

2020 BOARD MEMBERS

CINDY ANDERSON
PATRICIA JOHNSON

JOSUE A. GARCIA
ANYA QUON

DAVID HERNANDEZ
ANNETTE RAMIREZ

ERIC JOHNSON
ELIZA SIFUENTES

MIRNA PEREZ

Braeburn Glen Civic Club

Board Meeting Minutes 04 August 2020

ATTENDEES: Cindy Anderson Eliza Sifuentes David Hernandez Eric Johnson
Josue A Garcia* Anya Quon* * Via phone

The meeting was called to order at 7:14 p.m.

Meeting Minutes

The 07 July Board meeting minutes were read.

⇒ A motion was made, seconded, and carried to accept the minutes as read.

Treasurer’s Report & Finance

See Attachment I – Treasurer’s Report dated 8/4//2020

⇒ A motion was made, seconded, and carried to accept the report as presented.

2020 Budget

- We realized that a 2020 Budget had not been approved.
- ⇒ A motion was made, seconded, and carried to mirror and accept the 2019 Budget as the 2020 Budget.

Deed Restrictions

Cindy presented the Deed Restriction Committee Report dated 04 August.

At the end of June, Anya sent four violation letters.

⇒ A motion was made, seconded, and carried to accept the report as read.

Grounds & Appearance

- Josue worked to get from the City of Houston signs (in English and Spanish) to post throughout BG of an upcoming Heavy Trash pickup and, importantly, if the pickup is for TRASH or ORGANIC TREE.
- Josue volunteered to post and remove the signs each month.

Security

- We would like an ongoing report of known criminal activity in BG. The information is available on the HPD website. From this information and word-of-mouth incidents from our neighbors, Eliza will create a report to present to the Board.

New Business

- Due to personal reasons, Patricia Johnson sent the Board an email resignation, effective immediately, of her position as Vice President
- ⇒ A motion was made, seconded, and carried to accept Patricia’s resignation.
- Traffic diverter plantings -- We learned that the CoH’s contractor will water and maintain the new plantings for six months (August 2020 – January 2021). This new information CANCELS the agreement (see June Board meeting minutes) with Don Hickle to water the plants.
- Payment of annual maintenance fees from the braeburnglen.org website -- Eric and David will investigate, compare, and report to the Board.
- Collection services for delinquent accounts -- Eric will investigate
- Should a drop/mail box be installed at the Civic Club building?

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Old Business

- David will find a volunteer to coordinate the Nominating Committee for the upcoming officers and board members for the November election.
- Develop payment agreement letter for delinquent accounts -- Annette will prepare
- Add maintaining the traffic diverter and the dead-end streets at Braeburn Glen (at Jason) and Mahoning (at Jason) to the C&G Landscaping agreement. A new bid will be requested.
- The August Newsletter nears completion
- Cindy will make recommendations to purchase a laser printer to use for deed restriction documents and any other printing that is needed
- Review by-laws in 2020
- Change/correct the name on the City of Houston water bill.
- Gather 2019 expenses to submit with our CoH lease extension
- Clean carpet in Civic Club building. One quote was 22 cents/sq ft.

The meeting adjourned at 8:39 p.m.

Respectfully submitted,



Cindy Anderson - Secretary

Attachment 1 - ~~Deed Restriction Committee Report~~
Treasury's Report

COMPLETED ACTIONS

- | | |
|--|-----------------|
| • Manuel will handle the state franchise application/fees. | COMPLETE |
| • Eric and Patricia will prepare the IRS filing | COMPLETE |
| • Communicate with BG residents via email regularly | ON-GOING |
| • Donated \$2,000 to the HPD Gulfton Storefront | COMPLETE |
| • Designation of the Mahoning lot as the Mahoning Community Grove.
Patricia will sketch a drawing | COMPLETE |
| • Repaint and stencil no-parking red curbs | COMPLETE (June) |
| • Tree trimming and cleanup of Braeburn Glen dead-end at Jason | COMPLETE (June) |
| • Mahoning Community Grove | TABLED |
| • Repair the Gessner signs | COMPLETE (July) |
| • Traffic diverter | COMPLETE (July) |
| • We hired an off-duty police officer to patrol Braeburn Glen during 4 th of July | COMPLETE (July) |
| • Don Hickle agreed to the watering the new plantings in the traffic diverter | COMPLETE (July) |
| • Use audio/video call in for meetings as needed until Covid-19 is reduced | ONGOING |

*Meeting Minutes approved
Board Meeting 09/08/2020
.pdf sent to Board Members
& gmail account*

Attachment 1

Braeburn Glen Treasurer's Report September 8, 2020		
Beginning Balance		
Checking:	6,264.88	
Savings:	78,151.28	
Total:	84,416.16	
Checking Transactions:		
Checking Beginning Balance:	6,264.88	
Deposits:	164.00	
Checks Paid:	(511.25)	<i>deal Restriction Expense</i> Cindy Anderson (\$63.25 for cleaning), Eric Johnson (\$448.00 for Signs By Tomorrow & PO Box Reimbursement)
ATM Withdrawals	(\$231.58)	David Hernandez: Office Depot (\$11.58),USPS (\$220.00)
Electronic Withdrawals	(\$162.35)	Brilliant Energy (\$145.91) City of Houston Water (\$16.44)
Ending Balance:	5,523.70	
Savings Transactions:		
Savings Beginning Balance:	78,151.28	
Interest Accrued	1.31	
Ending Balance:	78,152.59	
Total Ending Balance	83,676.29	

prepared By Eric Johnson