

**CORNERSTONE PLACE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 9, 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
Phyllis George	Secretary
Michael Chittwood	Treasurer
Loyd Henderson	Director
John Irwin	Property Manager/Irwin Community Management

ABSENT

Max Hughes	Vice President
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GUESTS

Marlene Adams	22423 Kent Falls Drive
Melissa Ratcliff	22415 Wildwood Grove
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 7:04 P.M. John Irwin recorded the minutes.

APPROVAL OF MINUTES

The Association's April 11, 2013 monthly meeting minutes were reviewed, approved, and signed by the Board of Directors.

SECURITY REPORT

Sgt. Higginbotham gave a brief report concerning security in the area. Cornerstones Place remains quiet; school will be out soon so residents are advised to be cautious of children at play about the community. Contract 80 is fully staffed and ready for the summer.

ADMINISTRATIVE ISSUES

No administrative issues were discussed.

MAINTENANCE ISSUES

- o Landscaping- Monument Changes are complete; Marlene Adams and Loyd Henderson discussed their displeasure with the seasonal flower changes made by Junction Landscape. The flower changes needed more color and more flowers should be added at the front of the flower bed. John Irwin will contact Junction and advise them of the complaints, and request additional flowers and more color for the next scheduled flower change.
- o Magnolia Tree- John Irwin presented the Board requested estimate to replace the dwarf magnolia tree at the entrance. The estimate provided by Junction Landscape included removing the old tree, filling in the hole left by the removal of the old tree, and installing a new 45 gallon Little Gem Magnolia tree further away from the wrought iron fence in the plant bed. The estimate totaled \$450.00 plus any applicable taxes. Upon discussion the Directors voted to table the replacement, and they asked John Irwin to talk to Junction and determine if the existing tree could be pruned and re-shaped so that the tree would look better.
- o Gazebo Lighting- John Irwin advised that the gazebo lights photo cell and remaining light sockets were replaced. The Board reviewed and discussed an estimate provided by Property Services to replace the light fixtures with new sealed LED fixtures due to their age and the constant repair needed to the existing fixtures. Upon review and discussion no action was taken at this time.
- o No Soliciting Signs, Park & Playground Repairs, New Bicycle Rack Installation- All approved repairs are currently in progress. John Irwin advised that the park/playground fall surface material added per the

- original approved estimates was not enough. The Board reviewed a estimate provided by Property Services for adding an additional 25 yards of “Kiddie Cushion” fall surface material to the playground and swing set areas. Upon review and discussion, the estimate was approved at a cost of \$1,651.00. For future reference the total estimated fall surface material needed to replenish both areas should be around 60 yards.
- Vacant Home Maintenance- the Board reviewed a proposal received from Junction Landscape to maintain the lawn of the vacant home located at 1723 Cornerstone Place Drive. Upon review and discussion the Board requested additional quotes due to the expensive costs quoted by Junction Landscape. John Irwin will get the additional quotes and send them out via e-mail for discussion and consideration to expedite the process so the property can be taken care of as soon as possible.
- Pool Equipment- John Irwin presented a proposal received from Sweetwater Pools, Inc. to replace the existing 16-foot fiberglass rescue pole and the wading pool cartridge filter. Both items are in poor condition and need to be replaced. Upon review and discussion the Board approved the replacement at a cost of \$181.00. Mike Chittwood asked John Irwin to talk to Sweetwater and get an estimate to re-strap the old chaise lounges and replace the chairs at the pool facility.

COMMUNICATION ITEMS

- **Newsletter:** The next newsletter is scheduled to be released in June. The deadline for submitting articles is June 7, 2013.
- **Web site:** Director Phyllis George reported the Association’s Web site is working and is up to date.

SPECIAL EVENTS

- **Fourth of July:** Patty Lacy has volunteered to organize the annual Fourth of July events this year.
- **Block Parties:** No block party organizers were in attendance. No parties are known to be scheduled at this time.
- **Annual Garage Sale:** Work in progress, the Board discussed funding signs for the event.
- **Texas Night Out:** Tony Adams will bring a catalog provided by the national organizers of the event to one of the next meetings for Board review.

FINANCIAL REPORT

- The Association’s April 2013 Financials were reviewed and approved as submitted.
- John Irwin updated the Directors concerning the Association’s accounts receivables. 2013 assessment collections are proceeding well with only 3.5% percent still outstanding as of May 9, 2013.
- Upon review of the Associations 2013 Accounts Receivable Ledger, John Irwin requested the Board consider writing off the remaining balances due and uncollectable for the two previous homeowner accounts listed below:
 - 22406 Wildwood Grove, amount due- \$5.00.
 - 22510 Wildwood Grove, amount due- \$4.16.
 Upon review and discussion the Directors voted to write-off the two balances due.

MOTION TO MOVE TO EXECUTIVE SESSION

Director Mike Chittwood moved to adjourn the regular session meeting of the Board of Directors and to reconvene in executive session to discuss consideration for any necessary legal action required by the Association.

MOTION TO RECONVENE INTO REGULAR SESSION

Upon approval to reconvene back into regular session, the Directors summarized collection actions discussed in executive session.

- Motion approved to move forward with attorney collection letters on remaining delinquent 2013 assessment accounts.
- Motion approved to file suit on Cove Hollow property owner now delinquent for 2012 and 2013 assessments.

DEED RESTRICTIONS

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

NEW BUSINESS

No new business.

There being no further business, the meeting was adjourned at 8:14 P.M.

Presented by John Irwin, Property Manager.

Minutes Approved: Phyllis B. George Date: 6/26/2013
Board Member

