



The Wharf Homeowners Association

The Wharf Homeowners Association Board of Directors Regular Business Meeting

Minutes for September 29, 2015

This Regular Session of The Wharf Homeowners Association's Board of Directors Meeting was held on September 29, 2015 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
Mike Buehrer
Jerry Aho
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 7:05 p.m.
- B. The quorum verification was provided by Robert Gray.

II. Open Forum

- A. There were eighteen (18) townhomes' owners present during Open Forum [Jim & Rhonda Steede (703), Jack Munden (653), Joe Pressler (2324), Ken Romano (779), Vivian Cardoso (687), John & Diane Voll (695), Ruby Aho (659), Grady & Kim Simmons (649), Lynn & Dennis Pelletier (775), Dianne Davis & John Gallerano (773), Sandy Toepffer (673), Kent & Diane Brownhill (697), Josephine Ford (2108), Don Applebaum (801), John McCarty (2104), Joyce & Bob Sigel (2322), Doug Beu (2308), Carl LaFoy (789)].
- B. League City Police Officer Christy Gaylean was invited to provide information and recommendations related to crime prevention techniques and Officer Gaylean gave a presentation related thereto. Robin Finto also provided a presentation and related recommendations in regard to crime prevention techniques. The consensus of both presentations was the recommendation to essentially consider three (3) techniques as follows: 1) reduce concealment opportunities where possible by thinning and/or trimming back shrubs and trees - and particularly the live oak trees in the north gate parking lots; 2) enhance lighting where feasible; and 3) have clean, fresh signage and additionally post "video surveillance signage" in certain perimeter areas of The Wharf.

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- C. The Board of Directors thanked both Officer Gaylean and Ms. Finto for their presentations and suggestions. Robert Gray authorized up to \$1,500 to implement the suggested techniques, as this dollar amount was within his authority to approve. The Board of Directors then closed the Open Forum and then began addressing the Agenda Business Items.

III. Approval of Minutes

- A. June 25, 2015 Board of Directors Regularly Scheduled Business Meeting.
1. Jerry Aho 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.

IV. Operational Business Items

- A. Consider the review of the seven (7) Proposals for Siding Repairs and Painting for Building #1 (2302, 2304, 2306, 2308) and Building #2 (2310, 2312, 2314, 2318, 2320, 2322, 2324), and take action on the approval of awarding the Siding Contract for these 11 townhomes to Burns Exterior Renovation (\$48,132).

The Property Manager reviewed with the Board of Directors the seven (7) Proposals for Siding Repairs and Painting received, and recommended Burns Exterior Renovation for the Siding Repairs based on experience with cedar siding piecework, pricing, and capability to timely perform with an experienced crew. The Board approved this recommendation subject to the Proposal being updated to include three (3) requirements as follows: a) the payment schedule being 1/3 down, 1/3 at 66% completion, and the final 1/3 upon completion and acceptance of each building; b) building #1 is initially authorized, and only upon completion and acceptance of building #1 would building #2 be considered by the Association for authorization to proceed; and c) include contractor estimated timing parameters for completion of each building.

1. Robert Gray made a motion to approve this item subject to the above three (3) additional requirements.
 2. The motion was seconded by Mike Wilbanks.
 3. The motion was unanimously approved by the Board of Directors.
- B. Consider and take action on approval of The Wharf Townhome's Annual Oktoberfest Community Event on Saturday, October 31, 2015 (with funding not to exceed \$950).
1. Mike Buehrer made a motion to approve this item.
 2. The motion was seconded by Mike Wilbanks.
 3. The motion was unanimously approved by the Board of Directors.
- C. Discuss the potential formation of the Landscape Control Committee.

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The Board discussed the potential benefits of creating a Landscaping Committee, and Robert Gray indicated that the initial duties and responsibilities of the committee should likely include the following four (4) items: a) work to develop an overall landscaping plan for The Wharf; b) develop a list of plants, trees and other items not to be considered in the plan; c) work with individual townhome owners to develop a landscape plan for their townhome when requested by the owner; and d) act as the first level of approval for any townhome owner submitted landscaping request for change.

1. Robert Gray made a motion to create a Landscape Committee, and appoint Vivian Cardoso as the initial Chairperson.
2. The motion was seconded by Mike Buehrer.
3. The motion was unanimously approved by the Board of Directors.

V. Financial Business Items

A. Consider and take action on the ratification of the previous Board acceptance and approval of the Independent Certified Public Accountants' (Reimer, McGuinness and Associates, P.C.) Review Report for Fiscal Year 2014.

1. The Board briefly discussed its previous acceptance of the Independent Certified Public Accountants' Review Report for Fiscal Year 2014.
 - a) Robert Gray made a motion to ratify the previous acceptance and approval of this Review Report for Fiscal Year 2014.
 - b) The motion was seconded by Mike Buehrer.
 - c) The motion was unanimously approved by the Board of Directors.

B. Consider and take action on the ratification of the President signing the 2014 Federal Income Tax Return (Form 1120H) as completed and recommended by Reimer, McGuinness and Associates, P.C.

1. The Board briefly discussed this approval and signing of the 2014 Federal Income Tax Return.
 - a) Mike Buehrer made a motion to ratify the President signing the 2014 Federal Income Tax Return (Form 1120H) as completed and recommended by Reimer, McGuinness and Associates, P.C.
 - b) The motion was seconded by Mike Wilbanks.
 - c) The motion was unanimously approved by the Board of Directors.

C. Review and Discuss the July 2015 Consumer Price Index, and then take action on the 2016 Annual Maintenance Assessment.

1. The Board discussed the Bureau of Labor's July 2015 Annualized Consumer Price Index of 0.2% and agreed to maintain the current 2015 assessment rates through December 31, 2016.

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- a) Robert Gray made a motion that the regular monthly assessment remain at \$250.95 per month, and that the current 2015 assessment rates be maintained through December 31, 2016.
- b) The motion was seconded by Jerry Aho.
- c) The motion was unanimously approved by the Board of Directors.

D. Review, discuss and take action on the approval of the financial statements and related supporting detail for the period ending August 31, 2015

1. The Board discussed and reviewed these financial statements.

- a) Jerry Aho made a motion to approve the August 31, 2015 Financial Statements.
- b) The motion was seconded by Mike Wilbanks.
- c) The motion was unanimously approved by the Board of Directors.

VI. Other Business Items

- A. Consider and take action on the approval of the ACC Request for Change received from the owners of 2112 Crow's Nest Drive on September 25, 2015 (and amended with an Addendum dated September 28, 2015).

The Board noted it had received a unanimous recommendation for approval from the ACC prior to the meeting (for the requested replacement of the windows and sliding glass doors), and the addendum did contain the required product and installation specifications.

1. Mike Buehrer made a motion to approve this ACC Request for Change.
2. The motion was seconded by Mike Wilbanks.
3. The motion was unanimously approved by the Board of Directors.

VII. Adjournment

- A. Robert Gray made a motion to adjourn at 9:54 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



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Minutes approved by:

Board of Directors

ATTESTED:

Mike Wilbanks, Secretary
