

LANCASTER COMMUNITY ASSOCIATION

Annual Meeting

February 16, 2023, 6:00 P.M.

In-Office Attendance

David Molina, President
Yami Torres, Community Manager
Phyllis Bass, Secretary

Attendance via Zoom

Anthony Marshall, Member-at-Large
Wanda Williams, Member-at-Large

Not in Attendance

Amanda Gallardo, Vice President

Call Meeting to Order

The meeting was called to order at 6:02 p.m. by President, David Molina.

Establishment of Quorum

Quorum was established by President, David Molina

Approval of Meeting Minutes

Phyllis Bass moved to approve December's meeting minutes and David Molina seconded.

Deputy Wright's Community Updates

Deputy Wright stated that effective immediately, officers will issue citations in the amount of \$244.00 for failure to recognize stop signs. He suggested that that all residents follow the law for the safety of the community and to avoid costly citations. He also reminded everyone that animals in the community should always be secured. He opened the floor to questions and answers. A homeowner wanted to know law-enforcement's non-emergency phone number and Officer Wright provided the numbers, (281) 463-6666 for non-emergencies and 911 for emergency calls. The numbers were also placed in Zoom's chat feature. He also reiterated that all vehicles should have a valid tag and those abandoned will be towed at the owner's expense.

Deed Compliance and Inspections

Yami shared with homeowners that deed inspections will resume in April.

Petition for Harris County's "No Commercial Vehicles" Signs

Yami stated that 425 signatures are still needed to obtain the 'No Commercial Vehicles' signs. Residents are encouraged to come to the office to sign the petition and volunteers are encouraged to assist in obtaining signatures.

Q&A

A homeowner wanted to know what residents should do when a commercial vehicle is spotted. Yami stated that the non-emergency number should be called only if the vehicle is in Lancaster Square within the hours stated on the signs. Lancaster Square is the only subdivision within Lancaster that Harris County has placed signs so far.

Another homeowner wanted to know if the board plans to meet with subcommittee members. Board member, Wanda Williams, volunteered to spearhead the events committee and she will communicate pertinent information to the board when necessary.

Adjournment

The meeting was adjourned at 6:24 p.m. by President, David Molina.

Recorded by,
Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Executive Session

May 11, 2023, 6:00 P.M.

Attendance Via Zoom

David Molina, President

Phyllis Bass, Secretary

Yami Torres, Community Manager

Not in Attendance

Amanda Gallardo, Vice President

Wanda Williams, Member at Large

Anthony Marshall, Member at Large

Call Meeting to Order

The meeting was called to order at 6:105 p.m. by President, David Molina.

Establishment of Quorum

Quorum was established by President, David Molina.

Discuss and Vote on Postal Rate Increase

Due to the upcoming increase in the postal rate by USPS, Lancaster Community Association must increase the cost of sending certified mail. The board unanimously voted to increase the postage rate to \$10.00 per letter.

Board of Director and Community Communication

David Molina stated the importance of board members to respond to email communication in a timely manner. Often, emails that concern the community receive few responses in a timely manner and that affects the association's business and the community. All board members agreed to rectify the situation.

Adjournment

The meeting was adjourned at 6:23 p.m. by David Molina

Recorded by,

Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Meeting of the Members

July 27, 2023, 6:00 P.M.

In-Office Attendance

Phyllis Bass, Secretary

Yami Torres, Community Manager

Attendance via Zoom

Amanda Gallardo, Vice President

Wanda Williams, Member at Large

Not in Attendance

David Molina, President

Call Meeting to Order

The meeting was called to order at 6:07 p.m. by Phyllis Bass.

Establishment of Quorum

Quorum was established by Phyllis Bass.

Approval of Meeting Minutes

Previous meeting minutes were approved by Phyllis Bass and seconded by Amanda Gallardo.

Deputy, Luis Sanchez will Address the Community

Officer Sanchez offered to answer questions posed by residents. A resident wanted Officer Sanchez to address speeding cars in the Rustic Lake area. He stated that he is frequently located in the area and issues citations when he stops speeding vehicles. Often, when drivers see his vehicle, they slow down, but when he can, he enforces speed limits through issuing citations. Phyllis asked what the state of crime is in the community. He stated that a few petty crime occurs in the community and the more serious crime occurs around and not in Lancaster. Another resident asked about what can be done about abandoned vehicles and he stated that HCSO should be contacted using the non-emergency number. He explained the process that HCSO must follow before a vehicle can be towed.

Announcement of New Postal Rates

Residents were notified that during the Executive Session, the Board of Directors voted to increase the postal rate for certified letters to \$10.00.

Announcement of New ACC Application Fee

Residents were notified that during the Executive Session, the Board of Directors voted to assess a \$100 fee for all ACC Applications. It was explained that the fee will cover administrative efforts currently required to process applications. The Board of Directors will eventually outsource the job to a professional entity and the \$100 fee will be used to pay for their services.

Pool Closure

The last day that the pool will open from Tuesday-Sunday will be on Sunday, August 27, 2023. The pool will open again on Saturday, September 2nd through Monday, September 4th, which will be the last day of the 2023 pool season.

Open Forum

Resident, Myiesha, asked how to obtain a plot survey. Yami stated that one should have been provided during closing, but if she did not receive one, she can obtain one from HCAD.

A resident wanted to know why a \$100 fee will be assessed for ACC applications. It was explained that the fee will cover administrative efforts currently required to process applications. The Board of Directors seeks to outsource the job to a professional entity and the \$100 fee will be used to pay for their services.

In the next few days, members of the Board of Directors are asked to provide their availability during the month of August so that a budget meeting can be scheduled.

Adjournment

The meeting was adjourned at 6:28 p.m. by Phyllis Bass.

Recorded by,

Phyllis Bass, Secretary

LANCASTER COMMUNITY ASSOCIATION

Meeting of the Members
September 21, 2023, 6:30 P.M.

In-Office Attendance

Phyllis Bass, President
Wanda Williams, Director
Yami Torres, Community Manager

Attendance Via Zoom

David Molina, Member-at-Large

Call Meeting to Order

The meeting was called to order at 6:35 p.m. by Phyllis Bass.

Establishment of Quorum

Quorum was established by Phyllis Bass.

Approval of Meeting Minutes

The previous meeting minutes were approved by Phyllis Bass and seconded by Wanda Williams.

Announcement of Board President

Phyllis Bass announced to the community that Amanda Gallardo resigned her position effective September 15, 2023. Phyllis Bass, the only remaining board officer, will assume the role of president for the remainder of her term.

Vote and Announcement of Board of Directors for the Remainder of 2023

The community was notified of vacant positions on the Board of Directors and volunteers were solicited to fill the positions. Those who submitted bios were thanked for their willingness to serve the community. Joanne Escamilla and MonJay Johnson were selected to fill the open positions. A motion was made by Phyllis Bass to elect them to the vacant positions. The motion was seconded by Wanda Williams.

Discussion of National Night Out

National Night Out will be held on October 3, 2023. Food will be available for purchase and law enforcement will attend to meet members of the community. Volunteers were solicited and homeowner, Carla Unkefer stated that she will be available to assist. Wanda Williams stated that tables will be set up for a variety of businesses that will also be in attendance.

Open Forum

No questions were asked by members in attendance. Phyllis Bass reminded the community that lawns should be watered to avoid deed violations. A letter sent from MUD 165 was read which outlines drought level and the watering schedule for both even and odd numbered homes within the MUD 165 district. Also, residents were reminded that Pct. 4 should be contacted for street repair, sign erection or assistance with illegally parked vehicles. This applies to all 13 subdivisions within Lancaster. Pct. 4's phone number and website address were provided through Zoom's chat feature.

Adjournment

The meeting was adjourned at 6:53 p.m. by Phyllis Bass.

Recorded by,
Phyllis Bass, President

LANCASTER COMMUNITY ASSOCIATION

Meeting of the Members

November 16, 2023, 6:30 P.M.

Attendance via Zoom

Phyliss Bass, President
Wanda Williams, Secretary
Monjay Johnson, Director
Yami Torres, Community Manager

Not in Attendance

JoAnne Escamilla, Director

Call Meeting to Order

The meeting was called to order at 6:36 p.m. by President, Phyliss Bass.

Roll Call

Present via Zoom was Phyliss Bass, President, Wanda Williams, Secretary, Monjay Johnson, Director and Yami Torres, Community Manager. Joanne Escamilla, Director, was not present.

Establishment of Quorum

Quorum was established by Phyliss Bass.

Approval of Meeting Minutes

Motion to approve meeting minutes from September 21, 2023, from Phyliss Bass and seconded by Wanda Williams.

Vote and Approve 2024 Assessments

Due to the increase in vendor contracts, maintenance expenses throughout the community including the purchase of pool chairs for the pool area, relocation of security cameras throughout the community and other compliance request made by Harris County to Lancaster CAI a motion was made to vote on increasing the 2024 Assessment by 10% to \$415.01 by Phyliss Bass. Board Members Wanda Williams and Monjay Johnson Voted to approve the 10% increase of the 2024 Assessment to \$415.01.

2024 Board of Directors Nominations

Phyliss Bass requested individuals that are interested in running for the upcoming 2024 Board of Directors elections to submit their request via email to the Community Manager.

Compliance View 360

Phyliss Bass explained that LCAI deed compliance inspections are now being handled by a third party company that drives throughout the entire community and sends the videos to Lancaster to complete the deed compliance inspections as required by the governing documents of the Association.

Volunteers Needed

Phyliss requested volunteers to assist with the breakfast with Santa event on December 9, 2023, to send an email to the Community Manager.

Homeowner Q & A

Mr. Turner, the homeowner, asked if anyone has made any complaints regarding stray dogs throughout the community. Homeowner was advised no complaints were received and provided phone number and website information via the Zoom Chat to contact Harris County Precinct 4.

Phyliss advised that Lancaster CAI is working in conjunction with Harris County in determining which streets are owned and maintained by Harris County, streets that have not been taken over by Harris County, Lancaster will begin the transfer process and is awaiting further instruction from Harris County.

Adjournment

The meeting was adjourned at 6:54 p.m. by Phyliss Bass.

Recorded by,

Wanda Williams, Secretary