

THE LAKES OF SOUTH SHORE HARBOUR C.A. INC.

REGULAR BOARD OF DIRECTORS MEETING

MEETING MINUTES- April 2019

The following meeting minutes reflect the actions taken by the Board of Directors (the "Board") of The Lakes of South Shore Harbour C.A. Inc. (the "Association") at the regular meeting of the Board conducted April 10, 2019 (the "Board Meeting").

Location: League City Police Department – Community Room 555 W. Walker League City, Texas 77573

Attending: Michael Goodnight, Mike Lee, Allison McIntyre, Cindy Pratt, Rob Schuler

Guests: Kristin Hooker, (Property Manager) Tully Dunlap, Jay Mehta, JC Cabrera, MaryAnne Matlock, Mike McGinty- homeowners

Meeting Called to Order at 6:35pm

I. Approval of Agenda

Motion to approve agenda with changes to the order of items on the agenda (new business will be discussed before old business) and two additional discussion items – Office Location and Appfolio update.

By: Mike Lee 2nd Cindy Pratt

Result- Motion passed.

II. Approval of Minutes-

Motion to approve the minutes from the March 2019 was sent via email and was voted and approved electronically. Meeting minutes were posted on the website.

III. Recreation Committee- Report by Mike Lee

Upcoming Events- Easter Egg Hunt April 20th- A. McIntyre asked that a call for volunteers be sent out the homeowners. Community Garage sale is Saturday April 13. Banners and signs will be posted April 11 for the event. Mike Lee noted the homeowner participation has increased substantially. Dive In Movie Nights are scheduled for the following- Saturday June 8th, July 13th, and August 17th. No rain-out dates have been announced as of yet.

IV. Treasurer's Report- Report by Cindy Pratt

The treasurer distributed reports to the homeowners- Budget comparison, 2018-2019 Budget. Cindy noted that we should collect over 668k in assessment revenue, the current budget has the annual amount to be collected at 650K. The calculation for assessments is based on price per sq ft. . The current price per square foot is .21 cents. The amount collected to date is over 675k, the increase in the revenue is attributed to aggressive collection efforts. The biggest expense is unpaid assessments from the commercial section of the neighborhood. We are working with the commercial management association to collect the amount that is past due.

V. Appfolio Update- Report by Kristin Hooker

Kristin noted that the project is on schedule with an anticipated launch date of June 1 for the residents. Kristin has been working directly with Appfolio to set up the initial framework and is preparing data for migration next week. Allison McIntyre asked that the minutes reflect that we will need email addresses for the residents in order for them to be able to access the portal. Homeowners may sign up on the association website. We anticipate the platform to be publicly accessible by June 1st.

VI. New Business-

Office Space for management office- Michael Goodnight reported that he is actively looking for a new location for the management office. He has viewed several spaces near the neighborhood and one space in Dickinson. Noting that the spaces were either too large/ expensive. C. Pratt noted that an office space may be available in the business park on Columbia Memorial Drive. Cindy will report back with more information on the space. Michael will continue his search efforts and will share more information as it becomes available.

Policies and Procedures- Rob Schuler reported that he has been working to create policies and procedures for the community. He noted that the CAI has templates and sample policies that are for community associations. The HOA attorney is also a member of CAI and has developed policies and procedures for many properties. Rob is currently working on Ethics and Code of Conduct.

Cindy Pratt presented a multi-faceted financial policy that is meant to protect the homeowner and the property manager, create segregation of duties and to be IRS compliant. Cindy would like to get more input from the other board members and produce a final draft to present to the HOA attorney for review.

Deed Restriction Enforcement policy was presented to the board for review- The new policy will give in detail the enforcement process and fine schedule that will be followed when a homeowner violates the deed restrictions for the neighborhood.

A motion was made to approve the deed restriction policy

By: Mike Lee 2nd Michael Goodnight
Result- Motion passed.

Payment Plan and Late fee Policy- The policy is not changing however the fee that it is assessed when setting up the arrangement. The administrative fee will be \$50.00 a month for a past due balance of less than \$500.00 and \$100.00 for balances over \$500.00. The late fee will also change to \$10.00 flat fee per month. Lawyer fees are not included in the \$10.00 late fee.

Motion was made to approve the changes to the payment plan and late fee policy, pending Attorney review-

By: Mike Lee 2nd Cindy Pratt
Result- Motion passed.

VII. Changes to Architectural Guidelines- by S. Stoller, ARC member- The ARC has submitted changes to the Architectural Guidelines to allow for more flexibility. The proposed changes will be made to the guidelines regarding trees, fences, basketball goals. The document will be reviewed by the HOA attorney and a final draft will be ratified at the next meeting.

VIII. Homeowner Comments:

J. Mehta- Why are we paying taxes when we are a non-profit?

J. Mehta- With the new website going live June 1, what are we doing about the lack of email addresses.

J. Mehta- Office space – have we thought about the area near the pool, it would be free?

A. McIntyre stated that the board will respond to homeowner questions at the next open meeting. Homeowners may also email questions.

T. Dunlap- distributed a personally prepared document and attempted to discuss potential litigation. Mr. Dunlap was informed that we are unable to discuss litigation because he has obtained counsel. Mr. Dunlap responded by addressing the HOA attorney inappropriately.

Meeting was adjourned to executive session at 8:05pm

IX. Executive Session-

The Board reviewed delinquent accounts and the status of the collection efforts. Two payment plans were presented for approval. The documents were reviewed and approved.