

**CORNERSTONE PLACE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 13, 2014**

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

IN ATTENDANCE

Anthony Adams President
Loyd Henderson..... Vice President
Phyllis George Secretary
Michael Chittwood Treasurer
Max Hughes..... Parliamentarian
John Irwin Property Manager/Irwin Community Management

GUESTS

Marlene Adams..... 22403 Kent Falls Drive
Suzanne Hughes..... 22415 Kent Falls Drive
Sergeant J. Higginbotham..... Harris County Precinct 5 Constables Department

CALL TO ORDER

Due notice of the meeting having been given and a quorum being present, President Anthony Adams called the meeting to order at 7:00 P.M. John Irwin recorded the minutes.

APPROVAL OF MINUTES

The Association's October 9, 2014 Monthly Board Meeting Minutes were reviewed and approved by the Board of Directors.

INTRODUCTIONS

The Board of Directors and Management introduced themselves to the property owners and guests in attendance.

SECURITY REPORT

Sergeant Higginbotham gave a brief security report. Cornerstone Place remains quiet with no major or minor crime issues noted. The Holidays are quickly approaching, which increases some types of crime in the area. Residents should remember to be observant and aware when out shopping.

RESIDENTS COMMENTS

No comments were noted.

MAINTENANCE ISSUES

- **Landscaping:** The November seasonal flower change is complete, Bio Landscape wants to wait and slowly cut back the rose bushes and society garlic in the monument area; they don't want to stress/weaken the plants during the winter season. More color has been installed as requested. John Irwin discussed the possibility of changing out some of the roses and society garlic for some other types of plants that will not grow as tall and be as invasive in the spring.
- **1723 Cornerstone Place Maintenance:** The Directors discussed adding a budget line item for the lawn maintenance of the property. John Irwin advised that the lawn maintenance is already being billed to the property account and expensed to account #83400 "Mowing-Deed Restrictions" so the maintenance expensed can be tracked.
- **Playground Equipment:** The new play structure color has been selected and the deposit sent to Kraftsman Playground Company. Kraftsman will now order the play structure, and when received, they will schedule the install. John Irwin estimates the installation will not occur until late December or early January.

COMMUNICATION ITEMS

- o **Newsletter:** The next newsletter deadline for submitting articles is November 14, 2014. The newsletter will contain articles concerning the following:
 1. Community Christmas Caroling currently scheduled for December 13, 2014.
 2. Community Christmas Decorating Contest judging dates are December 20 and 21, 2014.
 3. Annual Meeting and Election of Board Members, scheduled for January 8, 2015.
- o **Web site:** Director Phyllis George informed those in attendance that the Web site is working and is up-to-date.

SPECIAL EVENTS

- o Halloween: good turnout; need more cheese pizzas next year!
- o Block Party: those who attended reported they had a good time.
- o Christmas Decorations: Mike Chittwood will discuss with the Glidden's and set up an install date for just after Thanksgiving.
- o Volunteer Recognition: The Directors discussed and approved gift cards for the community volunteers who have worked so hard to help with all the scheduled community events this year.
- o Christmas Decoration Contest: The Directors discussed the dates and procedures for the community decorating contest judging.

ANNUAL MEETING

- o The 2015 Annual Meeting will be held on Thursday January 8, 2015. The purpose of the meeting will be to elect two Directors to the Board of Directors, to review the 2014 year, and to discuss the 2015 year.

FINANCIAL REPORT

- o The Association's October 2014 Financials were reviewed and approved as submitted.
- o John Irwin updated the Directors concerning the Association's accounts receivables. 2014 assessment collections are proceeding well. Currently, only one property owner has not paid or has not made payment plan arrangements with the Association. No Board action is necessary at this time.
- o **2013 Audit:** John Irwin presented copies of the Association's 2013 Audit Draft as prepared by the Association's CPA Firm. The Association received a good audit. Upon discussion and a Motion duly made and seconded, the Board approved the 2013 Audit and signed audit engagement letters for the 2014 and 2015 years with the CPA firm of Barry Wuntch, CPA.
- o John Irwin asked that the Directors consider writing off the \$2.17 balance due from the previous property owner of 22534 Cove Hollow Drive. The property was recently sold, and the money can no longer be collected. Upon review and discussion, the Directors voted to write off the \$2.17 on the account. John Irwin will make the adjustment and document the transaction.

DEED RESTRICTIONS

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

There being no further business, the meeting was adjourned at 8:25 P.M.

Presented by John Irwin, Property Manager.

Minutes Approved: Phyllis B. George
Board Member

Date: 12/11/2014

