

**THE BOARD OF TRUSTEES OF WESTCHESTER OWNERS COMMITTEE HELD THEIR REGULAR MEETING ON TUESDAY, September 20, 2016 AT 7:00 PM AT ST. JOHN VIANNEY CHURCH, ROOM E-9**

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**ESTABLISHMENT OF QUORUM-** Quorum was established with the following Trustees present: President Bill Tuttle, Vice President Robin Motley, Trustee Clay Roth, Trustee Dan Reed, Trustee Daniel Fischer. Secretary Mary DeBauche, and Trustee John DeFilippo. Trustee Dawn Dudley and Treasurer Bonnie Tyndall were absent.

**CALL TO ORDER** – The meeting was called to order at 7 pm by President Bill Tuttle.

**HOMEOWNER FORUM** – About 25 interested owners attended the meeting and were given a limited amount of time to speak due to the length of the agenda. Among topics discussed were the budget, maintenance fee increase, tennis court project, heavy trash, condition of entries, apartment fence on Pinesap, lifeguards, etc.

**APPROVAL OF MINUTES** – The minutes of the July 2016 and August 2016 Board Meeting were approved.

**FINANCIAL REPORT** – There was \$187,202.65 in the operating fund. The reserve fund has \$165,106.39. Outstanding receivables of maintenance fees, penalties and legal fees totaled \$8977.72. Complete financials attached.

Vice President Motley advised that we are on target for all areas except the pool. Financial report is posted on the website after each meeting. A discussion was held on how the reserve fund is handled. Trustees DeFillippo and Read expressed concerns that the neighborhood has experienced high expenses in recent years with the net addition to the reserve underfunded. Suggestions from Trustees and residents included developing an allocation plan that addresses known preventative maintenance and other known expenses for the four major assets. VP Motley added that there are always unexpected expenses.

VP Motley reviewed the first draft of the proposed budget. A discussion ensued with questions about various line items. Trustee DeFillippo suggested raising the projected income from pool assessment to \$45,000. DeFillippo brought a motion to create a line item to show the total cost for pool maintenance and upkeep. After a second, discussion on the motion included questions about how to show percentages of costs shared by the pool and the neighborhood, such as water, security and garbage, etc. Motion was amended to separate just landscaping costs for the pool versus the rest of the neighborhood. Motion failed to achieve a majority vote and did not pass. Motley advised that this is still a working budget; we are still waiting on several items from vendors to complete. The Board will review again in October and if all numbers are in, will vote on the budget.

**POOL/TENNIS-** Vice President Motley gave an update on the tennis court rehab from AAA Court Services. Sealed drawings were submitted on Thursday. Slopes are excellent and water drainage is working as planned. The asphalt surface exceeded its expected lifetime. The new court design is a concrete surface that sits on top of the existing surface. This allows the concrete to move without stressing it, which is better for the clay soil structure of Houston. Tension rods were laid today and the moisture barrier is down. Concrete will be poured as early as Friday and will need to rest for 28 days. AAA will replace the burnt-out lights and swap out the fencing with vinyl-clad. A suggestion was made to post regular update pictures on the website.

**MAINTENANCE-** Trustee Read reported there are ongoing issues with our current company such as a broken water meter on Carolcrest (they fixed it for free), sprinkler need to be re-adjusted on Bramblewood, drainage issues in the pool area, and the monuments are in terrible shape as a result. Read believes this company has taken on too much and we should consider replacing them. Three bids were presented for sprinkler and light repair. After review, the board voted to award the bid to JK Contractors for \$1275.

The Domain West fence and gate on Pinesap remains an eyesore. The developers are still waiting on a permit to move the gate back. Trustee Roth suggested getting the press involved and writing letters to our councilman's office.

The Dairy Ashford fence suffered some minor damage and was repaired. Letters were sent to all homeowners who border the fence to remove any branches or trim plants that impede the fence. If a tree hangs into the right of way, homeowners are encouraged to call 3-1-1 for city trimming.

**TRASH AND PEST CONTROL-** Trustee DeFillippo reported that mosquito spraying will continue through October. He has received no complaints.

ECO Waste and Recycling now has new crews and got their truck fixed so we should be on good footing. DeFillippo appreciates everyone's comments and reports that the trash company has been very responsive. However, if homeowners have an issue, they should call the ECO directly at 832-623-6564 instead of contacting John (DeFillippo) or posting on NextDoor. The number is posted in the RAP and on the Westchester website. We got a very good rate 2 years ago and ECO will probably ask for the full 3% increase this year.

Heavy trash should not be put out early. We have back door service for trash, but heavy trash needs to go all the way to the street. Homeowners should ask their landscaper not to put bags at the street if it isn't trash day. There are questions about how contractor trash and large limbs should be handled, so the ACC is looking at revising guidelines for full compliance.

Homeowners asked about recycling capacity and were told that ECO will take as much recycling as is put out. Homeowners can create their own receptacles or request another bin from ECO for a small charge.

**PATROL-** Trustee Roth had nothing to report.

**RAP** –Trustee Dudley was absent. RAP articles will be due at the end of the month.

**COMMUNITY RELATIONS –vacant.** Oct 4 will be National Night Out at 6:30pm. Russ Grey and Ruth Parks are spearheading the event. They are still looking for some block captains. Everyone is encouraged to attend. Construction progress on Memorial Drive is somewhat delayed.

**LEGAL** – Trustee Fischer – full report in executive session. He reported that Board members do neighborhood drives three times a year to look for deed restriction violations. The most recent check resulted in five letters drafted and sent to homeowners. The question was raised about parked cars. A car cannot be parked on the street for more than 24 hours. Residents are encouraged to call 3-1-1 with complaints.

**OLD BUSINESS** – None to review

**NEW BUSINESS-** Natasha Stearns was nominated and unanimously approved as Trustee; she will fill the Community Relations slot.

VP Motley made a motion to table all other items under New Business except the donation to St. John Vianney due to time constraints. The meeting was running very long and we only have the room until 9pm. There was not enough time left to address the remaining issues. The motion was unanimously approved.

The Board voted to give \$200 instead of a silent auction basket to St John Vianney for their upcoming church bazaar.

The Board adjourned to executive session.

**ADJOURNMENT-** There being no further business to come before the Board, the meeting was adjourned at 8:59 pm. The next meeting will be October 18, 2016 at St. John Vianney Catholic Church, room E-9.

A handwritten signature in black ink, appearing to read "W. R. Tuttle", with a horizontal line extending from the end of the signature.

**Bill Tuttle, President**