

Braeburn Glen Civic Club

Board Meeting Minutes 01 December 2020

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

The meeting was called to order at 7:10 p.m.

Meeting Minutes

The September and October meeting minutes not reported – Pending

Treasurer's Report & Finance

See Attachment 1 – Treasurer's Report dated 11/01/2020

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

See Attachment 2 – Treasurer's Report dated 12/01/2020

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

Deed Restrictions - No report presented.

Grounds and Appearance – N/A

Security - No report

New Business

- Twenty-seven (27) ballots for the 2021 Board of Directors were returned (via mail). See Attachment 3 for results.
- Many of the current board members have served 5-15 years; new and committed volunteers are difficult to recruit. After looking at management companies to handle the "heavy back office" work (deed restrictions, treasury, annual billing and collections), Randall Management Company was invited to make a presentation.
⇒ A motion was made, seconded, and carried to partner with Randall Management Company for one year at ~\$1000/month.

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 9:00 p.m.

Respectfully submitted,

Cindy Anderson - Secretary

Attachment 1 – Treasurer's Report dated 11/1/20

Attachment 2 – Treasurer's Report dated 12/01/20

Attachment 3 – List of 2021 Officers and Board Members

2020 BOARD MEMBERS

CINDY ANDERSON
 ANYA QUON

DAVID HERNANDEZ
 ELIZA SIFUENTES

ERIC JOHNSON
 MIRNA PEREZ

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. 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
- 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 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)

Att 2

Braeburn Glen Treasurer's Report December 1, 2020		
Beginning Balance		
Checking:	\$4,893.61	
Savings:	\$73,155.12	
Total:	\$78,048.73	
Checking Transactions:		
Checking Beginning Balance:	\$4,893.61	
Deposits:	\$2,335.76	
Checks Paid:		
Transfers		
ATM Withdrawals	(\$906.31)	Printing Xpress(\$530.92 + 375.39)
Electronic Withdrawals	(\$69.37)	Brilliant Energy (\$52.92) City of Houston Water (\$16.44)
Fees		
Ending Balance:	\$6,253.69	
Savings Transactions:		
Savings Beginning Balance:	\$73,155.12	oqa
Interest Accrued	\$1.25 23	
Transfers		To Checking
Ending Balance:	\$73,156.38	

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Prepared By Eric Johnson
12/11/2020