

The Wharf Homeowners Association



The Wharf Homeowners Association Board of Directors Regular Business Meeting

Minutes for March 29, 2016

This Regular Session of The Wharf Homeowners Association's Board of Directors Meeting was held on March 29, 2016 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 Vivian Cardoso
Mike Buehrer Glynn Finley
Mark Russell Kent Brownhill

Mike Wilbanks

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 7:00 p.m.
 - B. The quorum verification was provided by Robert Gray.
- II. Approval of Minutes
 - A. September 29, 2015 Board of Directors Regularly Scheduled Business Meeting.
 1. Mark Russell made a motion to approve these minutes.
 2. The motion was seconded by Mike Buehrer.
 3. The motion was unanimously approved by the Board of Directors
 - B. February 13, 2016 Annual Membership Meeting.
 1. Mark Russell made a motion to approve these minutes.
 2. The motion was seconded by Mike Buehrer.
 3. The motion was unanimously approved by the Board of Directors.

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III. Operational Business Items

- A. Consider and Take Action on the Election of Officers (President, Vice President, Secretary, and Treasurer).

The Board of Directors discussed the Officer positions and the related responsibilities and elected Officers as follows:

1. Mark Russell made a motion to elect Robert Gray as President, Mike Buehrer as Vice President, Kent Brownhill as Secretary, and Glynn Finley as Treasurer.
2. The motion was seconded by Vivian Cardoso.
3. The motion was unanimously approved by the Board of Directors.

- B. Consider and Take Action on the Appointment of the Chairperson and Members of the Architectural Control Committee.

1. Mark Russell made a motion to appoint Mike Wilbanks as Chairman, Mike Buehrer and Glynn Finley as standing Committee Members, and Kent Brownhill as an Alternate Member.
2. The motion was seconded by Kent Brownhill.
3. The motion was unanimously approved by the Board of Directors.

- C. Consider and Take Action on renewing the existing two (2) year Power of Attorney instrument (originally effective April 1, 2014) with the League City Police Department (authorizing the League City Police to Arrest and Prosecute any person found illegally on any Association owned property), and Authorizing the President to execute the aforementioned renewal Power of Attorney instrument.

The Board discussed the benefits received over the past two (2) years with the existing League City Police Department Power of Attorney agreement, and all agreed to renew this agreement for another two (2) year term and authorize the President to execute same.

1. Mark Russell made a motion to approve the two (2) year renewal of this Power of Attorney agreement and to authorize the President to execute same.
2. The motion was seconded by Glynn Finley.
3. The motion was unanimously approved by the Board of Directors.

- D. Consider and Take Action on Approval of the 2016 Budget.

The Board of Directors discussed the proposed 2016 Budget (dated March 17, 2016) as well as the key objectives for fiscal year 2016 being concrete repairs to the driveways and sidewalks, townhome siding maintenance and repairs (and continuing with the most weathered at the west end of the community in accordance with the proposed plan presented at the Annual Membership Meeting), and the complete preparation and painting to follow each townhome whose siding has been fully renovated.

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1. Mark Russell made a motion to approve the proposed 2016 Budget.
2. The motion was seconded Mike Buehrer.
3. The motion was unanimously approved by the Board of Directors.

- E. Consider and Take Action on Approving the Contract with D&C Contracting, Inc. for Building #3 [2326, 2330, 2332, 2334, 2336, 2338, and 2340 Crow's Nest Drive] Siding & Trim Repairs (\$39,480), Fascia Replacement (\$5,670), and Preparation and Painting (\$16,380), and authorizing the President to sign this Contract and schedule the work (in conjunction with D&C Contracting, Inc. crews' availability and Association's funding parameters).

The Property Manager had reviewed with all Board Members the recent bid pricing for townhome siding and fascia repairs that were received from D & C Contracting, Inc., Gemstar Construction, and Burns Exterior Renovation. The Property Manager also had reviewed with all Board Members the recent bid pricing for townhome preparation and painting that had been received from D & C Contracting, Inc., Gemstar Construction, Burns Exterior Renovation, and Southern Painting. The Board of Directors additionally discussed Burns Exterior Renovation's and Southern Painting's recent performance on Building #1 (2302 through 2308 Crow's Nest Drive) and D & C Contracting, Inc.'s recent performance on Building #2 (2310 through 2324 Crow's Nest Drive). The Board determined that D & C Contracting, Inc. provided the best pricing, quality, and performance. The Property Manager recommended and the Board of Directors fully agreed to award the Building #3 siding, fascia, and painting contract to D & C Contracting, Inc.

1. Mark Russell made a motion to approve and award the contract to D & C Contracting, Inc. for Building #3 [2326, 2330, 2332, 2334, 2336, 2338, and 2340 Crow's Nest Drive] Siding & Trim Repairs (\$39,480), Fascia Replacement (\$5,670), and Preparation and Painting (\$16,380), and to authorize the President to sign this contract and schedule the work appropriately.
 2. The motion was seconded by Vivian Cardoso.
 3. The motion was unanimously approved by the Board of Directors.
- F. Consider and Take Action on re-scheduling the Tuesday, June 28, 2016 Board of Directors Regularly Scheduled Business Meeting to Thursday, June 30, 2016.
1. Kent Brownhill made a motion to re-schedule the Tuesday, June 28, 2016 Board of Directors Regularly Scheduled Business Meeting to Thursday, June 30, 2016.
 2. The motion was seconded by Vivian Cardoso.
 3. The motion was unanimously approved by the Board of Directors.
- G. Consider and Take Action on the Approval of The Wharf Springfest (Saturday, April 30, 2016) and its funding method.

The Board of Directors discussed the historical costs of past Wharffests and the key maintenance and improvement priorities for fiscal year 2016. The Board decided to continue with the Wharffests, but this year they are to be townhome owner funded (by various types of contributions).

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1. Robert Gray made a motion to approve The Wharf Springfest for Saturday, April 30, 2016 with the funding being provided by townhome owner contributions, and if excess monetary contributions are received then those excess monies would be allocated to landscape enhancement projects.
2. The motion was seconded Mike Wilbanks.
3. The motion was unanimously approved by the Board of Directors.

IV. Financial Business Items

- A. Review the Status of the Frost Bank Revolving Line of Credit, the April 20, 2016 Annual Renewal Request, 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 (\$35,000), the current loan limit (\$75,000), and the desirability of renewing this Frost Bank Revolving Line of Credit as well as requesting an increase in the loan limit in conjunction with the April 20, 2016 proposed renewal . The President, Treasurer and Property Manager were directed to meet with the Frost Bank Commercial Loan Officer to pursue the annual renewal and to also request a loan limit increase.

- B. Consider and take action on the approval of the financial statements and related supporting detail for the period ending February 29, 2016.

1. The Board reviewed and discussed these financial statements.
 - a) Glynn Finley made a motion to approve the February 29, 2016 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 three (3) townhomes' owners present during Open Forum [John and Diane Voll (695), Bob and Joyce Sigel (2322), and Orlando Cardoso (687)].

John and Diane Voll read a list questions related to guest parking spaces and requested the Board to consider them as part of a potential update to the current Guest Parking Rules. Robert Gray indicated the Board would evaluate the current Guest Parking Rules as well as the list of questions (to be forwarded by Mr. and Mrs. Voll to the Board of Directors and the Property Manager).

Bob and Joyce Sigel discussed their interest in removing a pine tree on the parking lot side of their townhome and wanted to know what the procedure would be and what the cost would be. The Property Manager distributed to Mr. and Mrs. Sigel and to all Board Members The Wharf's Recorded Tree Removal Rules and Regulations and also read them for all to hear. Mr. and Mrs. Sigel were advised

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that they would need to follow these existing Tree Removal Rules and Regulations and the Property Manager was directed to deliver to Mr. and Mrs. Sigel the necessary ACC Forms the next business day.

VI. Executive Session Actions

- A. The Board of Directors reviewed the Association Attorney's March 2016 Delinquency Collection Status Report (Report) and agreed the Attorney should continue the enforcement actions as summarized in said Report.
- B. The Board reviewed the current property management Agreement and unanimously agreed to renew the existing Agreement with TerraQuest Communities, Inc. for another two year term, and the Board also reviewed the Property Manager's performance over the past two years and unanimously approved a \$3,600 bonus/merit payment to the Property Manager.

VII. Adjournment

- A. Robert Gray made a motion to adjourn at 8:14 pm.
- B. The motion was seconded by Mike Buehrer.
- 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:

Secretary, Kent Brownhill
