

LANCASTER COMMUNITY ASSOCIATION

Virtual Meeting of the Members

February 17, 2022/ 6:00 P.M.

In Attendance

Maria Adams, President
David Molina, Vice-President
Phyllis Bass, Secretary
Amanda Gallardo, Member-at-Large
Yami Torres, Community Manager

Not in Attendance

John Guyton, Officer

Call Meeting to Order

The meeting was called to order at 6:03 p.m. by Maria Adams

Establishment of Quorum

Quorum was established by Maria Adams.

Approval of Meeting Minutes

The meeting minutes from January were approved by Phyllis Bass and seconded by Maria Adams.

Present Officers of the Board of Directors to the Community and Captain Hutter

Community Manager, Yami Torres, presented the names of the Board of Directors to homeowners, as well as to Captain Hutter.

Discussion with Captain Hutter Regarding Lancaster's Designated Patrol Officer

Captain Hutter, who joined via Zoom, was introduced by Yami. He stated that the patrol officer's contract will begin on March 1, 2022, and that he is excited to begin a partnership with the community. He stated that the officer will be a rookie due to the days off that were chosen. The floor was opened for questions and comments. Maria stated that she looks forward to having a patrol officer on board. Captain Hutter shared that sentiment and believes that having a designated patrol officer in the community will make a noticeable difference.

Homeowner, Carla Unkefer asked what the officer's responsibilities will be. Captain Hutter stated that the officer will patrol the entire community and his/her patrol areas can be customized and/or adjusted as needed. He emphasized that homeowners should contact dispatch at (281) 463-6666 and the dedicated patrol officer will respond when working in the community.

A homeowner asked what time/days the officer will be present and Yami stated that it is confidential information.

Another homeowner expressed that she appreciates that an officer will patrol the community because she doesn't feel comfortable or safe visiting the park or walking in the evening due to negative activity in the area. Captain Hutter stated that it should stop when residents see an officer patrolling the area. He again emphasized that homeowners should contact dispatch at (713) 463-6666 to report any criminal activity.

Captain Hutter was thanked for his time, and he exited the meeting.

Homeowner Q&A

The floor was opened to questions or concerns from homeowners.

A homeowner wanted to know the community's policy as it relates to basketball goals. Yami responded by stating that after using a portable basketball goal, it should be removed and placed away from street view. This policy applies to each subdivision within the community. Permanent basketball goals are permissible, but only with approval from the ACC Committee.

Records Production and Copying Policy

Homeowners can request document and records copying through the management office for a fee. The policy and fees will be posted on the Lancaster Community Association's website at www.mylcai.com.

Adjournment and Next Meeting

The meeting was adjourned at 6:38 p.m. by Maria Adams.

The next Open Session Meeting will be held on March 17, 2022, at 6:00 p.m. via Zoom.

Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Virtual Meeting of the Members

March 17, 2022/ 6:00 P.M.

In Attendance

Maria Adams, President

Phyllis Bass, Secretary

Amanda Gallardo, Member-at-Large

Yami Torres, Community Manager

Call Meeting to Order

The meeting was called to order at 6:00 p.m. by Maria Adams.

Establishment of Quorum

Quorum was established by Maria Adams.

Approval of Meeting Minutes

The meeting minutes from January were approved by Phyllis Bass and seconded by Maria Adams.

CAD Services - Ms. Marie Sivils

Community Manager, Yami Torres, introduced attendees to Ms. Marie Sivils with Precinct 4, Commissioner Jack Cagle's office. She attended the meeting via Zoom. Due to redistricting by Harris County Commissioner's Court, our area is now being served by Commissioner, R. Jack Cagle. Ms. Sivils stated that Commissioner Cagle previously served Harris County as an attorney, elected judge and now as a Harris County commissioner.

A slide presentation highlighted the County Commissioner's duties, redrawn district lines, our location in the western sector of Harris County and the district's amenities, such as its 48 parks. Precinct 4 serves 1.2 million people, has 1423 miles of road, 6 libraries and 8 community centers.

Commission Cagle's office is responsible for maintaining roads and bridges, as well as infrastructure. If homeowners observe problems, such as potholes, a maintenance report should be filed on the Harris County Precinct 4 website at www.hcp4.net.

Yami Torres asked if an app is available so that maintenance reports can be filed using mobile phones and Ms. Sivils stated that the capability doesn't currently exist, but that she will present the suggestion to her office for consideration because it is a good idea.

Contact information for Precinct 4 was shared:

Email: service@hcp4.net

Phone: (832) 927-4444

Website: www.hcp4.net

Discussion with Lancaster's Assigned Patrol Officer

Officer Brad Curtis with Precinct 5 is patrolling the community on a temporary basis. He introduced himself to attendees and shared basic safety tips that all homeowners should utilize. First, turning on porch lights at night helps deter the criminal element. Also, when away from home, leaving the television on and loud enough to be heard at the door can lead others to believe that someone is home, thereby deterring criminals.

Officer Curtis spoke about the crime triangle where the victim is on one side of the triangle, the perpetrator is on the other and the bottom line is the line of opportunity. Utilizing basic safety techniques can eliminate the line of opportunity and enhance safety by taking away a criminal's opportunity to commit crimes.

He suggested that we should be 'nosey' and proactive neighbors by keeping an eye out for others and for suspicious activity in the community. For example, call police dispatch to report suspicious vehicles in the community because they could belong to criminals who are in the commission of a crime. Law enforcement would prefer to address issues, such as suspicious vehicles, as a preventative measure. Finally, we should be alert and aware of all times, whether at home or away.

He stated that he works in faith-based locations with chaplains and other religious leaders and wanted to share that they are praying for this community's safety. He then opened the floor to questions and a homeowner asked how to contact him if problems within the community need to be reported. The phone number for the HCSO non-emergency line was provided to the homeowner.

Officer Curtis was thanked for his time, and he exited the meeting.

Homeowner Q&A

The floor was opened to questions or concerns from homeowners by Maria Adams. There were no responses.

Adjournment and Next Meeting

The meeting was adjourned at 6:56 p.m. by Maria Adams.

The next Open Session Meeting will be held on April 17, 2022, at 6:00 p.m. via Zoom.

By: Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Virtual Meeting of the Members

April 21, 2022/ 6:00 P.M.

In-Office Attendance

Maria Adams, President
David Molina, Vice-President
Phyllis Bass, Secretary
Amanda Gallardo, Member-at-Large
Yami Torres, Community Manager

Attendance via Zoom

John Guyton, Officer

Call Meeting to Order

The meeting was called to order at 6:05 p.m. by Maria Adams.

Establishment of Quorum

Quorum was established by Maria Adams.

Approval of Meeting Minutes

March's meeting minutes was approved by Phyllis Bass and seconded by Maria Adams.

Deputy Wright Addressed the Community

Lancaster's dedicated police officer, Deputy Wright, introduced himself to attendees. He advised that he can be contacted through HCSO's non-emergency number, 281 463-6666 and he will automatically be dispatched. Emergency situations should be directed to 911. He provided his badge or unit number, which is 5U37.

Vice-President, David Molina stated that the MUD District also has 18 deputies patrolling the area.

A homeowner had concerns about fights occurring after school. Deputy Wright stressed that she should contact the non-emergency number with detailed descriptions of those involved. He is already aware of the issue and is working to obtain 2 additional officers to assist after school is dismissed.

Another homeowner expressed concerns about her neighbors playing loud music and using vulgar language. Officer Wright stated that playing loud music is not a crime but recommended that she either call the non-emergency number or attempt to calmly speak with the neighbor herself.

President, Maria Adams provided a recap of the information provided by Deputy Wright and ended the question-and-answer period.

Petition for Installation of Signs Prohibiting Overnight Parking of Commercial Vehicles

A petition has been created to solicit signatures from homeowners from each section of Lancaster so that we can obtain signs from Commissioner Jack Cagle's office that would prohibit overnight parking of commercial vehicles between the hours of 10:00 p.m.-6 a.m. Signatures from 25% of homeowners in each section of Lancaster are required for approval. The following homeowners offered to volunteer to help obtain the needed signatures.

Carla Unkefer - Lancaster, section 1 (20 Signatures Needed)

Michelle Green - Cypress Springs. section 2 (29 Signatures Needed)

Veronica - Lancaster Square (18 Signatures Needed)

Yvonne - Cypress Springs. section 4 (39 Signatures Needed)

Maria Adams - Cypress Springs. section 6 (39 Signatures Needed)

Yami will send an email to the community explaining the endeavor, as well as to notify homeowners that volunteers will canvas each section with petitions requesting their signature.

Reminder of Deed Compliance

Maria led the discussion and stressed the need for all homeowners to comply with deed restrictions. She also encouraged investors to speak with tenants regarding community standards and deed restrictions.

Homeowner, Carla, had questions about verbiage surrounding the use of basketball goals. She referred to an email that stated that basketball goals are not allowed in the community. Yami explained that portable basketball goals are allowed but must not be within street view after use. Also, different sections of the community have different rules and she was referred to deed restrictions, which are located on the website. Carla said that saying that basketball goals are not allowed in the community should never be communicated to homeowners and Yami agreed to be clearer on the issue in the future.

Pool Season and Pool Hours

The Board of Directors convened for approximately 15 minutes for an executive session to discuss this year's pool opening. Considering recent events, it was decided that the pool shall remain closed until further notice. We will advise with the community's attorney, as well as law enforcement, to determine when it can safely reopen. The decision was communicated to attendees, and everyone agreed with the board's decision.

Q&A

A homeowner inquired as to how the community's bylaws can be obtained, and she was referred to the website.

Homeowner, Carla, asked about youth events in the community and she was told that if someone wants to volunteer to spearhead an event, the community center can be used, but Yami's increased workload will not allow her to plan an event. A few homeowners volunteered to work toward sponsoring an event with guidance from Yami.

Adjournment and Next Meeting

The meeting was adjourned at 7:11 p.m. by Maria Adams.

The next Open Session Meeting will be held on May 19, 2022, at 6:00 p.m. via Zoom.

Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Virtual Meeting of the Members

May 19, 2022/ 6:00 P.M.

In-Office Attendance

Maria Adams, President
Phyllis Bass, Secretary
Yami Torres, Community Manager

Attendance via Zoom

John Guyton, Officer
Amanda Gallardo, Member at Large

Not Present

David Molina, Vice President

Call Meeting to Order

The meeting was called to order at 6:05 p.m. by Maria Adams.

Establishment of Quorum

Quorum was established by Maria Adams.

Approval of Meeting Minutes

April's meeting minutes was approved by Phyllis Bass and seconded by Maria Adams.

Update on Relocation & Installation of Cameras for River Pines Park

Cameras are needed at the River Pines Park due to an increase in criminal activity and homeowner complaints. Yami stated that David Molina is going to speak Harris County MUD District during their June 1 meeting to see if they will relocate and install the cameras. Lancaster Community Association will still be responsible for the monthly fees. Since our cameras are currently located on Harris County's easement, they can be disconnected at any time by CenterPoint. A homeowner wanted to know if the cameras can be placed on a homeowner's property, and it was explained that law enforcement determines the location of cameras based on where they are most needed.

Pool Season and Hours of Operation

The pool is scheduled to open during the Memorial Day weekend. The hours of operation will be from 10 a.m.- 8 p.m. Tuesday - Sunday. The pool will be closed on Mondays for cleaning. Pool passes need to be renewed before opening day and the renewal fee is \$15.00 and a new pool fob is \$25.00. Residents can renew their pool fob online using the AppFolio app. Pool entry will be denied if a fob is not active and for those without one.

Stray Animals in the Community

Maria led the discussion and emphasized that there is an increase in the number of stray animals in the community. Residents are responsible for the care of their pets and ensure that fencing is in good repair, which prevents pets from escaping from yards. She also spoke about the community's deed enforcement efforts and stated that homeowners should want to protect their investments through adherence and compliance to the community's deed restrictions. Yami added that we are increasing deed enforcement efforts

through issuing violations for dirty driveways, debris (which is anything in the yard other than grass and patio furniture) and fencing in need of repair. She explained that dirty driveways may either be pressure washed or chemically cleaned to remove dirt and stains. Residents in need of additional time to cure violations should contact the office to request it. Also, it is the homeowner's responsibility to ensure that their contact information (email address, telephone number and home address) is always current and updated in the AppFolio portal.

Q & A

Homeowner, Carla, inquired as to why meeting minutes are not available prior to meetings. Yami explained that minutes must be approved prior to being published.

Lancaster Square homeowner, Veronika, wanted to know how to obtain a form to record signatures for the signs prohibiting trucks from parking in the community. Yami advised that she will be happy to provide the form.

Another homeowner questioned why the community is "red flagged", the date of the next MUD meeting and whether there are adult only pool hours. It was explained that the electrician placed the cameras on Harris County's easement, and we are now "red flagged" as a result. Yami stated that the next MUD meeting will be on June 1 and the pool is for general use for all residents with no adult pool hours.

Adjournment and Next Meeting

The meeting was adjourned at 7:05 p.m. by Maria Adams.

The next Open Session Meeting will be held on Thursday, June 16, 2022, at 6:00 p.m. via Zoom.

Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Virtual Meeting of the Members

May 19, 2022/ 6:00 P.M.

In-Office Attendance

Maria Adams, President
Phyllis Bass, Secretary
Yami Torres, Community Manager

Attendance via Zoom

John Guyton, Officer
David Molina, Vice President

Not in Attendance

Amanda Gallardo, Member at Large

Call Meeting to Order

The meeting was called to order at 6:05 p.m. by Maria Adams.

Establishment of Quorum

Quorum was established by Maria Adams.

Approval of Meeting Minutes

April's meeting minutes was approved by Phyllis Bass and seconded by Maria Adams.

Update on Relocation & Installation of Cameras for River Pines Park

Cameras are needed at the River Pines Park due to an increase in criminal activity and homeowner complaints. Yami stated that David Molina is going to speak Harris County MUD District during their June 1 meeting to see if they will relocate and install the cameras. Lancaster Community Association will still be responsible for the monthly fees. Since our cameras are currently located on Harris County's easement, they can be disconnected at any time by CenterPoint. A homeowner wanted to know if the cameras can be placed on a homeowner's property, and it was explained that law enforcement determines the location of cameras based on where they are most needed.

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through issuing violations for dirty driveways, debris (which is anything in the yard other than grass and patio furniture) and fencing in need of repair. She explained that dirty driveways may either be pressure washed or chemically cleaned to remove dirt and stains. Residents in need of additional time to cure violations should contact the office to request it. Also, it is the homeowner's responsibility to ensure that their contact information (email address, telephone number and home address) is always current and updated in the AppFolio portal.

Q & A

Homeowner, Carla, inquired as to why meeting minutes are not available prior to meetings. Yami explained that minutes must be approved prior to being published.

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Another homeowner questioned why the community is "red flagged", the date of the next MUD meeting and whether there are adult only pool hours. It was explained that the electrician placed the cameras on Harris County's easement, and we are now "red flagged" as a result. Yami stated that the next MUD meeting will be on June 1 and the pool is for general use for all residents with no adult pool hours.

Adjournment and Next Meeting

The meeting was adjourned at 7:05 p.m. by Maria Adams.

The next Open Session Meeting will be held on Thursday, June 16, 2022, at 6:00 p.m. via Zoom.

Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Virtual Meeting of the Members

August 18, 2022 6:00 P.M.

In Attendance

Maria Adams, President (Via Zoom)
Phyllis Bass, Secretary (In Office)
Yami Torres, Community Manager (In Office)
Amanda Gallardo, Member-at-Large (Via Zoom)
10 Homeowners were in attendance

Not in Attendance

John Guyton, Officer
David Molina, Vice President

Call Meeting to Order

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

Establishment of Quorum

Quorum was established by Yami Torres.

Approval of Meeting Minutes

The meeting minutes from September was approved by Maria Adams and seconded by Phyllis Bass.

Deputy Wright Addressed the Community

Deputy Wright, the community's police officer, reminded attendees that school begins on August 22, 2022, and that everyone needs to be aware of school zones. More importantly, drivers must be aware of their speed as children are entering and exiting buses, as well as walking.

Deputy Wright also stated that if residents witness crime in the community, it is imperative to say something if you see something because it is the only way for law enforcement to respond. He suggested that car and house doors be locked, porch lights be turned on at night and cameras and video systems be installed. He also suggested investing in a Ring Doorbell and trimming bushes and hedges as other ways of combatting crime. Also, he suggested that parents know where their children are and provide them with a phone so that they are able to contact them when needed.

The floor was opened for questions and a resident wanted to know what happens someone blocks a fire hydrant. Deputy Wright suggested that the HCSO non-emergency number be called.

Another homeowner wanted to know about an incident that recently occurred in the community and Deputy Wright stated that he could not comment, but that the situation is under control and there is no threat to the community.

A homeowner wanted to know what to do when loose animals are observed in the community and Deputy Wright suggested calling Animal Control. Yami also suggested contacting Precinct 4 using their online reporting tool.

A homeowner stated that there are cars not belonging to Lancaster residents speeding through the community after school. Deputy Wright stated that he is aware of the situation and is working to resolve the problem.

Upcoming Events

National Night Out will be observed on October 4, 2022, and events include food trucks, face painting and vendor tables. Signatures from residents will be requested so that we can move forward with obtaining signs throughout the community prohibiting the parking of large trucks.

Breakfast With Santa will be held on December 10, 2022.

Homeowner Q&A

A homeowner questioned why the pool's water is cloudy. Yami stated that the pool is cleaned and tested on a weekly basis and is safe for use.

Adjournment

The meeting was adjourned at 6:44 p.m. by Maria Adams. The next meeting will be held on September 15 2022.

By: Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Virtual Meeting of the Members

September 15, 2022, 6:00 P.M.

In-Office Attendance

Phyllis Bass, Secretary
Yami Torres, Community Manager

Attendance via Zoom

Maria Adams, President
David Molina, Vice President
John Guyton, Officer
Amanda Gallardo, Member-at-Large

Call Meeting to Order

The meeting was called to order at 6:05 p.m. by Maria Adams.

Establishment of Quorum

Quorum was established by Maria Adams.

Approval of Meeting Minutes

August's meeting minutes was approved by Maria Adams and seconded by Phyllis Bass.

2023 Budget

Maria stated the Board of Directors approved the 2023 budget. Due to economic conditions, including rising costs and increasing contract fees, 2023 assessments will also increase. David Molina emphasized that it's not 1 or 2 things that have increased, it is everything. So, to support a stable, well-financed budget that withstands changing economic conditions, increases are necessary.

Announce 2023 Assessment and All Association Fees

Maria stated that the 2023 Assessments will increase from \$342.98 to \$377.28. The following increased fees will also be assessed effective January 1, 2023: Late Fee, \$75, Deed Administration fee \$150, Transfer Fee \$350, Statement of Account \$75, Resale Certificates \$375, and Refinance Fee \$200.

General Community Business and Nominating Committee Volunteers

Yami reminded attendees of deed restrictions and the importance of adherence. She reminded homeowners that deed restrictions for all subdivisions can be found on the community's website and repeated that the deed administration fee will increase to \$150 effective January 1, 2023.

Yami requested volunteers for the Nominating Committee and explained their duties. Homeowners Anthony, Sharon, Wanda and Minty all volunteered to serve. Yami explained the importance of volunteering in community endeavors and how involvement benefits the community. Yami stated that she will be contact with them to explain their roles and responsibilities.

Q&A

Homeowner, Sharon, had concerns that the increase in assessments and other fees is specifically for the purpose of paying for the HC contract. David explained that the increase is due to the increases in all contracts and the need for capital improvement funding, not specifically to pay for the contract. She wanted to know if statistics prove that the officer's presence in the community is worth the amount being paid. David explained that statistics cannot be provided, but that we receive a monthly report showing the work that he does in the community and that his presence does benefit the community. She asked if a copy of the report can be shared and David stated that because it may compromise ongoing investigations, so it cannot be made public.

Another homeowner stated that she does not see the officer in the community and wonders why. David explained that he does spends 70% of his time patrolling the community and that he is one person responsible for patrolling 13 subdivisions and over 1800 homes. This makes it impossible for residents to see him all the time, but if he is needed, residents should call dispatch and he will be the responding officer. A benefit to having a community officer is the speed of response because the officer is located within the community, as opposed to waiting for an available HC officer to respond.

Homeowner, Anthony had concerns about vehicles parked on the streets, impeding the ability to safely maneuver vehicles. Yami explained that Sgt. Bilbrey said that if a vehicle is parked on the street and is facing traffic, it is legally parked. Lancaster's deed restrictions do not prohibit parking on streets. Many, more recently built communities, do have such language in their deed restrictions, but because of the age of this community, it was not included. He also had concerns about large trucks parking on the community's streets. Yami stated that during National Night Out, we will attempt to get signatures required by Harris County that will allow us to obtain signs that will prohibit large trucks from parking in the community from 10 p.m. thru 6 a.m.

Residents thanked Yami for her service and hard work to the Lancaster Community.

Adjournment and Next Meeting

The meeting was adjourned at 7:20p.m. by Maria Adams.

Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Virtual Meeting of the Members

October 20, 2022, 6:00 P.M.

In-Office Attendance

Phyllis Bass, Secretary
Yami Torres, Community Manager

Attendance via Zoom

Maria Adams, President
David Molina, Vice President
John Guyton, Officer
Amanda Gallardo, Member-at-Large

Call Meeting to Order

The meeting was called to order at 6:11 p.m. by Maria Adams.

Establishment of Quorum

Quorum was established by Maria Adams.

Approval of Meeting Minutes

September's meeting minutes were approved by Maria Adams and seconded by Phyllis Bass.

Announcement of Chairman of Nominating Committee

David Molina explained the roles and responsibilities of elected board members. He explained that all board members are required to attend open session and executive meetings, as well as to commit to volunteering for special events in the community. New board members will be required to sign documents that will explain a board member's time commitment to the community.

Candidates can self-nominate by sending an email to Yami at manager@mylcai.com.

Deed Restrictions Regarding Holiday Decor

Yami stated that homeowners can begin to decorate for the holidays, but all décor, including holiday lights must be taken down by January 31, 2023.

Pool Renovations and Breakfast with Santa

Greater Houston Pool Management has been selected to replaster the community pool. The pool will be ready for use well before the 2023 pool season.

Yami requested volunteers to assist with Breakfast with Santa that will be held on December 10, 2022, from 9 a.m. to 12 p.m. Santa will arrive at 9:30 a.m. Homeowners, Lisa and Yvonne volunteered to assist.

2023 Assessments, Payment Plans and Payment Options

2023 assessments, in the amount of \$377.28, will be billed on November 1, 2022, and invoices will be sent by both mail and email. Yami asked to be notified of any changes to a homeowner's email address prior to billing. Also, if an email isn't received, homeowners are asked to check their spam folders to ensure that it truly was not received.

Payment plans will be offered, but homeowners should contact the office for further information and to complete a form.

The Appfolio mobile app is the preferred method of paying assessments, as neither checks, money orders nor cash will be accepted in the office. Homeowners may also pay 2023 assessments at 7-11, Walmart or CVS, but a pay slip must be obtained from the office prior to paying at those location. There are processing fees associated with payments at those locations.

Q&A

A homeowner wanted to know the amount of our current assessments and why grass is high in some areas. Yami explained that the grass belonging to Lancaster is cut on a weekly basis by our landscaper. The areas that he was referring to belongs to Harris County and that we are not responsible for cutting their grass. The 2022 assessment amount was provided to him.

Another homeowner stated that homeowners should have access to cameras since the cars obstruct the view on Pioneer Ridge. Maria explained that she should contact Harris County's non-emergency number to report the vehicles obstructing a driver's view. The HOA has no authority to enforce parking on Harris County's streets. Yami stated that emails have been sent to Harris County and that homeowners can lodge complaints through Commissioner Cagle's website. A homeowner stated that the HOA should create flyers stating how to park on streets, as not to obstruct the streets or the view of other drivers. It was eventually decided that that while it may seem like a good idea, logically, it is not safe to approach residents or their vehicles for this purpose.

A homeowner wanted to know how to be considered for a position on the board and Maria explained that the homeowner should email Yami at manager@mylcai.com to self-nominate. She stressed that board members are required to serve at least 5 volunteer hours per month.

Adjournment and Next Meeting

The meeting was adjourned at 7:23p.m. by Maria Adams.

Phyllis Bass, Secretary