membership that they were willing to serve the community again; and
- C. Both Director Candidates had timely notified the Association in writing (of their interest in running) on or before the February 1, 2017 Candidate Notification Date that was included in the 2016 Annual Membership Meeting Notice Letter mailed out to all townhome owners on January 11, 2017.

#### V. Election of Directors:

- A. The two (2) Director Positions [which are each for a two (2) year term] expired in 2016 [please see the Director Position and Term Table above on page one (1) of these meeting Minutes] and are to be filled with this Election. The aforementioned two (2) Director Candidates comprised all of the Candidates (there were no additional nominations allowed or requested after February 1, 2017):

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- B. Robert Gray advised the Membership that since there were only two (2) Candidates for the two (2) Director Positions available that there would be no voting ballots and requested Mark Russell and Vivian Cardoso be voted in by acclamation. The Membership voiced their strong approval for these two (2) Candidates, and Robert Gray welcomed them back to the Board of Directors.

## VI. Homeowner Comments and Questions:

1. Judith Taub (2302) recommended deferring any siding and painting project funding questions until the March 2, 2017 community workshop, and requested townhome owners to then attend with constructive comments and ideas.
2. The Membership thanked Cormac O'Reilly, Robert Gray, and Chris Hullman for doing the hard work to evaluate the siding and painting project and provide the detailed presentation and potential funding alternatives.
3. Mike Buehrer (709) noted that the renovated buildings looked fantastic and he thought the community would be greatly enhanced the sooner the remaining townhome buildings could be caught up to this high quality standard.
4. Lynn Pelletier (775) commented that The Wharf's monthly maintenance fees are very low and that after the siding and painting project is completed that the community may wish to consider raising the monthly maintenance fees in order to possibly transition from a "pay-as-you-go" community to a "reserve-fund" community.
5. The membership generally discussed the best approach and timing for roof replacements, and it was generally agreed that roofing would need to be addressed after the completion of the siding and painting project.
6. The Membership also generally discussed removal of dead plants and installation of new plants, and Mr. Gray advised the Membership to coordinate with Vivian Cardoso (Landscape Committee Chairwoman), for a cooperative effort between individual owners and the Association.

## VII. Adjournment:

- 1) Mark Russell (2416 Crow's Nest Drive) made a motion to adjourn at 11:55 PM;
- 2) The motion was seconded by Mike Buehrer (709 Davis Road);
- 3) The motion was approved by all present.

Minutes submitted by:

Management Company

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Minutes approved by:

Board of Directors

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# *The Wharf Homeowners Association*



ATTESTED:

Secretary, Kent Brownhill

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