

Braeburn Glen Civic Club

Board Meeting Minutes 12 January 2021

ATTENDEES: Cindy Anderson David Hernandez Eric Johnson
 Anya Quon Mirna Perez

The meeting was called to order at 7:18 p.m. The meeting was held as a remote teleconference.

Meeting Minutes

- The September meeting minutes were read
⇒ A motion was made, seconded, and carried to accept the minutes as presented.
- The October meeting minutes were read
⇒ A motion was made, seconded, and carried to accept the minutes as presented.
- The December meeting minutes were read
⇒ A motion was made, seconded, and carried to accept the minutes as presented.

Treasurer's Report & Finance -- The Treasurer's Report was not presented.

Effective 01/01/2021, Randall Management Inc (RMI), approved at the December board meeting to manage many duties the current Board handles, will begin their contract. Eric and David have worked many hours to transition information to RMI.

⇒ A motion was made, seconded, and carried to raise the 2021 annual assessment fee from \$82 to \$84.46. (Our bylaws allow a 3% increase annually if approved.)

Deed Restrictions - No report presented. RMI will handle deed restriction review and follow-up. Cindy will contact the Braeburn Glen RMI Manager, Edy Mora, to discuss the way forward.

Grounds and Appearance – N/A

Security - We hired off duty officers to monitor and respond to illegal fireworks during the evenings of 12/24, 12/25, 12/31 and 01/01/21.

New Business

- A 2021 calendar highlighting deed restrictions and heavy trash pickup schedule was mailed to all residents
- Need to develop the 2021 budget
- Priority will be given to develop new housing construction guidelines. David will confer with RMI for advice.
- Goals for 2021
- Parking on grass

Old Business

- | | |
|---|-----------------------|
| • Bid for a new civic club building sign on Braeburn Glen Blvd | Still under review |
| • COH Flood mitigation meeting with HPW director and District J councilman. | Awaiting meeting date |
| • QuickBooks Bookkeeping Services | Transferred to RMI |
| • Payment agreement letter for delinquent accounts | Transferred to RMI |
| • Collection services for delinquent account | Transferred to RMI |
| • Online payment service for website | Transferred to RMI |
| • Review by-laws in 2020 | |
| • Gather 2019 expenses to submit with our CoH lease extension | |

The meeting adjourned at 8:59 p.m.

Respectfully submitted,
Cindy Anderson - Secretary

2021 BOARD MEMBERS

CINDY ANDERSON
MIRNA PEREZ

DAVID HERNANDEZ
ANYA QUON

ERIC JOHNSON
ELIZA SIFUENTES

LINDA THOMPSON

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. COMPLETE
Patricia will sketch a drawing
- Repaint and stencil no-parking red curbs COMPLETE (Jun)
- Tree trimming and cleanup of Braeburn Glen dead-end at Jason COMPLETE (Jun)
- Mahoning Community Grove TABLED
- Repair the Gessner signs COMPLETE (Jul)
- Traffic diverter COMPLETE (Jul)
- We hired an off-duty police officer to patrol Braeburn Glen during 4th of July COMPLETE (Jul)
- Don Hickle agreed to the watering the new plantings in the traffic diverter COMPLETE (Jul)
- Use audio/video call in for meetings as needed until Covid-19 is reduced ONGOING
- Payment of annual maintenance fees from the braeburnglen.org website COMPLETE (SEP)
- The August Newsletter nears completion COMPLETE (AUG)
- David will find a volunteer to coordinate the Nominating Committee for the upcoming officers and board members for the November election. COMPLETE (Oct)
- Add maintaining the traffic diverter and the dead-end streets at Braeburn Glen COMPLETE (Oct)
(at Jason) and Mahoning (at Jason) to the C&G Landscaping agreement. A new bid will be requested.
- Cindy will make recommendations to purchase a laser printer to use for deed restriction documents and any other printing that is needed TABLED (Oct)
- Change/correct the name on the City of Houston water bill. TABLED (Oct)
- Clean carpet in Civic Club building. One quote was 22 cents/sq ft. REVISIT IN 2021 (Oct)
- Explore a collection agency to pursue delinquent accounts CANCEL (Oct)
- 2021 BBGCC Board and Director Election Ballot Count COMPLETE (Dec)
- Should a drop/mail box be installed at the Civic Club building? TABLED (Dec)