

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF:
HARVARD HEIGHTS ON THE BAYOU ASSOCIATION**
Meeting Held on: JUNE 20TH, 2018, AT 6:30 pm
Location: KROGER @ 1440 STUDEMONT, HOUSTON, TX 77077
(Held in Upstairs Training Room)

DIRECTOR'S PRESENT:

Jay Graham
Evan Alford

DIRECTORS ABSENT:

Colleen Tate

ALSO IN ATTENDANCE:

Laurie Oliver, JDH Association Property Manager (assigned to Harvard Heights)

I. CALL TO ORDER:

Due to notice of the meeting being given and a quorum of Directors present, the meeting was called to order at 6:39 pm. Laurie Oliver conducted the meeting and recorded the minutes.

II. ADOPT REVISED AGENDA:

A motion was made, seconded and carried to adopt the revised agenda as published.

III. APPROVAL OF MINUTES:

The Board of Directors approved the minutes with a slight revision in the wording. However, having previously been distributed for review, a motion was made, seconded and carried to approve the minutes of the Board of Directors Meeting held on May 9, 2018. The minutes from the May 9th meeting will be placed on the JDH Harvard Heights website.

IV. OPEN OWNER FORUM:

There were no owners present at this meeting.

IV. OLD BUSINESS:

Fencing Project: The fence power washing was completed the last week of May. The Board made a motion, seconded and carried to ratify this action taken between meetings. It is reported that the power washers did a great job. Wood Savers was supposed to complete the staining and sealing; however, when he got to the property, he realized he underbid and did not know that the backyards needed done also. He re-submitted a new estimate. A motion was made, seconded and carried to approve the revised estimate. There was some discussion on the color that the Board wants the fence to be. They prefer a lighter crème. Laurie will contact Woodsavers to schedule a time for them to complete the fencing project.

Landscaping: The Brightview contract was reviewed. There was a motion to ratify this action between meetings, with a second and carried to approve the contract. Laurie will be meeting with the landscaping crew on Thursday, July 28 at 12:30 am to walk through the property. New service will begin the 1st week of July.

City of Houston Trash Scholarship Application: Unfortunately, the City turned down the application because the community would not be eligible to receive City trash anyway due to the logistics of getting trucks in and out of the neighborhood.

V. NEW BUSINESS:

Financials: The Board gets an emailed copy of the previous month's financials at the beginning of each month so they have a chance to review them and asked questions during the meeting. The Board was given the balance sheet, the income and expense statement, the general ledger and the bank reconciliation records to review. We discussed a few line items. Overall, the Association is doing well staying within budget with a minimal .05 variance from the budget. A motion was made, seconded and carried to approve the financials as presented.

Balance Sheet:

Current assets for the period were **\$48,370.00** which included **\$21,554.11** in Operating and **\$26,091.74** in Reserves, **\$525** in Water Income and **\$200** in Land. Total Liabilities and Equity totaled **\$48,370.85**. Consisted of: There were Pre-Paid Owner Assessments of **\$4,176.85**, Retained Earnings **\$25,952.54** and Current Year Surplus of **\$8,011.46**.

Income and Expense Statement:

Income for the month was **\$3797.33** (Year-to-Date = **\$19,070.53**). Total expenditures for the month **\$1,675.69** (Year-to-Date = **\$8,011.51**), resulting in a **<\$0.01>** deficit for the month (Year-to-Date surplus of **\$.05**).

VI. Manager's Report and Actions Taken Between Meetings: Ms. Oliver discussed the Manager's report. There were no actions that needed to be ratified by the Board during this meeting. Laurie mentioned that the budget process of 2019 would start in September. The suggestion was made that once the new Board member was elected in July, that the Board start setting their priorities for the next year (i.e. capital improvements needing done, new management company, etc.). Ms. Oliver told them that they have JDH until at least December, and I will help them with the budgeting if they would like. If they chose to seek a new management company, the Board would obtain those bids.

VII. Delinquencies: There is currently \$162.30 in delinquent fees. This is due to one owner with a later water income fee and one who has not paid their assessment for this month. However, if is not late until after 30 days.

CCR's: The Board discussed the CCR/Deed Restrictions.

- The Board decided that it was acceptable if residents left their trash cans behind their fences even though they were in site view.
- The topic of leasing units in the community was discussed. Per the Declaration of Covenants, Conditions, and Restrictions for the Association, the following apply:
 - Leases must be for a period of no less than one year.
 - Owners must notify the Association if their lots are leased.
 - Owners must provide a copy of the signed lease agreement to the Association.
 - All leases must conform to the Declaration of Covenants, Conditions, and Restrictions for the Association, and
 - Timesharing, fraction-sharing or other similar type leases (i.e. Airbnb or single bedroom leases) are prohibited.

This is not being enforced in the community, and Ms. Oliver will take steps to remedy this situation.

- The Board would like the CCR enforcement process as follows for any CCR/Deed Restriction violations: (1) a friendly e-mail; (2) A friendly letter; (3) 209 sent. Ms. Oliver made a suggestion, that next year the Board take a good look at their CCR's and revise as needed.

There was a brief discussion about the purchase of a home and what property came with the sale of the home, and if a parking space was to be included in the sale. Mr. Graham marked the area that was included in the lot on a map to provided to JDH Principal, Mike Hughes

Work Orders: There was only one work order submitted since the last Board meeting. It was for a drain hole cover that was missing. This has been resolved.

VIII. NEW ACTION(S) TO BE TAKEN BETWEEN MEETINGS:

Laurie will prepare for the Annual meeting. Collect all proxies and prepare all forms and packets needed for the meeting.

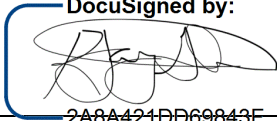
IX. EXECUTIVE SESSION:

The Board did not need to hold an Executive Session.

X. SCHEDULE NEXT BOARD MEETING AND ADJOURNMENT:

The next meeting will be the annual meeting of members which is scheduled for July 25th @ 6:30 pm. With no further business to discuss, a motion was made, seconded and carried to adjourn the meeting at 7:15 pm.

DocuSigned by:



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Board Chair Signature

7/6/2018

Date: _____

Board Secretary

Date: _____