

**CORNERSTONE PLACE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 9, 2012**

**Minutes of the Cornerstone Place Homeowner's Association, Inc. Board of Directors Meeting
Creekstone Clubhouse Facility 22002 Eagle Meadow Drive, Katy Texas 77450**

IN ATTENDANCE

Anthony Adams	President
Michael Chittwood	Treasurer
Phyllis George	Secretary
Max Hughes	Director
John Irwin	Property Manager/Irwin Community Management
Jody Higginbotham	Harris County Pct. 5 Constables Department

ABSENT

Sara Poznanski	Parliamentarian
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CALL TO ORDER

Due notice of the meeting having been given, and a quorum being present, President Tony Adams called the meeting to order at 6:57 P.M. John Irwin recorded the minutes.

SECURITY REPORT

Sgt. Jody Higginbotham with Harris County Precinct 5 Constables Department advised that Cornerstone Place remains quiet, but burglaries in the Katy area have increased slightly. The only notable activity in the community was due to solicitors working the subdivision. Sgt. Higginbotham commented alert homeowners reported the suspicious persons, and contract deputies responded to the suspicious persons call and questioned the solicitors.

APPROVAL OF MINUTES

The Association's December 8, 2011 Monthly Meeting Minutes were reviewed and approved as submitted.

ELECTION OF OFFICERS

Tony Adams announced it was time to elect officers for the Association. John Irwin advised the vice-president position needed to be filled due to vacancy; the remaining positions could remain the same if the Directors elected to do so. Upon discussion Mike Chittwood moved to appoint Director Max Hughes as vice-president, and to keep the remaining positions the same. Said Motion was seconded by Phyllis George and unanimously approved. The Association's Officers for 2012 are hereby listed as:

- Tony Adams- President
- Max Hughes- Vice-President
- Mike Chittwood- Treasurer
- Phyllis George- Secretary
- Sara Poznanski- Parliamentarian

MAINTENANCE ISSUES

- **Landscaping:** Cornerstone Place Dr. Monument Area Landscape: John Irwin advised the Association's current landscaper has failed to respond to multiple requests for a landscape layout/design plan for the entrance, as well as requests for bids to widen the existing area around the monument lights so the roses can be moved behind the lights to help prevent the rose bushes from interfering with the lights. Director Sara Poznanski has volunteered to provide a new landscape design for the entrance, but due to an increase in her work load and hours, Sara has been unable to provide a landscape plan. Director Tony Adams recommended the Directors consider obtaining bid proposals from other landscape contractors that may be more responsive and better serve the Association's needs. Upon discussion the Directors requested John Irwin obtain bids for review.
- **Pool Furniture:** John Irwin advised the new pool area table was ordered and should arrive soon. The requested bid for commercial grade aluminum double strapped chairs and chaise lounges from Sweetwater Pools has not been received from Sweetwater yet. Upon discussion the Directors discussed the expensive price of the furniture, costs and re-strapping intervals, and decided it would be more practical to purchase plastic household exterior furniture instead. John Irwin will obtain estimates from local stores for comparison.

- **Contracts:** The Directors discussed the following Association 2012 Contracts:
 - **Security:** The 2012 Contract was currently in the mail from Austin Properties to all of the Associations in Contract 80. No cost changes are expected.
 - **Pool Services:** John Irwin advised the proposed contract with Sweetwater Pools Inc. was in for review but he was still waiting for two more bids. The Sweetwater Contract quote was \$36,466.22, slightly more than last year due to the Katy ISD school schedule adding about fifty (50) hours to the pool season. The Directors commented that they were satisfied with the services being provided by Sweetwater and voted to accept the Sweetwater Contract unless the other two quotes came in significantly less. Director Mike Chittwood requested that John Irwin discuss pool injury staff response actions with the Sweetwater Pools Management to ensure that any accidents that occur at the pool facility are handled properly.
 - **Mosquito Control:** John Irwin presented copies of the 2012 Mosquito Control Agreement and a letter received with the agreement from Cypress Creek Pest Control. The letter advised that the State's governing agency, the Texas Commission on Environmental Quality, (TCEQ), now requires associations to maintain a log of the mosquito control applications. Cypress Creek is currently offering to maintain the log and send the log to the association monthly at an additional cost of \$15.00 per month. John Irwin recommended that the Directors consider adding the additional fees and log maintenance to the 2012 Contract. Upon discussion, the Directors voted to accept the Contract and agreed to the additional \$15.00 charge for maintaining the log. John Irwin will draft an addendum to the 2012 Contract adding the additional charges and log book maintenance to the Contract for signature at the March meeting.
 - **Trash Removal Service:** John Irwin presented copies of proposals for household trash removal services from Royal Disposal, Waste Corporation of Texas, and the Association's current contractor Republic Services for review and discussion. The current contract expires at the end of June and requires sixty (60) day notice to terminate or the contract automatically renews for twelve months. Quotes were as follows:
 - Waste Corporation of Texas quoted \$15.35 per home per month plus taxes for trash pick-up service twice weekly and recycling once weekly.
 - Republic Services quoted \$18.25 per month plus taxes for the same service.
 - Royal Disposals quoted \$13.94 per month with no tax for the same service. John Irwin advised this service was being offered by the community's municipal utilities district, Cornerstones MUD, and could be billed through the MUD District to each homeowner via their water & sewer bill.

Upon discussion Director Mike Chittwood moved not to renew the waste removal contract with Republic Services but to sign an agreement with Cornerstone MUD for the Association's trash service. Said Motion was seconded and unanimously approved. John Irwin will draft the notice of non-renewal to Republic Services for approval and signature at the March meeting.

COMMUNICATION ITEMS

- **New Open Meeting Rules, Policies, and Guidelines:** John Irwin advised that the Association's new documents were filed with Harris County and have been forwarded to Phyllis George to be placed on the Association's Web site. Director Phyllis George advised that the documents have been uploaded to the Web site. She requested John Irwin to review the documents and create one sentence descriptions for some of the new guidelines.
- **Newsletter:** The January issue has been published and distributed, the next newsletter is planned for April.
- **Web site:** Director Phyllis George advised that the Association's Web site is up-to-date and functioning. Issues encountered with the renewal of the domain name have been resolved. John Irwin will forward the 2012 pool season schedule to Phyllis. He will also ask the Association's Attorney to determine how long the Association's monthly board meeting minutes need to remain posted on the Web site.

SPECIAL EVENTS

- **Yard of the Month:** The 2012 Yard of the Month Program will include gift cards from Cornelius Nurseries that can be used to for in-store purchases. Tony Adams will e-mail Sara Poznanski and discuss the new procedures that will be in place with Cornelius Nurseries involved in the process.

FINANCIAL REPORT

John Irwin presented the January 2012 Financials for review and approval. Upon review, the January 2012 Financials were approved as submitted.

LEGAL STATUS REPORT

The Directors reviewed and discussed the Association's Legal Status Reports provided by the Association's Attorneys. No Board action is necessary at this time.

DEED RESTRICTIONS

John Irwin reviewed and discussed the Association's Deed Restriction Report with the Directors. No Board action is necessary at this time.

There being no further business, the meeting was adjourned at 9:12 P.M.

Presented by John Irwin, Property Manager

Minutes Approved: Phyllis B. George
Board Member

Date: 3/8/2012

