

# The Wharf Homeowners Association



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

Minutes for February 16, 2013

The 2012 Annual Membership meeting of The Wharf Homeowners Association was held on February 16, 2013 at 10:00 a.m. in the League City Civic Center Conference Room.

### Board Members Present

Robert Gray  
Mike Sandberg  
Mike Wilbanks  
Cathleen Buehrer  
George Collett

### Also In Attendance

Chris Hullman, Property Manager,  
TerraQuest Communities, Inc., Managing Agent  
The Wharf at Clear Lake Maintenance  
Association, Inc.  
79 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. Robert Gray introduced the current Board Members

Position	Name	Term	Homeownership
Director, President, Treasurer	Robert Gray	2014	707 Davis Road
Director, Vice President	Mike Sandberg	2012	633 Davis Rd
Director, Secretary	Cathleen Buehrer	2012	709 Davis Road
Director, ACC Chairman	Mike Wilbanks	2014	715 Davis Rd
Director - Vacant		2013	
Director, ACC, Member	George Collett	2013	2106 Crows Nest Dr.
Director	Lonnie Goodman	2012	677 Davis Road

### III. Annual Report to Membership by the President

- A Review of the painting program progress:
  - 1. 11 Townhomes completed in 2012 (all 119 are now completed);
  - 2. 56 Garages completed in 2012 (work to continue on remaining garages);
  - 3. Garages' renovation work involved repairs for not only weather/sun exposure, but also repair work due to poor initial construction quality;
  - 4. Association has decided to only utilize Satin Finish paint (instead of Flat Finish paint) for all future painting due to its enhanced durability with respect to finish/fading;



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5. Board of Directors anticipates continuing to utilize majority of the currently budgeted \$86,000 for siding repairs and painting in order to fund a continuous annual program of siding repairs and painting.
- B Areas of Study and Preparation during 2013 will reflect objectives in the existing Five Year Plan (realizing this annually updated Plan is a general guide and moving set of targets for policy making purposes). Initial areas of focus by the Board in 2013 are likely as follows:
1. To continue the program of siding repairs and painting on the garages needing renovation and utilizing the satin finish paint.
  2. To evaluate potential concrete enhancements and repairs, initially focusing on upgraded pavement markings/restriping in order to clearly be able to identify and manage Reserved and Guest parking spaces (this should also help support a more secure property and community; and
  3. To evaluate the longer term landscape needs of the community, considering the likely increasing scarcity and cost of water. Possibly have an arborist evaluate the approximate 253 trees at The Wharf. The President indicated he may personally submit an ACC Request for consideration by the ACC and Board for a “pilot landscape project” in the area his townhome to “test” a more “drought tolerant/ease of maintenance” landscape installation.
- C Additional Areas of Study and Preparation during 2013 will be gaining owner perspectives on potentially desirable property and perimeter security enhancements, and evaluating alternatives as well as considering the following:.
1. The President indicated he is becoming more aware of what is going on around his townhome, and encouraged all owners to do the same;
  2. Individual owners could install their own private security monitoring camera, focused on their entry and/or their assigned reserved parking space;
  3. Board is anticipating devoting the majority of the June Board Business Meeting to an open meeting with all townhome owners invited to share thoughts on desirability and options related to potential enhancement of the property and perimeter security;
  4. Management Company will initially meet with fence companies to gain initial insights on gates, fences, or other potential options. Trespassing, loitering, and other incidences have been most prevalent in recent years at the North Gate parking lot and along The Wharf’s common property entrances down Crow’s Nest Drive;
  5. The Wharf marina provides a type of “secure buffer” to the north and west marina sides of The Wharf community/perimeter; and



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6. The objective is to try and look at all viable alternatives and then find a desirable balance supported by a majority of townhome owners.

D Robert Gray provided a brief overview of the financials as follows:

1. The 2013 fiscal year will be the fourth consecutive year with no increase in all owners' maintenance assessment fees;
2. The 2012 actual expenditures essentially equaled the budgeted expenditures;
3. Approximately two thirds of the Association's approximate \$30,000 of total monthly revenues is allocated for non-discretionary essential services, and the remaining approximate one third (or \$10,000 per month) is discretionary to be targeted by the Board toward the highest priority improvement and enhancement objectives;
4. Association utilizes its \$75,000 Line-of-Credit with Frost Bank to support the cash flow timing necessary to fund authorized contracted work, which work may occur ahead of the year's maintenance fee cash actually being collected.
5. The loan balance on December 31, 2012 was approximately \$70,000 and currently is approximately \$43,000.

E The President noted the following items also:

1. A lot of townhomes are being renovated to a substantial extent (like the President's own townhome during 2012), and The Wharf Website ([www.wharfliving.net](http://www.wharfliving.net)) has wonderful examples and images of recent townhome renovations;
2. The President extended a very big "thank you" to Mike Wilbanks (Chairman of the ACC Committee, who has a strong knowledge of the Rules and Regulations) and to George Collett (who is an active member of this key standing Board Committee), for their efforts and especially for the very timely processing of submitted ACC Requests for Change.

#### IV. Homeowners Comments and Questions

A The rain gutter clean-out schedule was briefly summarized in response to questions;

1. Rain gutter clean-out is scheduled annually prior to the summer storm season.
2. Rain gutter clean-out can be requested through the Property Manager, if additional clean-out is needed during the year.
3. Leaf Guard rain gutters will be considered during the future re-roofing project.

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- B A special “thank you” was given to the Property Manager, Chris Hullman, for his day-to-day diligence in managing the business affairs of the Association;
- C One townhome owner commented that if a police officer and police vehicle could be more visible on The Wharf property, that would likely be a very positive security enhancement;
- D Another townhome owner asked if it was possible to go back to the townhomes that were painted with the “old/flat” paint and repaint them with the “new/satin” paint. The President indicated the Board would support that objective as soon as that is feasible;
- E The proposed FEMA Flood Plain Map changes were generally discussed, as well as the notices that have been posted around the community by the Property Manager. The City of League is having an Open House on Wednesday, February 20, 2013 for all citizens to become informed, and all townhome owners were strongly encouraged to go to this City Open House and to immediately purchase flood insurance( if they have none currently).

## V. Nominations for Directors

- A The following Directors are at the end of their terms or the position is currently vacant:
  - 1. Mike Sandberg (2012)
  - 2. Cat Buehrer (2012)
  - 3. Lonnie Goodman (2012)
  - 4. Mike Fisher (2013 – resigned and position vacant)
- B Candidates indicating their desire to serve on the Board of Directors were Jerry Aho (659 Davis Road), Forrest Paddock (691 Davis Road), Mark Russell (2416 Crow’s Nest Drive), and Mike Buehrer (709 Davis Road). Robert Gray asked the Membership if there were any other townhome owners wishing to be placed on the ballot, but no additional candidates were nominated.
- C Since there were a total of four (4) Director Positions available, and a total of four (4) Director Candidates, Robert Gray requested a motion from the Membership to vote (by show of hands) “for” the above four (4) Director Candidates:
  - 1. Clyde Sepulvado (699 Davis Road) made motion to vote “for” by show of hands;
  - 2. The motion was seconded by Mike Wilbanks (715 Davis Road);
  - 3. The motion was approved by all present or represented by proxy.

## VI. Adjournment

- 1) Mark Russell (2416 Crow’s Nest Drive) made a motion to adjourn at 11:18 AM;



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- 2) The motion was seconded by Mike Sandberg (633 Davis Road);
  - 3) The motion was approved by all present or represented by proxy.
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Minutes submitted by:

Management Company

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Minutes approved by:

Board of Directors

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ATTESTED:  
Secretary

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