

# *Braeburn Glen Civic Club*

*c/o Randall Management, 6200 Savoy, Suite 420, Houston, Texas 77036*

## **Board of Directors Meeting February 2, 2021 Minutes**

### **BOARD MEMBERS PRESENT**

David Hernandez, President  
Linda Thomson, Vice president  
Anya Quan, 3rd Vice President  
Eric Johnson, Treasurer  
Mirna Perez, Director

### **ABSENT**

Eliza Valencia, 2<sup>nd</sup> Vice President  
Cindy Anderson, Secretary

Management Supervisor, Randy Smith  
On site Manager, Edy Mora

### **CALL TO ORDER**

With a quorum of Five Board Members present, the Board meeting was called to order at 7:02 P.M Via Zoom.

### **OPEN FORUM**

No homeowners were present.

### **APPROVAL OF AGENDA**

A motion was made by Eric Johnson, seconded by David Hernandez, and it was unanimously decided to accept the agenda as presented.

### **APPROVAL OF MINUTES**

A motion was made by Anya Quan and seconded by Eric Johnson, and it was unanimously decided to adopt the minutes as submitted.

### **MANAGER'S REPORT**

Randy Smith provided a Management update on what has been accomplished since the transition.

**Financials** – No Financial report was presented.

Randy Smith explained to the Board that he ordered a token for the President to access the bank account. A motion was made by Linda Thomson and seconded by Eric Johnson and it was unanimously decided to order another token for the Treasurer to have access to the bank account.

### **UNFINISHED BUSINESS**

C&G bid for diverter maintenance, neighborhood clean and plant around neighborhood sign -Approved.  
Fireworks security patrol for Christmas and New Year – completed and close - M,N  
BGCC Board and directors 2021 Election ballot create and by mail only – completed and/Closed  
2021 BGCC Board and Directors Election Ballot Count – completed/Closed  
October Newsletter to serve as notice for November BGCC election Completed/Closed  
Braeburn Glen Deed Restriction Christmas 2021 Calendar mailed to residents – Completed/Closed  
Quick Books Bookkeeping Service – Table/Transferred to RMI.  
Payment agreement letter for delinquent accounts- Transferred to RMI.  
Collections of delinquent accounts – Transferred to RMI  
Online payments service for website- Created link and transferred to RMI.  
Mailbox / Drop box at civic building – Tabled.

A motion was made by Eric Johnson and seconded by David Hernandez, and it was unanimously decided to approve the bid from Hektor in the amount of \$2800.00 for sign made of stucco and flagstone.

### **NEW BUSSINESS**

A motion was made by Eric Johnson and seconded by Anya Quan and it was unanimously decided to send deed letters for vehicles parked in the grass.

A motion was made by Eric Johnson and seconded by Mirna Perez and it was unanimously decided to have the Zoom set up for the Board meeting for about \$179.00 per year.

A discussion was made about the architectural guidelines for construction of new home. We will contact an Engineer to see if they can help us with guidelines.

**ADJOURNMENT** with no other business to discuss, a motion was made by David Hernandez and seconded by Mirna Perez and it was unanimously decided to adjourn the meeting at 8:53 p.m.