

**CORNERSTONE PLACE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 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
Sgt. Higginbotham	Harris County Constables Department

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 7:00 P.M. John Irwin recorded the minutes.

APPROVAL OF MINUTES

The Association's February 14, 2013 monthly meeting minutes were reviewed, approved, and signed by the Board of Directors.

The Association's January 10, 2013 Annual Meeting Minutes were edited and approved to be posted to the Association's Web site pending final approval at the January 2014 annual meeting by the members in attendance.

SECURITY REPORT

Sgt. Higginbotham gave a brief report concerning security in the area. Cornerstones Place remain quiet, a slight increase in burglaries to motor vehicles and homes in Cimarron was noted. Sgt. Higginbotham cautioned homeowners to be observant and careful when using the local HEB grocery store due to an increase in theft and criminal activity in the parking area around the store.

ADMINISTRATIVE ISSUES

- **Contract Renewals:**
 - 2013 Constable Contract approved, waiting for signed copies to be returned from Cimarron management.
 - Landscaping renews in July of 2013
 - Mosquito Control approved for 2013
 - Association Management approved for 2013
 - Electricity renews in August; Tony Adams contacted Tara Energy and was informed that Tara Energy cannot give any energy price renewal quotes until closer to August.

MAINTENANCE ISSUES

- Landscaping Monument Changes are complete; seasonal flower changes should be made by Junction Landscape this month. Marlene Adams advised that the magnolia tree still needs to be trimmed due to the damage sustained by vandals.
- Gazebo Lighting John Irwin advised that the gazebo lights are working intermittently. The Board authorized John Irwin to contact a repair company to get the problems fixed.
- No Soliciting Signs John Irwin presented proposals received from contractors for repair/replacement of the following items:
 - No Soliciting Signs.
 - Pressure washing, repair and painting the gazebo.
 - Pressure washing the park parking bollards, play ground, play structure landscape borders, and sidewalk.
 - Playground fall surface material.
 - Removal and replacement of the park bike rack.

- Replacement of the park rules sign.

Upon review and discussion, the Board approved the proposal received from Property Services Company for the following:

1. Gazebo Repair..... \$1,350.00
2. No Soliciting Signs..... \$480.00
3. Park Area & Equipment Cleaning...\$1,826.32
4. Playground Fall Surface Material...\$1,500.00

The Board requested at least one more cost estimate from another contractor before approving the quotes submitted by Property Services Companies for replacing the park rules sign and the park bike rack. The Directors discussed concerns with completion of the maintenance items in a timely manner before the summer season and peak usage of the park area begins. Upon receipt and review of any additional quotes, the Board authorized John Irwin to approve the two quotes received from Property Services Company for the two items if the additional quotes received were not competitive with prices quoted by Property Services Company.

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 is up to date. The 2013 Annual Meeting Minutes draft will be added to the Web site after revisions and receipt from John Irwin.

SPECIAL EVENTS

- **Fire Ant Week:** Set for the week of April 14, through April 21, 2013.
- **Fourth of July:** The Association still needs volunteers to organize the production of the Fourth of July Celebration and events. Previous years' volunteers cannot help this year due to other obligations or commitments. A second request will be added to the articles included in the March newsletter.
- **Block Parties:** No new parties have been planned to date.

FINANCIAL REPORT

- The Association's February 2013 Financials were reviewed and approved as submitted.
- The Association's 2012 Financial Audit and Tax Return drafts were reviewed as prepared by the Association's auditor Jonathan Tucker, CPA. Upon review and discussion, the 2012 Audit and Return were approved as stated.

LEGAL STATUS REPORT

- John Irwin updated the Directors concerning the Association's collection actions. 2013 assessment collections are proceeding well with only 9% percent still outstanding as of February 28, 2013. As required by the Association's Collection Policy, final collection letters will be issued at the beginning of April to any homeowners currently delinquent in paying the 2013 assessment. Final collection letters were issued to two homeowners currently delinquent in paying the 2012 and 2013 years' assessments. March 18, 2013 is the deadline for the two owners who are delinquent for more than one year to pay or contact the Association to discuss a payment plan. Upon discussion, the Directors voted to proceed with further collection action if the two delinquent owners do not respond to the Association's demands by the March 18, 2013 deadline.

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 8:07 P.M.

Presented by John Irwin, Property Manager.

Minutes Approved: _____

Board Member

Date: _____

4-11-13

