

November 16, 2022
Braeburn Glen Civic Club Board of Directors Meeting
Starting time 7 pm
9505 Braeburn Glen Blvd – Civic Club building

Manuel (Manny) Barrera- **President** -Ann Vincent – **2nd Vice President**

Francisco Menjivar – **3rd Vice President** - Jessica Ramirez – **Secretary**

Directors - Sally Wickers – Esua Cruz – Donaldo Lozano – Rhyme Monenah – Alexes Mendoza

Eliza Sifuentes

Call to order

Establish quorum -

Adoption of agenda –

There will be no items up for a vote. Updates on ongoing matters only and any new business a board member brings up

Approval of minutes

The September board meeting was called to order a few minutes passed 7 pm.

Members present were Manuel Barrera, Ann Vincent, Jessica Ramirez, Esua Cruz, Rhyme Monenah

The board approved applying to the City of Houston’s “No Parking on Yard Ordinance” by a 4 approving and one no vote

Financial Report

Old Business

The only thing that has not been done is the filing of the Management Certificate with the Texas Real Estate Commission. They refused to accept our updated Management Certificate in effect leaving Randall Management as managing our subdivision. The result has been that when someone sells their house, Randall does the paperwork and keeps the fees.

A lawyer has been hired to help us retrieve documents that were not returned to the civic club.

New business

The assessments should go out by the end of the month, probably sooner. The president had to manually enter all the data as Randall did not provide the information in a manner that could be transferred to Excel. Have ordered 1,000 self-sealing envelopes with the Civic Club's return address, have also ordered a stamp printer "Invoice" to be stamped on the envelopes. Will buy labels, stamps, and black toner cartridge, the printer does not belong to civic club. The cost per color print is approximately ten cents per page. There will also be ballots going out next year for numerous things, including new guidelines for our community. The by-laws required that the community must approve any changes. After the purchase of the above the only cost should be stamps for mailing.

Look into online payment to Civic Club – assessments – did not have time to look into online payment.