



**RIVER PLANTATION COMMUNITY IMPROVEMENT ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
NEXT MEETING NOVEMBER 22nd, 2016**

NOVEMBER 8th, 2016

The Board of Directors of the River Plantation Community Improvement Association, Inc. ("RPCIA") held their regular meeting on November 11th, 2016 at the RPCIA office, 451 River Plantation Drive, Conroe, TX 77302, a place open to all owners.

The meeting was called to order by at 6:34 pm.

The following Board members were present: George Gilmer, Linda Schneider, Steve Schneider, Jamie Goodman, Mike Lee, Eric Bunsey, Annie Altenhofen and Steve Dresel. Joe Tipton was not in attendance.

MINUTES: Approved by the board via email.

Revisions noted and will be updated producing Amended minutes.

EMAIL VOTES:

- Motion was made by Jamie to divide website activity between the Crest website and www.rpcia.com. Motion passed. Annie was in dissent.

TREASURER REPORT:

The \$4,083 balance in the Mutual of Omaha bank account paid several expenses in 2015 including the Woodforest loan (\$3,300), Consolidated and ADP. An adjusting entry was made to correct Quickbooks.

The 2015/2016 tax extension was filed and accepted by the IRS and extends the filing date to 2/15/2017. The CPA indicated that she should have the return filed prior to the end of November.

IMC is working with the Board's CPA to reconcile the pass through general ledger account balance of \$149,726.

The RPCIA operating account balance is \$168,116.26. The Capital Bank CD balance was moved to Woodforest Bank and a new account was opened in the amount of \$114,295.46

A \$50,000 check made payable to RPCIA was sent to Crest Management to establish a deposit lockbox account in the name of RPCIA.

Constables are now on budget after 4 months.

Legal fees at \$11,538 to date exceed the \$5,000 annual budget.

Trash is over budget and Eric will investigate.



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Eric recommends that we meet bi-annually with everyone that has a budget to evaluate numbers and be proactive in any changes that need to be made.

COMMITTEE REPORTS

President's Report - Jamie Goodman

In speaking with counsel, Jamie has been advised that we are not conducting bids properly. The appropriate steps are:

1. Receive bids.
2. Open bids in open session.
3. Go to executive session to discuss and deliberate bids.
4. Return to open session to vote on bids.

The board acknowledged and will use this process going forward.

Jamie arrived Thursday, Nov 3rd at the RPCIA building to find the document room unlocked and the key missing. Then Friday morning, IMC found someone had been on the computer. Steve Dressel (security) was notified, locks were changed and computer was locked down. Jamie and Eric have a key and IMC retains a key. Nothing appeared to be missing or compromised. Jamie and Eric have a key and IMC retains a key.

IMC has provided resources to clean-up file room and organize information and documents.

Normal payables are continuing including Constables. Steve D will approve.

IMC is unable to provide Crest with a list of homeowners with updated addresses. Crest has requested a Lot list and IMC was unable to provide. Crest is delayed in sending any communication without an updated list.

Park and Pool - Joe Tipton

No report for Park and Pool.

Grounds and Maintenance - Joe Tipton

Joe was absent from the meeting. Prior to the meeting, he submitted three bids for plumbing from Miller Brothers, Latino and Brendan Homes. They will be reviewed in Executive Session.

Ed Blackburne provided two bids from JH Hargrove Construction and Shirley & Sons for the repairs to the wash out in the front of the subdivision. They will be reviewed in Executive Session.

An invoice for cleaning up Natchez Park was presented by Bernadette for \$700. This will be reviewed in Executive Session.

The price to remove stumps down RP drive is to be confirmed and reviewed.

There is damage to the Gazebo at Tom Phillips park. It will be communicated to Joe Tipton.

There is a root ball in Tom Phillips park. It is unsure if it is in Tom Phillips park or on the Golf Course.

Annie to email golf course.



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ACC - Mike Lee

1 ACC submittal for a new home build was rejected and 1 is currently under review. No compliance updates since last meeting.

Compliance - Mike Lee

No report provided

Special Events - Annie Altenhofen

Falloween festival was very well received and is under budget. Expenses will be forwarded. Residents preferred the two bouncy houses. We experienced issues with electricity in the pavilion and around the tennis courts and pool. Very few of the plugs worked and it made it very difficult to keep things operational. Will note to Joe however, this may be on the list to fix. In addition, much of the park was unlit due to the lights on the tennis courts to the west being out. There was no way to turn them on that we could determine. Jamie noted that residents were glad to meet her and she encouraged more board members to engage in events to meet the community.

Next event will be Santa at the Gazebo tentatively scheduled for Saturday, December 17th.

Bids were received for lighting of the Gazebo and bridge from Holy Lights, Holiday Lights and The Perfect Light. They will be reviewed in Executive Session.

Communications and Technology - Annie Altenhofen

Annie indicated that she felt it was best to keep all RPCIA resident information and activity on the www.rpcia.com site and allow payments and statements to originate and be maintained on the Crest website. She also agreed that Crest should manage the ACC process but that applications should originate and be maintained at www.rpcia.com for residents to have a single source of their interaction with the RPCIA.

Communication with the residents was also discussed and Crest would like to get a letter sent out, however, they do not have updated information. IMC was requested to provide Lot/block/section information and they were unable to do so.

It was suggested that we do a printed newsletter but no action was taken.

Safety - Steve Drese

Steve is looking at hours that are being worked compared to incidents in our community. He's reviewing to determine ways to save money while maintaining safety.

Steve is acquiring alarm company bids. He will have them all by next meeting. Currently he has ADT and ICR Tech. We are currently using Protection One.

HOMEOWNERS INPUT/COMMENTS:

Homeowners were present for the meeting. A listing is provided of those homeowners that provided contact information. Suggestions and commentary was conversed as follows:

- Tom Vandever



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- o Shared opinions on board business conducted this evening.
- Bernadette McElroy
 - o Shared safety concerns regarding past clean-up of Natchez Park.
 - o Can we assist Crest by going door-to-door getting updated addresses?
 - o Would like letters for lawn care companies and asked about Block Captain. Block Captain was a suggested resource that would interact directly with homeowners from each block (neighbor to neighbor).
- Damian Altenhofen
 - o Referencing the tampering with computer, was there any proof that data was compromised?
 - o With regards to documents being managed/maintained by Crest, how will homeowners request and view documents?
 - o Do we have an authorization process in place for approvals for contractor workorder?

OLD BUSINESS:

- Transition to Crest continues.

NEW BUSINESS:

MANAGEMENT REPORT:

IMC was not present at the meeting.

CONSENT AGENDA:

None at this time.

EXECUTIVE SESSION:

The Board adjourned into Executive Session at 8:25 pm to consider bids and

- Discussion regarding bids for the erosion at Stewarts Creek.
MOTION: Linda has moved to submit expenses to insurance company in regards to the erosion. Steve D seconded. Motion Passed.
- Discussion regarding bids for plumbing repairs at pool house.
- Discussion regarding bids for holiday lighting.
- Discussion regarding establishing a mutually beneficial relationship with Fairway Village.
- Discussion regarding past expenses to clean up Natchez Park.

The board resumed open session at 9:23.

MOTION: Use Latino Plumbing for repairs to Pool House. Motion was seconded and Passed.

MOTION: Use Holiday Lighting as the vendor to illuminate bridge and Gazebo. Motion was seconded and Passed.

NEXT MEETING:



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The next Board meeting is scheduled for Tuesday, November 22nd, 2016 at 6:30pm at the River Plantation office. General meeting resumed and summary of executive session was given. Meeting was adjourned at 9:40 pm.