

**CORNERSTONE PLACE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2013**

**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
Max Hughes	Vice President
Phyllis George	Secretary
Michael Chittwood	Treasurer
Loyd Henderson	Director
John Irwin	Property Manager/Irwin Community Management

GUESTS

Marlene Adams	22423 Kent Falls Drive
Loretta Henderson	22427 Cove Hollow Drive
Suzanne Hughes	22415 Kent Falls Drive

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 6:59 P.M. John Irwin recorded the minutes.

APPROVAL OF MINUTES

The Association's December 13, 2012 monthly meeting minutes were reviewed, approved, and signed by the Board of Directors.

SECURITY REPORT

No constables were present to give a security status update.

ADMINISTRATIVE ISSUES

- **Annual Meeting Action Items:**
 - Phyllis George requested copies of the annual meeting agenda for posting to the Association's Web site.
 - Election of Officers: Tony Adams advised it was time to select Directors to serve as officers of the Association. Director Mike Chittwood moved to keep the officer positions the same as the previous year, and elect Loyd Henderson as Parliamentarian due to the expiration of Sara Poznanski's term as Parliamentarian. Said Motion was seconded and approved. Officers of the Association for the 2013 year are as follows:
 - Anthony Adams- President
 - Max Hughes- Vice President
 - Mike Chittwood- Treasurer
 - Phyllis George- Secretary
 - Loyd Henderson- Parliamentarian
 - Contracts: The following vendor contracts were reviewed and approved:
 - Property Management- Irwin Community Management
 - Security- Approved and waiting for return from the County Commissioner
 - Pool Season/Maintenance- Sweetwater Pools, Inc.
 - Mosquito Control- Cypress Creek Pest Control

The following vendor contracts will be up for review and renewal as noted below:

- Electricity- Tara Energy renews in August of 2013
- Landscape- Junction Landscape Services, Inc. renews in July of 2013

- The Directors discussed replacement of the bicycle rack at the community pool/park. John Irwin will obtain a quote to replace the rack from a contractor, and a quote for purchasing just the bicycle rack so the Board can consider replacing the rack using community volunteers.

MAINTENANCE ISSUES

- **Greenbelt/Association Perimeter Fence Maintenance:** John Irwin advised that approved perimeter fence pressure washing and cleaning has been completed.
- **Landscaping:** The new monument landscaping and irrigation upgrades have been completed. Junction Landscape has been contacted and instructed to cut off the broken branches on the magnolia tree. They will also be fertilizing, watering, and monitoring the recovery of the tree.
- **No Soliciting Signs:** John Irwin presented a spreadsheet of maintenance items currently out for bid that included the following:
 - Replacement of the two No Soliciting signs at the entrances on Cornerstone Place Drive and Brook Grove Drive.
 - Addition of new fall surface material for the play structure and swing set in the community park.
 - Pressure washing of the play structure, landscape border, safety bollards, and street barricade.
 - Cleaning, repair of the plaster, and re-painting the community gazebo.Quotes from a third contractor are needed for some of the items. Upon receipt the proposals will be submitted to the Board for review, selection, and approval.
- **Playground Play Structure:** John Irwin met with a representative of T.F. Harper & Associates to review the condition of the play structure and determine if replacement parts are available. The determination was made that replacement parts needed to refurbish the structure are no longer available. After discussion the Directors voted to appoint Mike Chittwood as Committee Chairperson to begin working on designs and obtain quotes for replacement of the play structure. John Irwin agreed to assist the Committee.
- **Gazebo Lighting:** Tony Adams advised three of the four canister lights under the gazebo are currently not working. Mike Chittwood agreed to inspect the lights for repair. If the problem cannot be found, John Irwin will contact Highlights Electrical Company and have them trouble-shoot and repair the lights.

COMMUNICATION ITEMS

- **Newsletter:** The next newsletter is scheduled to be released at the end of March. The deadline for submitting articles is March 15, 2013.
- **Web site:** Director Phyllis George reported the Association's Web site is working and up to date except for the 2013 Annual Meeting Agenda and the December 2012 Board Meeting Minutes. John Irwin agreed to forward the Agenda and Meeting Minutes to Phyllis for posting to the Web site.

SPECIAL EVENTS

- **Fire Ant Week:** Set for the week beginning April 8, 2013.
- **Fourth of July:** The Association needs volunteers to assist in the production of the Fourth of July Celebration and events.

FINANCIAL REPORT

- The Association's January 2013 Financials were reviewed and approved as submitted.

LEGAL STATUS REPORT

John Irwin updated the Directors concerning the Association's collection actions. 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 7:49 P.M.

Presented by John Irwin, Property Manager.

Minutes Approved:

Board Member

Date:

3/14/2013