

# **Board of Directors**

## Meeting Minutes

25Feb21

### **Opening**

The Open Session meeting open at 6:30pm. Open session Meeting with the community and Board of Directors was called to order at 6:35pm on Thursday, 25Feb21 via Zoom and in office by David.

### **Present**

David, Maria, Cynthia and Yami (at the office) Phyllis, John (online)

8 members of the community (online)

### **Executive Session Meeting**

Call meeting to Order

Verify Quorum

Introduction to Board of Directors and Officers

Announce events and Nominating committees

Financial Review/Discuss 2021 Budget

Announce date to begin Address Art for Community

Homeowner Open Forum

Adjourn Meeting

### **Call meeting to Order and Verify Quorum**

@6:35pm David called the meeting to Order. Quorum verified.

### **Intro to Board of Directors and Officers**

@6:36pm David let the community know all board of Directors and Officers.

David Molina is President.

Maria Adams is Vice President.

Other Directors are Phyllis, Kitty and John.

Secretary is Cynthia Johnson and Treasurer is Julius Campbell

### **Announce Events and Nominating Committees**

@6:36pm Yami let the community know the Nominating Committee which are: Jessica Adlan, Francis Ojedar, Maria Adams and Cynthia

Events Committee: Lisa Roberson, Francis Ojada, Patricia Paino, Carla Unkefor, and Maria Adams

### **Financial Review/Discuss 2021 Budget**

@6:37pm David let everyone know we have 25% uncollected. People need to pay. David explained that if a person gets to \$350 and 90 days overdue they are going to the attorney for collection. So they have until March 31<sup>st</sup> to call and get a payment plan in place or start paying.

### **Address Art for community**

@6:38pm David let everyone know this will begin beginning of March with weather permitting.

### **Open Forum**

@6:39pm Nana spoke about how debris is not being picked up as normal. Covid changed everything. Best Trash is through the Mud District. They still come on Wednesday and Saturday. David reached out and will have a meeting about getting a dumpster available to go through the community for any large trash due to the damage to homes during the Cold Weather. We will be notified if that happens and when. Yami explained the homeowner is responsible for ensuring home is taken care of and yard isn't left with trash. If someone moves out and they have left tons of trash Yami has asked to take a picture and send it to her with the address. She can reach out to homeowner.

Another homeowner asked again about trash. Trash cans need to be requested from Best Trash. Only 65 gallon trash cans will be given out.

John spoke about sending message to investors about trash, etc. All of the information we have is put in deed restrictions and everyone has access to them. Email to whole community can be sent out to show where to access this information.

@6:58pm Victor asked about annual dues and Yami verified his were taken care of already and he didn't have to worry about anything until the next one when they are due again. He also asked about meeting minutes. Yami let everyone know if they want the minutes they just have to request them.

Question was asked about having a FB page. Yami explained we have the website for the community at this time only.

### **Adjournment**

Meeting was adjourned at 7:03pm by David. The next meeting will be an Open Session at 6:30pm on 18Mar21, at the Lancaster community center located at 19831 Stoney Haven Drive, Cypress TX 77433 or via webex, zoom or by phone call in.

Minutes submitted by: Maria Adams

Approved by: Name

Lancaster Open Session – April 15, 2021

Meeting called to order at 6:16 PM

Officers present:

Maria, John, and Phyllis

Meeting notes approved

Agenda Items Discussed:

- 1) Pool pass renovations – bids being considered on renovations needed due to mold and no electricity to pool house. In 1<sup>st</sup> phase of getting bids for the showers, plumbing due to busted pipes as result of freeze. Minor repairs were done in past. Sketch of proposed renovations have been reviewed by the Board.
- 2) Update on camera relocation – waiting for drawing. Harris County and CenterPoint want cameras relocated. Will not let Lancaster use easements. License plate readers only on one camera – entrance to Amhurst. \$100 per month on cameras. Five working and five disconnected.
- 3) Pool reopening on May 1 for weekends only Sat./Suns. Fobs must be renewed \$15/renewal \$25 for new fob. Homeowners complaining about the renewals – was advised when started would be a one-time fee.
- 4) Update on Tealbrook - waiting for Harris County to add to their meeting agenda for follow-up. No update as to when next meeting and when it will be added to the agenda. Yami following up on monthly basis.

Open Forum:

Questions from residents regarding parking on grassy areas in front of homes. Not permitted and should be reported to HOA and violators will be sent notices.

Complaint from resident regarding noise from rental hall. Advised should report to non-emergency number is outside of hours of rental or if the participants are outside of hall recreating too much noise. Otherwise should not be a continual problem as the hall is not being used every weekend.

No other questions and meeting adjourned at 6:32 PM.

## **Board of Directors**

Meeting Minutes

5/13/2021

### **Opening**

Executive Session meeting called to order at 6:02 PM via Zoom and in the office.

Present

Maria, Yami, David, Carla Unkifer and Cynthia

### **Executive Session Meeting Agenda**

Call to Order

Roll Call

Establishment of Quorum

Approval of Meeting

Discuss Building Refinance/Loan

Discuss Bookkeeping Proposals

Discuss Amendment of CCR's for 2022 Annual Vote

Update on Association Vendors Contracts/Terms

Discuss General Community Business

Adjourn Meeting

### **Call to Order**

Meeting called to order at 6:02 PM by David.

### **Roll Call**

Everyone present in the office and on the zoom call named.

## **Establishment of Quorum**

Quorum established by David.

## **Approval of Meeting Minutes**

Approved

## **Discuss Building Refinance/Loan**

Balloon payment of 237K due to end of term. Questioned whether the Board should move forward or refinance. Yami advised there have been rejections from two banks for refinancing due to not meeting their standards. As a result, next year's assessments would need to be raised which would generate 50K in extra revenue. Would be 350K in savings by the time the balloon payment is due.

Maria suggested having no extra events and continue to pay on the mortgage.

David suggested moving the savings to another account which would generate higher rate of return. Yami advised the 2% rate ended last year.

## **Discuss Bookkeeping Proposals**

Yami advised had discussed with bank that works with HOAs. Was advised a CPA needed to handle books as not handled correctly in the past by prior Board. Two potential CPAs mentioned – Cannady & Canady charges \$1800 per month and requires a one-year commitment.

## **Discuss Amendment of CCR's for 2022 Annual Vote**

Discussion regarding property on Grey Elms. Construction incomplete and there is a new owner. Judge advised new owner property does not have to be torn down. Okay needed to send to attorney to start legal action. Property would need to be torn down or brought to code. Motion made by Carla to move forward with legal action and seconded by Maria.

Many homeowners complaining about the forced compliance fees. Process needed for the forced compliance – send to attorney to start legal action or small claims court. Using attorney would be costly – better to find someone to handle

process in small claims. Legally, homeowners not required to pay anything other than yearly assessments. Not required to pay interest/penalties.

Yami mentioned there have been incidents of checks not clearing. Mandate needed for any accounts in legal payments to be made with money orders or cashier's checks.

Maria suggested the need to amend the deed restrictions to make homeowners accountable. Investors must follow the rules just as the homeowners as they are the biggest offenders.

### **Update on Association Vendors Contracts/Terms**

Still in discussion on cameras for the building. Centex contract ends in September. Contract with landscaper in June. Bid for another landscaper as well. Two pet waste stations to be installed at River Pines and Stoney Haven parks.

### **Discuss General Community Business**

Yami advised not getting appropriate three votes from Board when homeowners are challenging fees assessed. Expressed need for Board to be more attentive and react to emails being sent.

### **Adjourn Meeting**

Meeting adjourned by David at 6:45 PM. The next meeting will be an Open Session on May 20, 2021 via zoom from 6:30 PM - 7:00 PM or by phone call in.

Minutes submitted by Cynthia Johnson.

## **Meeting of the Members (Open Session)**

Meeting Minutes

July 15, 2021

### **Opening**

The Meeting of the Members (Open Session) was called to order at 6:34 p.m. on Thursday, July 15, 2021 via Zoom and in office by David.

### **Roll Call**

Yami conducted a roll call at 6:34 p.m.

*Present* - David, Yami, Phyllis, Maria, Carla and John

*Absent* - Julious

### **Establishment of Quorum**

Quorum was established at 6:35 p.m. by Yami.

### **Meeting Minutes**

A motion to approve the meeting minutes was brought by David and seconded by Maria.

### **Sentriforce Camera Relocation Update**

CenterPoint turned off some cameras because they are located on their easement. Yami has been requesting updates as to how the issue can be resolved but there has been no resolution thus far. She is continuing to request information and asked for David's assistance in the matter.

David had Sentriforce do a walkthrough of the 3 parks within the subdivision. Tealbrook's cameras are now working and the remainder of the cameras should be up and running by next week.

### **Safety Concerns Throughout the Neighborhood**

Theft and criminal activity are on the rise in our neighborhood. Homeowners are encouraged to contact law enforcement to report crime so that officers can be dispatched and begin investigating. David emphasized that MUD 165 has officers dedicated to solving crimes and closing cases. Also, homeowners are asked to turn on lights in the evenings to reduce the opportunity for criminal activity.



### **Open Forum Questions**

A homeowner asked questions about the location of a camera, but it was reiterated that at this time, cameras cannot be moved until we receive guidance and information from Sentriforce. Yami assured him that she is working diligently to get information as to when cameras throughout the community can be relocated and operational.

Maria asked about the status of the pool's mag lock repair. Yami stated that it has not yet been repaired, but that a work order has been called into Duke Systems.

### **Adjournment**

Meeting was adjourned at 6:45 pm by David. The next meeting will be an Open Session at 6:30pm on August 19, 2021 at the Lancaster Community Center, located at 19831 Stoney Haven Drive, Cypress, TX 77433, via Zoom or telephone.

**Minutes Submitted By:** Phyllis Bass

**Approved by:** Name

Board Meeting  
Open Session  
Thursday, August 19, 2021  
6:00 p.m. – 6:30 p.m.

- Call Meeting to Order

The meeting was called to order at 6:04 p.m. by Maria.

- Roll Call

Yami and Phyllis were in the office and Maria, Carla and homeowner, Crystal Guillory joined via Zoom. David came to the office at 6:25 p.m.

- Establishment of Quorum

Quorum was established by Yami.

- Approval of Meeting Minutes

Minutes were approved by Carla and seconded by Phyllis with a correction. Carla was listed as being on Zoom during the last meeting, but she was in attendance very briefly.

- Discuss Changes in HOA Laws on 09/01/2021

New laws pertaining to Texas homeowner's associations will take effect September 1, 2021. An important change refers to HOA fees. Homeowner's now have a total of 45 days to pay assessments. Monthly fees will be assessed for every month that assessments are late.

- Vote on Increase of Sales Disclosure for 09/01/2021

A vote was brought to the floor to increase the cost of resale certificates. The cost will increase by \$25.00 for a total of \$325.00. Yami brought the motion to the floor and Carla, Maria and Phyllis voted in favor of the \$25 increase.

Vote on Electronic Voting Service for Annual Vote 2022

The electronic voting service fee will increase from \$1275 to \$1335 for 2022. All in attendance agreed to accept the increase due to the robust increase in online voting in 2021.

- Discuss Upcoming Community Events (National Night Out & Breakfast with Santa)

The homeowner's association is not financially able to pay for community events at this time, so Breakfast with Santa has been cancelled this year. The National Night Out event will occur because no HOA funds will be required to host the event. Maria volunteered to contact HEB and Walmart for

cakes that can be served at the event. She also will send an email to the Events Committee to determine if they can obtain baked goods.

- **Announce New ACC Committee Member to Begin on 09/01/2021**

Current ACC committee member, Mr. Thomas Rozmus, has advised that he is leaving the Lancaster Community effective August 31, 2021. Mr. Austin Blain, who lives in Lancaster Section 2, was asked to replace Mr. Rozmus. He advised that he will assist us until we can find another volunteer to assist with the ACC process

- **Open Forum-Questions or Concerns**

Homeowner, Crystal Guillory offered to volunteer during the National Night Out event. Yami welcomed her offer and asked that she let her neighbors know about our meetings and that their help will be welcomed, as well. She confirmed that attending meetings is the best way for homeowners to know what's going on in the community, as well as a way to solve problems that occur within the community.

- **Adjourn Meeting**

The meeting was adjourned at 6:26 p.m. by Maria.

Board Meeting  
Open Session  
Thursday, November 21, 2021  
6:00 p.m. – 6:30 p.m.

▪ Call Meeting to Order

The meeting was called to order at 6:12 p.m. by Vice President, Maria Adams.

▪ Roll Call

Yamile Torres, and Phyllis Bass were in the office, Maria Adams, Carla Unkefer via Zoom and David Molina joined by telephone. A total of 13 homeowners also joined via Zoom.

▪ Establishment of Quorum

Quorum was established by Yami Torres.

▪ Approval of Meeting Minutes

Minutes were approved by Maria Adams and seconded by Carla Unkefer.

Legislative Changes to Texas Property Code 209

- New laws pertaining to Texas Property Code 209 took effect on September 1, 2021. Laws affecting Lancaster that were discussed include:

1. Display of Certain Religious Items

An ACC Form must be completed and approved prior to displaying religious items. All religious items displayed must be located on the homeowner's property only.

2. Security Measures

An ACC Form must be completed and approved prior to the installation of security cameras. Homeowners with security cameras installed prior to September 1, 2021, are grandfathered in and ACC approval will not be required. Camera equipment may only be located on the homeowner's property. Security fencing may be erected upon approval from the ACC Committee. Security fencing may only be constructed from wood. Security lighting may be installed, but it must not be so bright that it interferes with the rights of neighboring property owners.

3. Hearings Before the Board: Alternative Dispute Resolution

This law does pertain to charges for property damage, foreclosure, violation of restrictions or assessment collection, but not ACC denials. The owner has a right to submit a written request for a hearing to discuss and verify facts and resolve the matter before the board. The hearing should be scheduled no later than the 30th day after the date the board receives the request for a hearing. The homeowner should be notified of the place, date and time. A postponement can be granted by either party of not more than 10 days.

4. Bid Solicitation Policy for Contracts Exceeding \$50,000

A total of 3 bids are necessary for projects that exceed \$50,000. If 3 bidders are not located the board may select from among 2 qualified bidders. Bidders must be qualified, provide evidence that they are experienced and have the resources to finish the work. This law does not pertain to projects that do not exceed \$50,000.

5. ACC Review Authority

Board members, nor their spouses may not serve on the ACC Committee. When the ACC Committee denies an application, the denial letter must explain how the home or property can be modified to secure approval.

▪ Vote on 2022 Assessments

Assessment for 2022 will increase by 10% for a total of \$342.98. Vice-President, Maria Adams brought the vote to the floor, and was seconded by Member-at-Large, Carla Unkefer. It was explained for attendees that 20% of 2021's assessments are still outstanding, which negatively affects the community's budget and dictates a need for an increase.

▪ Announce New ACC Committee Members to Begin on 11/1/2021

Three members of the community, JoAnne Escamillo, Alex Miranda and Amanda Gallardo, volunteered to serve on the ACC Committee effective 11/1/2021. Neither volunteer was in attendance.

▪ Open Forum-Questions or Concerns

A homeowner expressed concerns about ATV, dirt bikes and other recreational vehicles on the streets within the community. Yami explained that she should contact law enforcement's non-emergency number to report it. She was referred to the website for the phone number. She was also concerned about trash throughout the community. It was explained that the landscaper picks up trash in the common areas and Harris County picks up trash when they mow the parks. Members of our community should do their part by not littering and picking up trash when observed.

Another homeowner complained about lighting at the Tealbrook Entrance. There are bulbs that have blown out. Yami stated that at this time, we are not able to address the situation due to the cost, however, it is on the agenda to be addressed next year when funds are available. He was also concerned about an inoperable vehicle with flat tires on his street. Yami assured him that she has addressed the issue with law enforcement on a few occasions, but they have not resolved the issue due to the lack of manpower. He also

mentioned that he infrequently sees law enforcement patrolling the community. Yami again, addressed the lack of manpower, but explained that cameras were installed throughout the community to compensate for the diminished police presence. Images captured by the cameras are shared exclusively with law enforcement.

A homeowner expressed concerns about a traffic light at Rustic Lake and Fry Road and Yami referred him TXDOT because Precinct 3 said that they have no control over the lights. She stated that the complaint must be submitted in writing to TXDOT.

Another homeowner wanted to know where pool rules are located, and he was referred to the website.

- Adjourn Meeting

The meeting was adjourned at 6:57 p.m. by Maria Adams.

# **Lancaster Community Association Meeting of the Members**

Open Session

December 16, 2021

## **Call Meeting to Order**

The Lancaster Community Association Meeting of the Members was called to order at 6:03 p.m. on Thursday, December 16, 2021 by David Molina.

## **Roll Call**

Yami conducted a roll call at 6:04 p.m.

*Present* - David Molina, Yamile Torres, Phyllis Bass, Maria Adams and Carla Unkefer.

*Absent* - Julious

## **Establishment of Quorum**

Quorum was established at 6:04 p.m. by Yamile Torres.

## **Meeting Minutes**

A motion to approve the meeting minutes was brought by David Molina and seconded by Phyllis Bass.

## **Approval of 2022 Budget**

The proposed 2022 budget was provided to board members by Yami via email. A motion to approve the proposed budget was brought to the floor by Carla and Maria seconded the motion.

## **Announce 2022 Nominees for the Board of Directors**

Yami stated that we have 2 available Board of Directors positions coming up. Each nominee's bio can be found on the community's website for review. The nominees are: David Molina, Carla Unkefer, Amanda Gallardo, Russell Heitzman and Gwendolyn Jones.

## **Vote for Deed Administration Fee Increase**

A motion was brought to the floor to approve the increase of the Deed Administration from \$75 to \$100. Maria carried the motion and Phyllis seconded the motion. After the vote concluded and the increase was approved, then homeowner, Laura, spoke to voice her disapproval. Also, homeowner, Amanda, agreed with Laura. They cited Covid and the hardships brought on by the pandemic as reasons for not increasing the fee. It was explained by Yami that for investors and

homeowners to understand the seriousness of adhering to Lancaster's deed restrictions and for investors to communicate that to their tenants, the fee should be increased.

### **Open Forum**

A homeowner expressed concerns about the number of vehicles that an across-the-street neighbor has parked in their driveway and on the street. Yami advised him to contact the Constable's Office and to ask for the sergeant on duty if his concerns are not satisfied by a responding officer. He also had concerns about loose animals in the area. Yami advised that he should take photos of the animals and email them to her. She explained that animal control is unable to respond to all calls due to staffing issues, but if he should see a loose Pit Bull, they should be contacted.

Another homeowner asked about the MUD District's meeting. David stated that they are held at the Phoenix Tower in Greenway Plaza the first Thursday of every month and referred him to the MUD District's website for more information.

Homeowner, Crystal Guillory wanted to know if a representative from the Constable's Office can attend our meetings and it was confirmed that it is possible, but an officer was present at a previous meeting. She also asked if increasing assessments would help stop the decline of the community. Yami stated that lower assessments attracted investors and that's why the community is investor controlled. If assessments are increased, perhaps investors would think twice about purchasing and the community and individuals who care about the community would begin to move in.

### **Adjournment**

Meeting was adjourned at 6:48 pm by David.

**Minutes Submitted By:**        Phyllis Bass

**Approved by:**                    Name