

Braeburn Glen Civic Club

Board Meeting Minutes

09 June 2020

ATTENDEES: Cindy Anderson David Hernandez Eric Johnson
Patricia Johnson Eliza Sifuentes Mirna Perez

The meeting was called to order at 7:09 p.m.

Interim President Elected

- Manuel Barrera resigned as President of BGCC in May (see attachment 2).
⇒ A motion was made, seconded, and carried to accept his resignation.
- David Hernandez was nominated to fill the vacancy through December 2020.
⇒ A motion was made, seconded, and carried to accept the nomination of David Hernandez as President.

Meeting Minutes

The 15 May Board meeting minutes were read.

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

Treasurer's Report & Finance

Attachment 1 is the June Treasurer's report.

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

David and Eric will work out details of going to the bank to remove Manuel as named President and complete new signature cards.

Deed Restrictions

Cindy recruited four residents to serve on the Deed Restrictions Committee: Carol Elizondo, Barbara Burdick, Jean Wrench, and Linda Thompson. Barbara will work to setup a master spreadsheet to track violations, use for mailouts, reports to the Board, etc.

New Business

- Diverter - It was agreed that the new plantings will require watering in the first few months after planting.
⇒ A motion was made, seconded, and carried to pay neighbor Don Hickle \$50 per month for a maximum of four (4) months to water the plants as needed. David will follow-up with Don.
- Civic Club Building rental - After discussion, we will consider renting the building, but a review of IRS rules is needed. Eliza is interesting in working as an Event Coordinator. She will develop a contract and forms required for Board review.

Old Business

- Repaint red curbs – The curbs have been painted.
Pending: stenciling NO PARKING on the curbs; this will be complete soon.
- Tree trimming and cleanup of Braeburn Glen dead-end at Jason COMPLETE
- Repair the Gessner signs -- To expedite getting the work done and one bid having missing information
⇒ A motion was made, seconded, and carried to give flexibility to choose option 1 or option 2 after the information was received.
- Traffic diverter -- David continues to have challenging conversations and email communications with those in charge of this project at the City of Houston (see also New Business)
- Mahoning Community Grove – Discussion continues on the pros and cons of developing the property, the costs to develop and maintain it, how to manage day-to-day operations, etc.
- Need focal point: In March 2020, it was approved to investigate hiring off-duty police officers to patrol Braeburn Glen during New Year's Eve, 4th of July, Christmas Eve.
- Review by-laws in 2020

pdf sent to
board@gmail

Approved
7/7/20
p 1 of 2

2020 BOARD MEMBERS

CINDY ANDERSON
PATRICIA JOHNSON

JOSUE A. GARCIA
ANYA QUON

DAVID HERNANDEZ
ANNETTE RAMIREZ

ERIC JOHNSON
ELIZA SIFUENTES

MIRNA PEREZ

6/9/2020

- Send certified letters/bills to accounts exceeding \$500
- Change/correct the name on the City of Houston water bill.
- Investigate payments (~\$220/year) to the Braes Oak Management District. Membership fee?
- Gather 2019 expenses to submit with our CoH lease extension

Old Business (cont'd)

- Clean carpet in Civic Club building. One quote was 22 cents/sq ft.
- Need a focal point for Harris County Flood Control lots (dumping, mowing)

The meeting adjourned around 9:00 p.m.

Respectfully submitted,



Cindy Anderson - Secretary

- Attachment 1 – June 2 Treasurer’s Report
- Attachment 2 – Manel Barrera’s resignation email
- Attachment 3 – Bid from Houston South (repair Gessner signs)
- Attachment 4 - 6/9/20 meeting agenda

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). | COMPLETE |
| • Tree trimming and cleanup of Braeburn Glen dead-end at Jason | COMPLETE |

Attachment 1

Braeburn Glen Treasurer's Report June 2, 2020		
Beginning Balance		
Checking:	35,272.51	
Savings:	52,274.15	
Total:	87,546.66	
Checking Transactions:		
Checking Beginning Balance:	35,272.51	
Deposits:	1,016.61	
Checks Paid:	\$0.00	
Transferred to Savings	(25,272.51)	
ATM Withdrawals		
Electronic Withdrawals	(\$144.18)	Brilliant Energy (94.28), Houston Water (49.90)
Ending Balance:	10,872.43	
Savings Transactions:		
Savings Beginning Balance:	52,274.15	
Interest Accrued	0.82	
Transferred from Checking	25,272.51	
Ending Balance:	73,547.48 88,419.91	

CPA

Attachment 2

Manuel Barrera Resignation Email May 6, 2020

----- Original Message -----

From: Braeburn Glen Subdivision <braeburnglen@gmail.com>
To: David Hernandez <davidhernandezhou@gmail.com>
Cc: Annette Ramirez <avramirezesq@gmail.com>, Anya Quon <zeeenzon@sbcglobal.net>, Cindy Anderson <cjar@comcast.net>, Eliza Valencia-Sifuentes <emanefran2@gmail.com>, Eric Johnson <eric.johnson1982@gmail.com>, "Josue A. Garcia" <josue.a.garcia@gmail.com>, Manuel Barrera <manuel@mbarrera.com>, Mirna Perez <mirnaeperez@yahoo.com>, Patricia Johnson <psjohns06@gmail.com>

Date: May 6, 2020 at 6:55 AM

Subject: Re: Action May Board Meeting

Noticed that the election of a new president was not on the agenda. **In case you did not read a prior email, I resigned as president. I stated that I would stay as a board member but have decided that this month, May, will be my last as a board member.**

I will keep monitoring the emails until the end of May then someone else needs to start monitoring.

I have mentioned several times that the quik books needs to be audited as what is on the books is not what we have on account.

I have, also, mentioned that the Glen Board, needs to send 1099 forms to anyone that is paid in excess of \$600, that is an IRS requirement.

<https://www.irs.gov/forms-pubs/about-form-1099-misc>

There could be penalties for failure to provide and file 1099 forms

<https://smallbusiness.chron.com/penalties-company-face-not-filing-1099s-subcontractors-31665.html>

Someone, also, needs to start doing the website. I stated previously that I would do a video, but it is not complicated, one of the board needs to get online and start practicing and emailing me questions, if they run into problems.

Manuel Barrera

Attachment 3

From: David Hernandez <davidhernandezhou@gmail.com>
Sent: Thursday, May 7, 2020 2:34 PM
To: HoustonSouth Info <info@sbthoustonouth.com>
Subject: Bid for Esplanade Neighborhood Sign Request

Jessner
Sign Repair

HoustonSouth Info

to me

The price for making and installing new letters on the sign that needs letters will cost \$698

If you would like us to also paint the background before we install the new letters, that will cost an additional \$200

Let me know if you have any questions, and I will follow up with you next week.

Thank you

Nick Landry

Manager

Sales | Design | Production Coordination

Signs By Tomorrow, Houston South

2835 Antoine Drive, Suite D | Houston, TX 77092

P: 713-622-4888 | F: 713-952-7720

www.SBTHoustonSouth.com



