



The Wharf Homeowners Association

The Wharf Homeowners Association Board of Directors Business Meeting Regular Session

Minutes for June 29, 2017

This Regular Session of The Wharf Homeowners Association's Board of Directors Meeting was held on June 29, 2017 at 7:00 p.m. in the League City Civic Center Conference Room located at 400 West Walker Street, League City, Texas.

Board Members Present

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

Also In Attendance

Chris Hullman, Property Manager

TerraQuest Communities, Inc., Managing Agent

The Wharf at Clear Lake Maintenance
Association, Inc.

- I. Call to Order and Quorum Verification
 - A. The meeting was called to order by Robert Gray at 7:02 p.m.
 - B. The quorum verification was provided by Robert Gray.
- II. Approval of Minutes
 - A. March 28, 2017 Board of Directors Regularly Scheduled Business Meeting.
 1. Mark Russell made a motion to approve these minutes.
 2. The motion was seconded by Glynn Finley.
 3. The motion was unanimously approved by the Board of Directors.
- III. Operational Business Items



The Wharf Homeowners Association

- A. Consider and Take Action on the Ratification of Directors, Officers, Terms and Committee Member Elections/Appointments, all as summarized on the March 28, 2017 Director, Officer, Term and Committee Information summary.

Robert Gray advised that all the offices and positions summarized on the March 28, 2017 Director, Officer, Term and Committee Information Summary Sheet were acted upon at the March 28, 2017 Board Meeting, and this Summary Sheet documents those actions.

1. Mark Russell made a motion to ratify all the Directors, Officers, Terms and Committee Member Elections/Appointments as summarized on the aforementioned March 28, 2017 Summary Sheet.
 2. The motion was seconded by Kent Brownhill.
 3. The motion was unanimously approved by the Board of Directors.
- B. Review and Discuss the Status of the Siding, Trim, Fascia, Cleaning and Painting quantity take-offs (and related material and labor cost projections) for all remaining Townhome Buildings requiring Renovation.
1. The Property Manager advised that D&C Contracting, Inc. has completed the quantity take-offs (and related initial material and labor cost projections) for the remaining fourteen (14) cedar townhome buildings requiring full renovation. D&C Contracting, Inc. also anticipates completing by late July the inspections and quantity take-offs (and related material and labor cost projections) on the four (4) Hardie-board townhome buildings as well as the four (4) cedar townhome buildings that have previously had substantial renovation. D&C Contracting, Inc. anticipates it will be performing a final review of all material and labor pricing prior to forwarding its Proposals to the Association by approximately the middle of August 2017.
- C. Review and Discuss the obtainment of Grounds Maintenance Proposals for the comprehensive landscaping and common ground maintenance in a first class condition at all times for The Wharf Townhome Property.
1. The President and the Landscape Committee Chairwoman discussed the desirability of implementing a Grounds Maintenance Contract that will elevate the quality of the landscaping and common ground maintenance so that it will all be maintained in a first class condition at all times. The Landscape Committee Chairwoman and the Property Manager also discussed the possibility of looking at separating the planting bed maintenance from the lawn, shrubs and



The Wharf Homeowners Association

general common ground maintenance. The Board of Directors agreed it was time to re-focus on the overall grounds maintenance and directed the Property Manager and the Landscape Committee Chairwoman to obtain proposals for the maintenance of The Wharf Townhome Property in a first class condition at all times.

IV. Financial Business Items

- A. Review the Status of the Frost Bank Revolving Line of Credit, the April 20, 2017 Annual Renewal, and the Potential for an Increase in the Loan Limit.
 1. The President and Board reviewed the current Frost Bank Revolving Line of Credit loan balance (\$74,200), the current loan limit (\$75,000). Robert Gray advised that the Frost Bank Annual Renewal of the Revolving Line of Credit has been accomplished with new maturity date of April 20, 2017. The President and Treasurer also advised that there was interest by institutional lenders (Amegy Bank and Frost Bank) to potentially provide an alternate loan facility to the Association in order to accelerate and finance the siding and painting maintenance and renovation project.
- B. Consider and take action on the approval of the financial statements and related supporting detail for the period ending May 31, 2017.
 1. The Board reviewed and discussed these financial statements.
 - a) Glynn Finley made a motion to approve the May 31, 2017 Financial Statements.
 - b) The motion was seconded by Vivian Cardoso.
 - c) The motion was unanimously approved by the Board of Directors.

V. Open Forum

- A. There were seven (7) townhome owners who requested to speak during Open Forum [Bob Sigel (2322), Claire Bombsburger (681) - by proxy of Vivian Cardoso; Vivian Cardoso (687), Shirley Hlavaty (653), Jerry Aho (659), Joe Pressler (2324), and Joe Sarabok (791)].

Bob Sigel (2322) asked if the Association will continue to maintain the common areas and exterior surfaces of the townhomes as the Association has historically done. The Board assured Mr. Sigel there would be no



The Wharf Homeowners Association

change in that regard but the Association would be requesting additional funding from its members.

Claire Bomsburger (681, and represented by proxy Vivian Cardoso) and Vivian Cardoso (687) registered strong complaints concerning several Association and City of League City violations by the owner and property at 683 Davis Road. Ms. Bomsburger and Ms. Cardoso provided various pictures documenting these multiple violations which included food dishes left out for numerous cats which also attracts raccoons, possums, and other varmints, various non-approved items stored on the front deck, claims of buried cats in the common area, cats defecating in the neighbors' flower beds, owner installed bamboo not being properly maintained and the 683 owner's air conditioning compressor not being properly supported in a usual, customary and safe manner that would keep it reasonably stable. Glynn Finley made a motion to direct the Property Manager to coordinate with the Association Attorney to initiate the appropriate actions in order to pursue the proper rectification of all these violations. The motion was seconded by Vivian Cardoso and unanimously approved by the Board.

Shirley Hlavaty (653) questioned why the May 31, 2017 balance sheet showed a negative asset number. The Property Manager advised that the account receivable number in assets was a combination of both pre-paid assessment accounts and delinquent assessment accounts. The Property Manager advised he would have this reviewed and likely be able to break out the pre-paid assessment accounts so that they may be accounted for under liabilities and equities (and not under assets). The Property Manager would plan to accomplish this for the June 30, 2017 financial statements.

Jerry Aho (659) also stated he thought the balance sheet should probably be reviewed and have any prepaid accounts better identified and separated from the delinquent accounts so there is a clearer understanding of the financial statements. Mr. Aho also noted that with cedar material price increases continuing that the Association may wish to re-look at the Hardie Board siding alternative with respect to the siding and painting project. Mr. Aho also noted that the Association will need to address reroofing after the completion of the siding and painting project.

Joe Pressler (2324) asked if the 2326 Association pine tree (that died due to pine bark beetles) and the 2326 owner installed palm tree (that was damaged by woodpeckers) would be replaced. The Board indicated that at this time those replacements were not scheduled. Mr. Pressler also asked to have one parking lot light shielded, the weathered pool signs replaced, and the bulkhead evaluated in the area of 2326 Crow's Nest Drive. The Property Manager advised that the parking lot light would be inspected and evaluated for excessive light broadcast, the pool signs were in process of



The Wharf Homeowners Association

being replaced, and the bulkhead has generally been monitored over the years but will be reviewed again periodically for any obvious movement.

Joe Sarabok (791) asked that if a pine tree interferes with an owner's altered deck if that pine tree can be removed. The Board advised that there are specific rules governing the removal of trees and if an owner wants to remove a tree than those rules should be reviewed by that interested owner and then the specific situation discussed with the Architectural Control Committee and/or the Board of Directors.

VI. Executive Session Actions

- A. The Board reviewed and approved the Minutes for the March 28, 2017 Board of Directors Executive Session Business Meeting.
- B. The Board also reviewed the Association Attorney's June 20, 2017 Delinquency Collection Status Report. The Board of Directors directed the Property Manager to have the Association Attorney take the appropriate actions in order to initiate a lawsuit against one property owner for the collection of delinquent maintenance assessments.

VII. Adjournment

- A. Mark Russell made a motion to adjourn at 8:56 pm.
- B. The motion was seconded by Vivian Cardoso.
- C. The motion was unanimously approved by the Board of Directors.

Note: Documents referenced in these minutes were provided to the Board of Directors for review prior to this meeting.

Minutes submitted by: Property Manager

Minutes approved by: Board of Directors

ATTESTED:



The Wharf Homeowners Association



Secretary, Kent Brownhill
