

**MINUTES OF THE
MEETING OF THE BOARD OF DIRECTORS OF
RIVER PLANTATION COMMUNITY IMPROVEMENT ASSOCIATION
FEBRUARY 7, 2017**



A meeting of the Board of Directors of the River Plantation Community Improvement Association was held on Tuesday, February 7, 2017 at 6:30 P.M. at the River Plantation Clubhouse, 451 River Plantation Drive, Conroe, TX 77302

ATTENDANCE

Board Members present were: Jamie Goodman, Mike Lee, Steve Dresel, Linda Schneider, Eric Bunsey, George Gilmer Annie Altenhofen and Steve Schneider.

Members Absent: Joe Tipton

Also in attendance was Dolores Sue representing Crest Management.

With a quorum being established, the meeting was called to order at 6:33 p.m.

Homeowners Present: There were eight (8) homeowners present.

ELECTION OF OFFICERS

There was a motion made seconded and unanimously approved Jamie Goodman will serve as President. A motion was made, seconded and unanimously approved Mike Lee will serve as Vice-President. There were two motions for Secretary, Annie Altenhofen and Linda Schlender. Linda's motion was seconded and approved to serve as secretary. A motion was made, seconded and unanimously approved for Eric Bunsey to serve as Treasurer.

COMMITTEES

Committees are as follows:

Finance – Eric Bunsey

Grounds and Maintenance - Joe Tipton

Park and Pool - Joe Tipton with the help of George Gilmer

Security and Safety - Steve Dresel

Special Events - George Gilmer

Communications – Mike Lee and Annie Altenhofen

ACC – Steve Schneider

Compliance – Mike Lee

Policies and Procedures – Annie Altenhofen and Jamie Goodman

Welcome Package - Annie Altenhofen (New Resident list will be sent to Annie Altenhofen each week.)

Nominating Committee – To be determined in the future to oversee nominations for elections, as per our bylaws.

MINUTES

A motion to approve the minutes of the January 10, 2017, seconded and unanimously agreed.

ACTIONS TAKEN BETWEEN MEETINGS

There were no actions taken between meetings.

PRESIDENTS INPUT:

Discussed that the pool tags will be passed out to homeowners at the April 29th Grand Re-Opening at the Sports Park. Another date will be determined for homeowners to come to the pool to pick up tags not picked up on April 29, 2017. The "Welcome Package" for new residents will be reinstated. Crest will forward the list of names to RPCIA and the communication's chair will forward to Annie Altenhofen.

TREASURER'S REPORT

The treasurer presented the preliminary financials for the period ending January 31, 2017. The total amount of cash in the bank was \$213,550.19 of that \$114,308.74 is in the reserve account and \$201.45 in a petty cash account. It was reported the prior manager said it was an envelope with receipts. Crest will review the boxes again to ascertain if the envelope is in any of the files received from the prior management company. Woodforest released \$20,000.00 of the insurance money received for the flood damage to the Sports Park. Account receivables are now broken down by year and we are able to see what has not been collected during those periods. A collection policy and procedure needs to be

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established. The discussion was made that we file against delinquent accounts in the JP Court and have the homeowners served by a constable. Collection letter will sent prior to making that decision. The current collection attorney has been successful in collecting from some homeowners. Crest is going through every account to ensure every account is correct. The payment dates are located on the website. Statements will be sent out by Crest Management.

He also reviewed the final year to date financial reports. For the year the association is over budget but working diligently to control expenses. He explained some of the overage is from garbage collection. The board is working with the Municipal Utility District to get the proper house count as the Board believes the number they have is incorrect.

The IRS denied a refund for the penalty incurred for the delinquent tax return for 2015.

Established that the Mud lots are for drainage purposes. These accounts are not paying dues and there will be an evaluation to ensure that these lots are being used for drainage.

The Board explained they have tried to cancel the contract with Protection One Alarm. The company is not being cooperative due to a five year contract that will be up in 2018. The equipment stopped working and the alarm company would only install a new system after a new contract was signed. The Board made a motion, seconded and unanimously approved to have the association attorney write a letter to Protection One Alarm to cancel the contract.

COMMITTEE REPORTS:

Grounds and Maintenance

Restroom are completed at the Sports Park. The pool house is lower than the deck and therefore drains were installed. Also, drains were installed along the plant beds at the restrooms. The cabinets and counter tops are the only things that need to be installed in the lifeguard room and pro-shop.

Gutters are needed at the building. There will be a proposal for repairing/replacing hardy plank at the pool building. The Board received one quote for \$1,150.00. This price includes power washing the building, caulking all nails, replacing hardy and molding where needed, and labor to paint and the association would furnish materials.

The lights at the tennis court need to be replaced. Proposals will be obtained for this project.

There was a discussion about having the restrooms at the sports park locked and unlocked. The security committee chair will instruct the constable to make sure it is locked each evening. The Board will be ensuring the Tennis Pro's are opening the courts in the am.

Crest is obtaining pool maintenance quotes.

The update on the bridge is the insurance check has arrived and the work is scheduled for next week.

There were several irrigation heads in different common areas that were replaced.

Municipal Utility District replaced sod at the Sports Park that had been removed for drainage repair. Currently a volunteer is watering by hand the sod to ensure growth. The irrigation will be assessed to install a couple of irrigation heads.

The Board discussed the coke machine at the pool and the problems with liability. A Board Member will research different ideas and report back to the Board at the March Board Meeting.

Security And Safety

It was reported there were no burglaries this month. The Security Chair has begun marking street lights. When the list is completed he will contact the electrical company to replace with brighter lights.

Special Events

April 29, 2017 is the Re-Opening for the sports park. The tennis pro for the association will be providing Smoothie King and some prizes. It was mentioned that the Tennis Pro could have high schoolers volunteer to help with the event.

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Communications

The Board wants to bring the newsletter back for the community. A suggestion was made to place a box, like a realtor box at the RPCIA building and allow residents to pick up. The newsletter will also be available on the RPCIA website. A Board member explained there were two boxes that could be mounted at the front door. Newsletter will be distributed once a quarter.

It was mentioned that the Association does not have Cyber and Fraud Insurance, Crest was instructed to obtain a quote from the association insurance company.

Architectural Committee

The architectural chairperson reported the applications received, reviewed, approved 7 and 1 denied.

Compliance

The Board reviewed the deed restriction compliance list.

Homeowner Input

A homeowner from Fairway Village asked to speak to the board regarding his account and discuss a letter received from his association regarding RP. It was questioned why this would be in executive session, and it was explained that this was potentially a legal issue and all legal has to be discussed in executive session.

A question was asked if River Plantation could charge a nominal fee to anyone moving into the neighborhood. That would be a good way to know when new residents move in. Crest will check with the association attorney to find out if that is legal in Texas.

A resident thanked Crest Management for continuing to manage. NextDoor is full of negative comments and believes that the Board, in order to support good will, should have better positive communications. The Board explained they are reinstating the newsletter and welcome any suggestions. This resident also suggested a community work day where homeowners volunteer to work in the community.

There was also a complaint about leaves being blown into yards when the parks are serviced. Further, there have been branches in the park for over 2 months. Someone noticed a dead tree, the Board asked them to send them the area where the tree is located.

It was noted that Brandon Road is in need of repairs.

It was discussed how a homeowner had paid for the parks to be cleaned with their own money. The homeowner is a volunteer on the Grounds & Maintenance Committee and has worked alongside with her husband to help clean the parks to keep the cost down. Martin Tree services is doing the work and the work will continue. The Board and residents thanked the owners for doing this work for the subdivision.

A resident suggested taking delinquent homeowners to small claims court.

It was discussed that it would be nice to have Park captains for each park to report trees or limbs have come down. A letter is being drafted to ask for volunteers. The volunteer will contact Grounds and Maintenance Chair.

A request from Security Chair from RP to request a bid for security services.

At 8:20 p.m. the Board Adjourned to Executive Session

At 9:00 p.m. the Board Adjourned into Open Session

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During Executive Session, the following items were discussed and or voted on:

The Board discussed Fairway Village association. It was decided by the Board to have an attorney correspond to FWV.

The Golf Course accepted the proposal in regards to Stewarts Creek erosion caused by the irrigation line owned by the association. Still waiting for a response from the insurance company.

The Board discussed by-Law changes and decided to ask another association attorney to review the documents. The Board further requested this attorney be invited to a Board Meeting and also to provide a schedule of fees.

The Board approved 5 new deed restriction violations be sent to the association attorney for action.

The Board also decided that if and when donations are taken representing the Board and association a thank you card will be given to each one. Further, no one on the Board can solicit donations without the entire Board reviewing and approving. All donations will be presented to the Board at the following Board Meeting after the donations are received.

Next Meeting Date

The next Board meeting was scheduled March 14, 2017 at 6:30 in the RPCIA building at 451 River Plantation Dr.

With no further business to come before the Board, a motion was made, seconded and unanimously approved to adjourn the meeting at 9:51 p.m.