

Braeburn Glen Civic Club

Board Meeting Minutes 06 October 2020

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

The meeting was called to order at 7:15 p.m.

Meeting Minutes

The September meeting minutes not reported – Pending

Treasurer's Report & Finance

See Attachment 1 – Treasurer's Report dated 10/6/2020

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

Update on Payment of Maintenance Fees (a detailed report is available on the Google drive)

It's estimated that

- 45% of all accounts are paid in full
- 25% owe for one year (\$82)
- 10% owe \$82-\$170
- 21% owe above \$200

Discussed hiring a collection services company/person to work to reduce this liability.

Deed Restrictions

No report presented. Eliza prepared a notice to residents who have had more than two garage sales (Att. 2)

Grounds and Appearance

- Replacing the Braeburn Glen Civic Club sign (located at Braeburn Glen Blvd and the driveway to the civic club building) was discussed. Attachment 3 is the first quote (from Signs by Tomorrow). David and Mirna will solicit other bids.
 - Attachment 4 is a bid from C&G Landscaping to maintain the traffic diverter and the dead-end streets at Braeburn Glen (at Jason) and Mahoning (at Jason).
- ⇒ A motion was made, seconded, and carried to accept the proposal.

Security

- No report

New Business

- After discussion, David will investigate hiring an HOA management company to handle invoicing/collections, accounting duties, deed restrictions
- A voting ballot (Attachment 5) for the November election was presented. Due to Covid19 all voting will be by mail.
⇒ A motion was made, seconded, and carried to accept the proposal.
- Board Member Josue A Garcia sent a resignation email effective 28 Sep 2020 (Att 6)
⇒ A motion was made, seconded, and carried to accept his resignation.

Old Business

- Develop payment agreement letter for delinquent accounts -- ~~Annette~~ David will prepare
- Review by-laws in 2020
- Gather 2019 expenses to submit with our CoH lease extension

The meeting adjourned at 9:01 p.m.

Respectfully submitted,

Cindy Anderson - Secretary

- Attachment 1 – Treasurer’s Report
- Attachment 2 – Online payment – QuickBooks Plus
- Attachment 3 – Quote to replace sign on Braeburn Glen Blvd
- Attachment 4 – C&G Proposal

COMPLETED ACTIONS

- | | |
|--|-----------------------|
| • Payment of annual maintenance fees from the braeburnglen.org website | COMPLETE (SEP) |
| • The August Newsletter nears completion | COMPLETE (AUG) |
| • 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 (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 4 th 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 |
| • David will find a volunteer to coordinate the Nominating Committee for the upcoming officers and board members for the November election. | COMPETE (Oct) |
| • 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. | COMPLETE (Oct) |
| • Cindy will make recommendations to purchase a laser printer to use for deed restriction documents and any other printing that is needed | CANCEL (Oct) |
| • Change/correct the name on the City of Houston water bill. | CANCEL (Oct) |
| • Should a drop/mail box be installed at the Civic Club building? | HOLD (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) |

Attachment 1

Braeburn Glen Treasurer's Report October 6, 2020		
Beginning Balance		
Checking:	\$5,523.70	
Savings:	\$78,152.59	
Total:	\$83,676.29	
Checking Transactions:		
Checking Beginning Balance:	\$5,523.70	
Deposits:	\$414.00	
Checks Paid:	\$0.00	
ATM Withdrawals	(\$1,093.74)	iPage(\$17.99 + 73.35)Printing Express (\$190.00)Quickbooks Online(\$804.83)
Electronic Withdrawals	(\$195.93)	Brilliant Energy (\$163.05) City of Houston Water (\$16.44 + \$16.44)
Ending Balance:	\$4,648.03	
Savings Transactions:		
Savings Beginning Balance:	\$78,152.59	
Interest Accrued	\$1.27	
Ending Balance:	\$78,153.86	
Total Ending Balance	\$82,801.89	

Prepared by Eric Johnson

att 3A

Houston South Info (Braeburn Glen Civic Club Sign Quote)

Thu, Sep 3,
11:21 AM (5
days ago)

Hey David,

The Pine Hill Apartments sign is a custom routed & printed HDU sign, HDU is a high quality, 1.5" thick material that can be routed to look like wood. It's also a material that doesn't deteriorate; it's manufactured to last a lifetime.

The price for us to make a custom routed & painted HDU sign at around the size of 2'H x 3'W will cost **\$1,500**. And that price is for double sided.

Another option we could do would be an MDO (wood) sign, this would be a flat digital printed that has a matte lamination. The size would also be around 2'H x 3'W, it would also be double sided, and the price would be **\$489**.

There will also be a sign removal and install charge for either option of **\$275**, which include the post.

Let me know what you think and which direction you would like to go in, also can you send me the address of this sign.

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



att 3b

From: David Hernandez <davidhernandezhou@gmail.com>
Sent: Friday, September 18, 2020 11:54 AM
To: HoustonSouth Info <info@sbthoustonouth.com>
Cc: BRAEBURN GLEN <braeburnglen@gmail.com>
Subject: Re: New sign quote

Nick,

I understand, but we are not looking for a full size monument sign like our neighborhood signs. We are looking for a miniature version of the monument signs we have, mainly the same style/look. A size that would work with the space we have. Thank you.

David

Sent from my iPhone

On Sep 18, 2020, at 10:55 AM, Houston South Info <info@sbthoustonouth.com> wrote:

- 1.) **There is not enough available area to do the ground work required.**
- 2.) **The area the sign would go is a little to close to a fire hydrant.**
- 3.) **The concrete ground where the current sign is located, is not level and would require a bit of construction to allow a heavy duty monument sign to be installed there.**
(This is not as big of an issue as the rest, but it would add around \$3k-\$6k to the order, to pay for the contracted construction)
- 4.) **My boss highly doubts the city would pass a permit for a monument sign to be installed there.**

I apologize; let me know how you would like to move forward.

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

C&G Landscaping Quote for

Att 4

- Maintenance of Traffic Diverter
 - Maintenance of All Dead End Streets and Neighborhood Drive through Clean Up
 - Plants around both neighborhood signs
-

C & G Landscaping

P.O. Box 741222
Houston, Tx 77274
(832) 731-0200

Proposal

Submitted on 09/10/2020

approved

Proposal for:
David Hernandez

Description

Draught tolerant plants around the two neighborhood signs.	\$750
The traffic diverter, all dead ends and <u>clean up</u> signs	\$200 a month
Trash through out the neighborhood.	\$100 for each visit

att. 5

BRAEBURN GLEN CIVIC CLUB
2021 ELECTION OF OFFICERS AND DIRECTORS
RETURN BY MAIL NO LATER THAN *Than*
NOVEMBER 30, 2020

BALLOT

approved

THIS BALLOT IS FOR THE 2021 ANNUAL ELECTION CONDUCTED ON TUESDAY, DECEMBER 3, 2013.

Proposed Action: Election of Officers and Directors

The election of two (2) Directors to serve for a three (3) year term each.

The election of the Officers of the Braeburn Glen Civic Club to serve for a term of one (1) year.

VOTE FOR A TOTAL OF NO MORE THAN TWO (2) DIRECTORS FOR THREE (3) YEAR TERMS ONLY.

Ballots containing more than TWO (2) votes on this matter will be disqualified.

- | | | |
|--|--------------------------------|------------|
| <input type="checkbox"/> Mirna Perez _____ | <input type="checkbox"/> _____ | (Write-in) |
| <input type="checkbox"/> Open _____ | <input type="checkbox"/> _____ | (Write-in) |

VOTE FOR A TOTAL OF NO MORE THAN SIX (6) OFFICERS FOR ONE (1) YEAR TERMS, ONLY ONE

VOTE PER OFFICE. Ballots containing more than ONE (1) vote per office will be disqualified.

- | | | | |
|---------------------------|--|--------------------------------|------------|
| PRESIDENT | <input type="checkbox"/> David Hernandez | <input type="checkbox"/> _____ | (Write-in) |
| 1st VICE PRESIDENT | <input type="checkbox"/> Linda Thompson | <input type="checkbox"/> _____ | (Write-in) |
| 2nd VICE PRESIDENT | <input type="checkbox"/> Eliza Sifuentes | <input type="checkbox"/> _____ | (Write-in) |
| 3rd VICE PRESIDENT | <input type="checkbox"/> Anya Quon | <input type="checkbox"/> _____ | (Write-in) |
| SECRETARY | <input type="checkbox"/> Cindy Thompson | <input type="checkbox"/> _____ | (Write-in) |
| TREASURER | <input type="checkbox"/> Eric Johnson | <input type="checkbox"/> _____ | (Write-in) |

THE VOTES REPRESENTED BY THIS BALLOT WILL BE CAST BY THE PROXY HOLDER OR OWNER(S) OF THE PROPERTY LISTED BELOW.

You **must** be the owner(s) of record or Proxy Holder for the property described below in order to cast your vote in the election. Only one ballot per property is accepted. If more than one ballot is submitted, the ballot with the latest date will count and the previous ballot will be considered void. Please print clearly so that your name(s) and address can be verified.

Date: November _____, 2020

Property Address: _____

Printed Name of Owner/Proxy Holder(s): _____

Signature of Owner/Proxy Holder(s): _____

Att 6

Resignation From the Board Effective Immediately

Inbox



Josue A. Garcia

app

Sep 28, 2020, 9:17 PM (8
days ago)

to me, Cindy, Eric, Mirna, ELIZA, Anya

I regret that I was not as involved as I thought I could. My new job is preventing me from dedicating any time to the board, and I have not been able to complete any tasks I was assigned. I am a disservice. My apologies. My resignation is effective immediately. I hope to be available to answer questions and to wrap up my involvement.

-josue garcia
281-413-4115