



**RIVER PLANTATION COMMUNITY IMPROVEMENT ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
NEXT MEETING NOVEMBER 8th, 2016**

OCTOBER 25TH, 2016

The Board of Directors of the River Plantation Community Improvement Association, Inc. (“RPCIA”) held their regular meeting at 6:30 on October 25th, 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 6:28 pm.

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

MINUTES: Approved by the board via email.

Eric Bunsey noted two corrections were noted in the approved minutes:

- There was a COMPILATION in 2013.
- There was an AUDIT in 2014.

EMAIL VOTES:

No email votes were conducted in between board meetings.

TREASURER REPORT:

Treasurer noted that the Capital One CD for approximately \$114,000 is still being processed to move to a new account at Wood Forest.

The Profit & Loss (P&L) detailed the income and expenses.

- Notable is that we’re over by \$3,000 on constable’s patrol;
- Communications is under budget.
- Landscaping contract and extras are under budget.
- The Notices and Statements budget has nothing against it because when Notices and Statements were sent it was applied to last year’s budget. Currently they are sent to members for the year instead of quarterly statements.
- There is \$5,000 left in Bridge Maintenance that was rolled over from 2016 expenses.

COMMITTEE REPORTS

President’s Report - Jamie Goodman

IMC is assisting with the transition however; Crest is waiting on responses from IMC to move forward. Jamie presented a working punch list of activities involved in the transition. All items are with IMC at this moment.



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Park and Pool - Joe Tipton

Basketball and Tennis courts have been resurfaced and/or repaired as needed. One additional tennis court was repaired while the vendor was resurfacing the contracted courts. In addition, they repaired the chain link fence and repaired a few sinkholes that became evident during repair. All should be ready for play by end of week.

The sprinklers at the Sports Park have been turned off while they work on a leak. The greenery is suffering a little, but should bounce back.

The alarm company contacted Joe in regards to the Pool alarm. He indicated that the system is NOT functional right now due to the damage. He will notify them when it's back in service.

He has received no new bids for additional work at the Pool house.

There is still a leak at the Pool and the company that was last responsible for repair will come out. The repairs are warranted for 5 years and leak detection is for 90 days. They will come back out and will only charge ½ of the fee \$750, if it's a NEW leak. If it's the existing leak, they will repair again under warranty.

MOTION: That we approve the use of the current repair company with the \$750 fee for a new leak and no expected fee if it's a repair for existing leak. Motion was seconded and passed.

Grounds and Maintenance - Joe Tipton

Sprinkler at the front of RP is being reviewed/repared. Additional sprinklers by sign are not working, either, and the electricity is not functional. Sprinklers at RPCIA office have been adjusted (wrong time/date/century).

Protex has been raising the canopies. Steve S raised concern that the current Protex contract indicates that they are to "maintain canopy at 10" and to remove all sucker branches, etc". Joe indicated that this is the intention of Protex once the grounds are corrected to have a canopy to maintain.

602 Macon Park has a ditch/drainage ditch behind her home and there is debris being blown into the ditch and yard when it is being maintained. Joe to discuss with Protex.

Communication is to be sent soon to residents reminding them that no dumping is allowed in parks and is finable. Block Captains to visit with neighbors. Letter to be written by Annie to give to Board for approval. Using Block Captains is tabled until letter and further discussion regarding safety.

ACC - Mike Lee

3 applications were submitted and 3 were approved.

Compliance - Mike Lee

Several residents reported home having repeated garage sales and noted 5-10 cars parked on yard, road and driveway for sale. Mike to investigate.

Special Events - Annie Altenhofen

Preparing for the Fall-O-Ween festival on October 29th from 6-10 at the Sports Park. Signage will be ready tomorrow and installed. Bouncy houses, hot dogs, costumes, Monster Mash and more. Need



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volunteers – using SignUp Genius to request assistance. Several folks didn't notice the email – will resend.

Girl Scouts contacted Annie in regards to a Recruitment event. They would like to use the RPCIA building. It was recommended by Brian Fowler to have board member present with any event. Annie is volunteering to assist with Girl Scouts and will have details soon.

MOTION: Allow the Girls Scouts to utilize the RPCIA building for recruitment events with Annie in attendance. Future use for community events to be determined later. Motion was seconded and passed.

Annie has confirmed the Country Club for use for the Thursday, October 27th Quarterly Homeowners meeting. The cost is \$250 for the building and \$100 for coffee/tea/water. Cookies are \$1.00 each. Annie suggested buying cookies at Sam's Club or other. Cookies were decidedly unnecessary.

MOTION: Approve the expense of \$250 for the room and \$100 for the service for Quarterly Homeowner meetings. Motion was seconded and passed.

Communications and Technology - Annie Altenhofen

Annie asked about the communication that is to go out to the homeowners for the new management company. She would like to start collaborating with Crest to finetune and include other relevant information. In addition, we are at a stopping point on website until we can start uploading data from QB. Crest is still identified as resource to clean-up data but is behind because IMC is waiting until November 1st to complete cycle.

Discussion surrounding communicating to residents. It was clarified that new site will allow for newsletter to be electronic or mailed depending on resident preferences.

Safety - Steve Dresel

It was noted that there have been reports of several odd cars in and around RP. There have been complaints of a window salesman that was persistent to minor/incapacitated residents. It was suggested that we have a larger NO Solicitation sign. Awaiting next meeting with a High Crimes report by George and Steve. Suggested that we encourage residents to contact Sherriff's office with issues/theft/concerns.

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:

- Chris Hempel
 - Representing Girl Scouts (with one resident with him) to request use of the RPCIA building for a recruitment event.
- Anne Troyer
 - Thanked the board for meeting 2x per month to get work completed.
 - Anne offered to power wash and paint the deck at the RPCIA building.
- Tom Vandever
 - Can the board provide a preferred vendor list to residents?
No. The board will not provide list due to liability.



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- Bernadette McElroy
 - Commented on Girl Scouts wanted to use building.
 - Commented on debris from residents in parks and confirmed that it is their responsibility to remove leaves even if left by their vendor.
- Damian Altenhofen
 - Can Eric explain the \$4,000 that was in the old account and what might have happened to it?
It is presumed to have been left over from Chaparral management issue but further investigation is in progress.
 - Agendas and meetings to not appear to be on website.
 - Can the board present who voted on which issues? Would like to know what was voted on and how the vote was cast.
All votes passed are presumed unanimous unless dissent is noted.
 - Bylaws require recording change in management company or “operating office” at the county office.
Jamie indicated that Crest is handling this and is in the process of becoming familiar with current bylaws for RPCIA.

OLD BUSINESS:

- Erosion at Stewarts Creek
 - Update provided that Mr Blackburne is obtaining quotes on work comparable to what Joe and county engineer suggested.
- Transition to Crest:
Steve Durham with IMC has requested ownership of the copier currently in use at RPCIA office. Suggested that we find another suitable to our needs and more cost effective. Annie to get costs.
MOTION: Allow IMC to resume current copier lease and relieve RPCIA of expense with no penalties. Motion was seconded and passed.
- Transition to Crest:
Jamie suggested that we discuss communication to the residents surrounding the potential to close the RPCIA office for day-to-day business. She illustrated cost savings and how activities previously performed at the building could be completed either online, by phone or by mail with Crest. Examples included: paying quarterly dues and requesting updated statements of accounts. In addition, our new website allows for submitting ACC forms, making reservations, submitting complaints and communicating to board members. Pool passes are a singular event to be managed physically at the pool yearly.
- Bylaw Committee review scheduled for Thursday, November 3rd at 6:30pm. Annie to send meeting requests to current committee.

NEW BUSINESS:



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- **MOTION:** Allow volunteers with board participation to power wash, paint and repair deck at RPCIA office. Specific care to be paid to PAINT the yellow reflective highlight on each stair to maintain safety value of peeling tape. Motion was seconded and passed.
- Use of RPCIA Building:
Board suggested deadline of Christmas to have back room cleared of shelves and materials to allow for community use.

MANAGEMENT REPORT:

IMC was not present at the meeting.

CONSENT AGENDA:

None at this time.

EXECUTIVE SESSION:

The Board adjourned into Executive Session at 8:16pm to consider possible motions regarding:

- Pending demand letter response. Board considered demand. Motion passed to not consider settlement. George abstained and Annie was in dissent of the motion.
- Discussion regarding collections
- Discussion regarding Holt & Young. Jamie suggested we retain them as the only attorney that performs collections without retainer.
MOTION: Retain Holt & Young as collections attorney ONLY. Motion seconded and passed.
- Discussed housekeeping for preparation for Homeowners meeting on Thursday. i.e. copies, list of committee accomplishments and preparing financial statements.
- Jamie communicated that J&K would like to present their abilities to the board. Eric has authorized payment.

NEXT MEETING:

The next Board meeting is scheduled for Tuesday, November 8th, 2016 at 6:30pm at the River Plantation office. The Executive Board meeting was adjourned at 9:37pm. General meeting resumed and summary of executive session was given. Meeting was adjourned at 9:39pm.