

Parkglen Civic Improvement Association
Board Members Meeting
11212 Vanderford Dr, Houston, Texas 77099
November 13, 2012

2013 Board Members:

Present: Lynn Nicklo, Mario Correa, Molly Silva, Mariana Mejia, Goya Qualls, Dennis Foley, Bill Prince

Absent: Chris Agho-Otoghile:

Quorum present: Yes

Others Present: No

Proceedings:

- Meeting called to order 7:23 PM
- Introduction of the by laws to vote in an assistant Treasurer and Secretary
- Approval for Bill Prince to join the Board
- Christmas Party

Elections of the New Officers:

- President – L Nicklo
- Vice President – D Foley
- Treasurer – M. Mejia
- Assistant Treasurer – M. Silva
- Secretary – M Correa
- Assistant Secretary – B Prince
- Broad – C. Agho-Otoghile

G. Qualls

Committees:

Committees were established for project estimate needed to be achieved in 2013 based on funding and resource availability.

- Architectural – Correa, Prince, Foley, Mejia
- Beautification – Mejia

- Deed Restrictions- Foley, Prince
- Finance – Mejia, Silva
- Fund Raising - Agho-Otoghile
- Maintenance and Repairs – Correa, Foley, Prince
- Recreation and Special Events - Nicklo
- Security- Nicklo Foley
- Newsletter - Milner

Description of Duties for Lawn Maintenance:

- Assigned to Board member to insure all lawn areas to be maintained were properly noted and incorporated to obtain accurate pricing bids.
- Will need new maintenance company for 2013
- Timelines for maintenance upkeep for both off and on seasons

2013 Project Estimated Repairs:

- Drainage
- Pool – will require Homeowners vote due to cost
- Obtain 3 bids on required pool repairs

Publication of FOCUS:

- All Board Members to provide an article for the FOCUS quarterly publication
- Due by December 1-5, 2012

2013 Board Meeting Schedule:

- 2nd Tuesday of every month designated as Board Meeting Date
- January 8, 2013 7:00 PM

General Meeting January 22, 2013

Christmas Party:

- December 5, 2013
- Lopez Mexican Restaurant
- 6:15 PM

Meeting Adjourned 8:32 PM

Board Members Meeting

11212 Vanderford Dr, Houston, Texas 77099

November 7, 2012

Board Members:

Present: Lynn Nicklo, Molly Silva, Mariana Mejia, Chris Agho-Otoghile, Will DeVaney, Goya Qualls

Absent:: Mario Correa

Quorum present: Yes

Others Present: No

Proceedings:

- This meeting was called to order at 7:46 PM by President

Treasurer's Report – M Mejia:

Accounts Receivables of \$40,305

Cash \$3799

A/P \$ -0-

Money Market Account of \$92, 026

Business Reports:

- 209 Letters sent out to homeowners with accounts in arrears
- 11 accounts assigned to attorneys
- Distributed copies of Payment Plan
- 209 Letters have had no response to date
- Need to vote on approval for the following areas:
 - 2013 Interest Rate Fees for Accounts in arrears (18%)
 - 2013 Late Charge Fees
 - 2013 Processing Fees for Square Up or Intuit (5%)
 - Square Up does not have charge backs
 - Monies are credited within 24 hours
 - 2013 Acceptance of Credit Card Payments
- 2013 Maintenance Fee Invoicing sent and due January 31, 2013.
- Included with Billing Statement an attachment to update homeowners' information.
- Air Condition repaired November 6, 2012

New Business:

- Approved 18% interest fee charged
- Approved to use Square Up
- Approved \$35 Late charge fees
- Approved 5% Square Up Credit Card Fees
- Proposal of Board Christmas Party in December

2013 Project Wish List:

- Pool Resurfacing
- Drainage
- Club House Interior Repairs
- Replace and Update Light Fixtures
- Update Playground Slide
- Parking Area
- Handicap Sidewalk Access
- Cabana Roof Repairs
- Security Cameras
- Stain Benches

Next Board Meeting:

- November 13, 2013

Meeting Adjourned: 9:45 PM