

Bayou Island Park Homeowners Association

Annual Meeting Minutes

January 10, 2019

The annual meeting of the Bayou Island Park Homeowners Association was held on January 10, 2019 at Memorial Drive Presbyterian Church. Board members present were Bill Kottwitz, Graham Rush, Scott Holliday, Ann Griffin and Carolyn Holland.

Bill Kottwitz called the meeting to order at 7pm, thanked everyone for coming and welcomed new residents. Special thanks were given to new resident, Sal Thomas, for generously rebuilding our guardhouse damaged by Harvey.

The financial report was given by Scott Holliday. Scott pointed out that our landscaping expenses were down 26% after hiring a new landscaping company. Also, total expenses for utilities were also down. Water remains our highest expense.

Bill Kottwitz then discussed the repair of the damage of the bank of the bayou that was done by a contractor. Various remedies have been put in place to shore up the bank including planting of trees and adding concrete that should help prevent further erosion. The project is now complete.

The drainage problems we have experienced since Harvey was then discussed. After considerable discussion, it was agreed that the large drainage pipe that flows into the bayou should be repaired/replaced, the drain located behind #1118 needs to be cleared and dirt in our man holes needs to be cleared. Bill Kottwitz agreed that this is an issue shared by the entire neighborhood, not just by the homes where the issues exist. The Board will discuss how to proceed.

Bill Kottwitz then discussed the 2 car break-ins that occurred between 1-5am on 12/28/18. One car was captured on the security video camera around that time but the license plate number was not readable. After much discussion, it was agreed that we need to update/replace our current gate code box and cameras. Scott suggested that we form a "Security" committee to investigate options/prices and present to the Board and then to the Homeowners for a vote.

A reminder was made regarding our neighborhood auto stickers. Every car that belongs in the neighborhood needs a BIP sticker. These stickers enable the constable to identify cars that do and, most importantly, do not belong inside the gate. Stickers can be obtained from Ann Griffin.

Ann Griffin then discussed the parking situation both inside and outside the gate. After much discussion, it was concluded that parking will always be an issue so use courtesy when parking. Do not block driveways or mailboxes and try not to park on the opposite side of the street from another parked car.

8:46 AM
01/10/19
Cash Basis

Bayou Island Park
Profit & Loss
January through December 2018

	<u>Jan - Dec 18</u>
Ordinary Income/Expense	
Income	
Homeowner Assessments	
2017 Assessment	1,750.00
2017 Special Assessment-Harvey	8,000.00
2018 Assessment	52,287.00
2019 Assessment	40,250.00
Late Fees	250.00
Total Homeowner Assessments	<u>102,537.00</u>
Interest Income	
Other Income	43.52
Transfer Fees	
Total Other Income	<u>1,050.00</u>
Total Income	<u>103,630.52</u>
Gross Profit	103,630.52
Expense	
Bank Fees	15.00
Insurance	4,554.05
Landscaping	
Lawn Maintenance Monthly	4,980.00
Maintenance Projects	2,542.50
Total Landscaping	<u>7,522.50</u>
Landscaping and Groundskeeping	14,753.00
Locks and Keys	1,443.00
Meals and Entertainment	908.17
Professional Fees	2,435.00
Repairs	
Electrical	2,605.00
Guard House	88.45
Security Gate	375.00
Total Repairs	<u>3,068.45</u>
Security - Constable	4,000.00
Sprinkler Repair	562.00
Utilities	
Electric	1,068.56
Pest Control	1,458.00
Security Monitoring	918.35
Sewage	1,294.90
Telephone	755.96
Trash Collection	6,144.00
Water	24,840.77
Total Utilities	<u>36,480.54</u>
Total Expense	<u>75,741.71</u>
Net Ordinary Income	<u>27,888.81</u>
Net Income	<u><u>27,888.81</u></u>



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WHITE INFINITI.

REG 04/19 TAG.

04.14.20 28 DEC 2018

2018-12-28 04:14:12



CAM 2

Bayou Island Park Board Meeting Minutes

January 12, 2019

The Board met at the home of Ann Griffin to assign Board Member positions and responsibilities. They will be:

- Chris Cantele, President
- Reggie Spiller, Vice President
- Scott Holiday, Treasurer
- Ann Griffin, Secretary
- Santosh Kedia, Architectural Committee

Due to the number of issues that need to be addressed, the Board members decided to meet monthly until they feel that frequent meetings are no longer necessary. The Members then identified the following issues that will be addressed immediately and Members volunteered to head up the respective "Task Force":

- Security Gate - Scott
- Security Cameras - Santosh
- Westside Drainage - Reggie
- Southside Storm Sewer and Community-Wide Drainage - Reggie
- Irrigation - Chris
- By-Laws – Chris/Ann

Homeowners who have expressed interest in helping with any of the above will be contacted by the Member heading up the Task Force. The Members feel strongly that Homeowner participation is valuable to us all.

Scott then reported that the Association has about \$11,500 in a CD and \$500 in a savings account. The names on these accounts need to be updated. The decision was made to have 3 Members names on our account that would have check-signing capability.

Ann reported that Graham Rush is currently the named BIP Trustee and needs to be updated. The Members nominated Scott as he is the Treasurer. Chris will contact our attorney on this matter.

There being no further business, the meeting was adjourned.

Bill Kottwitz then asked each person running for a Board position to introduce themselves. Ballots were then distributed and counted. The Board for 2019 will consist of Chris Cantele, Ann Griffin, Scott Holliday, Santosh Kedia and Reggie Spiller. Bill thanked all the candidates and gave special thanks to the outgoing members, Carolyn Holland and Graham Rush, who have served for many years.

There being no further business, Bill adjourned the meeting at 8:30pm.

Bayou Island Park Board Meeting Minutes

February 2, 2019

The Board met at the home of Santosh Kedia to discuss various issues needing attention in BIP.

Reggie Spiller presented his findings regarding drainage in the neighborhood. He has spoken to Specialized Maintenance Services of Pasadena to provide the clean out of the drainage pipe on the west side of the neighborhood leading to the Bayou as well as ancillary drainage pipes throughout the neighborhood. The company will provide a camera inspection of the pipes, pressure washing of the pipes and will cut and remove excess pipe leading directly into the bayou for an estimated price of \$3000.00. **The Board unanimously voted to move forward with the project with Reggie spearheading it.**

Chris Cantele reported his findings regarding irrigation and cost savings related to it. He reported that to put everyone's home on its own individual sprinkler system would be cost prohibitive while the wireless control system that had been suggested by Hernan would be much more reasonable and easy to install in each home. Chris will obtain the price for installation and request neighbor participation by email to all residents. The Board suggested that funds for the units be provided by the HOA to encourage participation. We will easily recoup the money by saving on our HOA water costs.

Santosh Kedia reported that the security cameras at the front gate are working. The Board agreed that we all need software training from Tomball Computer Guys who installed the system. Scott Holliday agreed to call them and arrange a training time. The Board also agreed that each homeowner should be responsible for their own camera system for their individual home needs.

Scott Holliday reported that he obtained two bids for a new gate code entry system. He recommended going with the company who quoted \$6200.00 for equipment and installation. The system will be cell phone based and will function like the system we currently have. The remotes we all use to open the gate will not have to be changed. **The Board unanimously voted to move forward with this project with Scott spearheading it.**

The Board will meet again March 12, 2019 at 7:00p at Chris Cantele's home.

There being no further business, the meeting was adjourned.

Bayou Island Park Board Meeting Minutes

March 12, 2019

The Board met at the home of Chris Cantele. Members present were Chris Cantele, Scott Holiday, Ann Griffin and Santosh Kedia. BIP Homeowner, Mike Harrington, was also present.

- Mike reviewed his recommendations regarding Bylaws and Covenants and Restrictions changes. The bylaws mostly need cleaning up and brought up to date since we are no longer a neighborhood under construction. After a long discussion, the Board decided to review these documents individually and note further changes and/or omissions. The May Board meeting will focus on only these two documents. Mike will be asked to attend the May meeting for further guidance. With regard to the review of both documents the following resolutions were made by the Board:

RESOLVED, that the Architectural Control Committee shall consist of Tosh Kedia, Scott Holliday and Suzanne Holliday.

RESOLVED, that a fee of \$100/month will be charged a homeowner for failure to pay annual HOA fees.

RESOLVED, that the transfer fee for a new homeowner will be \$250.00.

- Scott reported that the gate security system will be installed in 2 weeks.
- Chris presented the Board with the contract/proposal from Houston Landscape Pros for the installation of new Gen. 3rd Rachio WiFi sprinkler controllers. The HOA would pay for each installation but the decision to do so will be left up to the individual homeowner. The Board felt that the proposal was reasonable and would greatly benefit BIP by lowering our water usage/cost. **The Board voted to allow Chris to move forward with the project.**
- Tosh and Ann then made the Board aware of Carolyn Holland continuing to shut off the main water supply to the neighborhood. Scott added that she is also affixing parking stickers to illegally parked cars. The Board felt that this is not her job as she is no longer a Board member. **Chris will send her a letter asking her to stop both activities.**

The next meeting of the Board will be held on Tuesday, April 16th at the home of Chris Cantele.

\$265⁰⁰ labor

SPRINKLERS

CONTRACT / PROPOSAL: New Rachio Installation

Date: March 12, 2019

To: **Chris Cantele**
Bayou Island Park
1130 Bayou Island Dr.
Houston, TX 77063

Houston Landscape Pros (installer) and **Bayou Island Park** (property) hereby agree to enter into a contract to perform specific New Rachio Installation listed under listed "scope of work" located at: 1130 Bayou Island Dr. **Houston, TX 77063**.

FIXED CONTRACT PRICE

The homeowner agrees to pay a total price of \$ **TBD** (XX XX XX AND 00/100 DOLLARS) tax included to the installer for specific job listed under "scope of work". Payment is due half (1/2) down and half (1/2) upon completion. The proposal expires ninety (90) days from the date above.

INSURANCE & PERMITS

Houston Landscape Pros is fully insured and will pay all necessary permits, fees and inspections required for installation.

WARRANTY AND WORKMANSHIP

All workmanship, materials, and coverage will have a One (1) year guarantee. All materials shall be installed in compliance with the manufacturers recommendations for their corresponding product.

SCOPE OF WORK

- (A) Coverage Area: Areas Discussed!
- (B) Description: Replace existing Rainbird controller with Gen. 3rd Rachio WiFi controllers.
 - Replace existing Rainbird controller with a new Gen. 3rd Rachio WiFi controllers that will be provided for a total price of \$ 92.01.
 - Remove existing Rainbird controller and install with a new Gen. 3rd Rachio WiFi controllers that will be provided on the inside wall like discussed for a total price of \$ 173.90.
 - The price above is for each individual unit.



Service by:
Houston Landscape Pros
11152 Westheimer Rd 761
Houston, TX 77042
(713) 459-4959

By: _____ Date: _____
William Santamaria **Chris Cantele**
Houston Landscape Pros
LI # 000019996

IRRIGATION IN TEXAS IS REGULATED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY,
PO BOX 13087, AUSTIN TX 78711 TEL (512) 239-1000

Bayou Island Park Board Meeting Minutes

March 12, 2019

The Board met at the home of Chris Cantele. Board members present were Chris Cantele, Reggie Spiller, Scott Holliday, Ann Griffin and Santosh Kedia. Mike Harrington, resident of #1010, was also present.

Mike discussed our current By-laws, Covenants, Conditions, Restrictions and Easements along with the recommended changes he suggested in keeping with current state laws and standards. After discussion, **the Board agreed to set aside a future Board meeting(s) to specifically address these changes.** Mike was thanked for his volunteer work and excused.

Chris Cantele then announced that he was able to permanently change our neighborhood realtor code used by realtors when a house is listed for sale to more accurately reflect where we are located within the city. BIP will now be more aligned with homes within Bunker Hill Village.

Chris also investigated changing our zip code to 77024 as suggested by Kim Gustafson. After discussion, the Board unanimously agreed that this should be pursued as they felt it would place BIP homes more in alignment with the values of homes in the Memorial Villages. **Chris volunteered to continue with this process.**

Chris remarked that Trey Schwartz volunteered to help with security camera projects. Since the Board had decided to make cameras an individual homeowner issue, Trey's offer will be thankfully declined. The Board discussed the details of the recent burglary of #1134. **Chris will be sending out an email to remind residents of the importance of lighting and the setting of home alarms.**

Scott Holliday reported that the gate equipment has been purchased and programmed with codes that will be provided only to service companies which serve multiple homes within our neighborhood. Scott will buy remotes for purchase by our residents for their use in opening the gate. **Scott will draft a letter to residents for Board review and approval explaining the new system, remote requests and cell phone number verification.** The Board discussed the opening of the gate for parties. It was decided that the gate will be allowed to be opened only for a short period of time at the beginning of a party and then late-comers will have to call the host for entry.

Chris Cantele reported on the irrigation system project thus far. He suggested that the HOA pay for the brain and brain wiring for each homeowner who has requested it. If a home needs a booster to receive a stronger wireless connection, then the homeowner must pay for that. Scott can supply information to residents regarding a booster. **Chris will continue this project.**

There was discussion regarding a neighbor's complaint of a car being parked behind her driveway making it hard to back out. The Board agreed that this is not a Board issue.

Santosh Kedia reported that he had talked to John Waheed regarding his trash that had been scattered by an animal. More care will be taken with the trash.

The next meeting will be April 16, 2019 at El Tiempo.

There being no further business, the meeting was adjourned.