

BIP HOA Working Board Meeting Summary

Date: January 30, 2026

Duration: ~2 hours

Attendees: Han (President), Joe (Vice President), Jody (Secretary), Adrian (Treasurer), Claudia, Simon, Brian (Board Directors); Mike (Legal Counsel)

1. Meeting Structure & Governance

The board agreed to a hybrid meeting structure:

- **Quarterly Open Board Meetings** (including the Annual Meeting) — virtual option available
- **Interim Working Meetings** for detailed planning and execution

A new operating principle was established:

- Pre-budgeted items may be executed by assigned board leads without separate board approval, provided spending stays within budget
 - Unbudgeted or over-budget items must return to the board for approval
 - As a courtesy, notify the board of irregular (but budgeted) expenditures
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2. Budget Oversight & Role Assignments

Budget categories were reviewed and ownership formally assigned. Monthly budget vs. actual reporting will be distributed by the Treasurer.

2026 Budget Delegation by Owner

Owner	Category	Item	Annual Budget
Adrian (Treasurer)	G&A	Accounting	\$900
	G&A	Administrative	\$120
	G&A	Insurance	\$9,000
	G&A	Software Subscriptions	\$850
	Utilities	Constable Patrol	\$5,040

Owner	Category	Item	Annual Budget
	Utilities	Electricity	\$1,080
	Utilities	Internet	\$900
	Utilities	Trash Removal	\$8,400
	Utilities	VoIP Calling Charges	\$60
	Utilities	Water	\$16,800
		Adrian Total	\$43,150
Claudia	Maintenance	Drainage Easement Maintenance (2x)	\$2,000
	Maintenance	Guardhouse/Fence Cleaning (3x)	\$1,500
	Maintenance	Shrubs/Flowers Replacement	\$4,000
	Maintenance	Weekly Lawn Care	\$8,840
		Claudia Total	\$16,340
Han (President)	Maintenance	Bayou Banks Erosion Control Plantings	\$3,000
	Security	Gate In-Ground Loop Replacement (3x)	\$1,950
	Security	Gate Preventive Maintenance (2x)	\$1,000
	Security	Gate Remote Upgrades	\$2,500
	Security	Security Camera System Maintenance	\$1,000
	Community	Social Events	\$1,000
		Han Total	\$10,450
Simon	Maintenance	Street Maintenance	\$2,000
	Pest Control	Critter Trappings	\$2,500
	Pest Control	Mosquito Control	\$1,560
		Simon Total	\$6,060
Unplanned	Repair	Gate Repair	\$2,000

Owner	Category	Item	Annual Budget
	Repair	Leak Repair	\$2,000
Unplanned Total			\$4,000

Total Planned Budget: \$80,000 (\$2,500 per lot)

Contingency (30%): \$24,000

Total with Contingency: \$104,000 (\$3,250 per lot)

3. Treasurer's Report & Banking

Financial Status:

- All homeowner dues collected — everyone has paid
- Healthy cash balance
- January expenses: taxes, security, trash, water, internet, landscaping (routine items)
- \$50,000 reserve fund formally allocated in accounting software

Banking Issues Identified:

- Wells Fargo account ownership still incorrectly lists a former officer (Bill Holland)
- Adrian still needs full bank account access

Board Agreed To:

- Transfer account ownership from Bill Holland to Han
- Authorize Han, Adrian, and Jody as signatories
- Mike to prepare secretary certificate/resolution for the bank
- Explore higher-yield options for reserves (money market via Wells Fargo wealth management, potentially 4-5%) rather than CDs

4. Invoice Approval — Prewitt Landscaping Proposal

Issue: Prewitt submitted a ~\$2,000 invoice for preparing the landscaping proposal presented at the annual meeting. This work was not pre-approved by the board.

Discussion: Board acknowledged the work has value but noted proper approval process wasn't followed. Some members suggested splitting the cost.

Resolution: Motion to pay the full invoice passed (5 yes votes). Adrian to request W-9 from Prewitt before payment.

Lesson Learned: Future consulting work must be explicitly approved in advance. All non-budgeted expenditures require prior board approval.

5. Maintenance & Repairs

Completed Since Annual Meeting

- **Water main rupture** between Henkel and Zhang homes — repaired by Rene with Simon's oversight (note: ~40,000 gallons lost; January water bill will be higher)
- **Power pole guy wire replacement** — completed quickly after escalating with Centerpoint
- **Tree trimming around power lines** — Davey Tree completed work (Centerpoint contractor, no cost to HOA); follow-up needed on trees behind one property near Bayou Pointe

Ongoing / Identified Issues

- Bayou erosion remains the most critical infrastructure issue (see Section 6)
 - Battery backup system installed but not yet commissioned
 - Gate motor pad corroding — needs replacement (steel → concrete), target Q2
 - Irrigation pipes for front driveway trees broken in multiple locations
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6. Erosion Control — PRIORITY #1

Background

Erosion issues stem from an unauthorized road cut in 2018. The situation has worsened significantly:

- Main drainage pipe collecting community water has collapsed
- Approximately 5 feet of additional erosion observed in the past year
- A tree has toppled into the bayou
- Active, aggressive erosion continues
- Property owner across the bayou has filled in land, increasing pressure on HOA side

Two-Track Approach Agreed

1. Short-Term (Urgent):

- Extend and brace the drainage pipe to slow erosion
- Rene to provide labor; board members to provide technical input
- Target: Complete before hurricane season

2. Long-Term:

- Engage a civil/geotechnical engineer to design a permanent solution
- Options discussed: riprap with soil cover, vegetation stabilization, or retaining wall
- Permitting with Harris County Flood Control District likely required
- Mike to check existing easement agreement regarding soil replacement permissions
- Board members to leverage engineering contacts to find a willing consultant

Additional Monitoring

- Install video cameras (~\$100-1,000) to capture water flow patterns during high-water events
 - Simon mentioned that Trey Schwarz is willing to donate up to \$5,000 in security cameras/installation for the neighborhood
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7. Preventive Maintenance

Need to formalize a Preventive Maintenance (PM) schedule, including:

- **Gate servicing** — twice per year (next service due ~1 month)
- **Guardhouse cleaning** — three times per year at \$500/each
- **Bayou debris removal** — twice per year (Claudia to coordinate with Rene)
- **Seasonal plantings** — spring planting window approaching (~\$1,300 budgeted)

Battery Backup System: Installed but not yet commissioned. Han and Adrian to complete hookup and activation.

Gate Motor Pad: Entry gate motor pad (steel frame) is badly corroded from sprinkler exposure. Plan to replace with concrete pad in Q2 when weather warms.

8. Landscaping & Beautification — PRIORITY #2

Tree Replacement

- Several oak trees lost along driveway during 2024 Derecho and Hurricane Beryl

- **Decision:** Defer new tree planting until a broader landscaping master plan is finalized

Master Plan Next Steps

- Claudia to follow up with Bill Prewitt for:
 - Itemized costs for each element of the proposed plan
 - Prioritized recommendations (which improvements provide most aesthetic benefit first)
 - Lighting and irrigation considerations
- A landscaping committee will be formed (including interested neighbors)
- Landscaping decisions will be staged over time to align with budget and erosion work

Irrigation Repair

- Trees along front driveway have no water due to broken pipes
- Han to get cost estimate from Rene for pipe repair

Electrical Box Screening

- Several electrical boxes around the community are unsightly
 - Board to collect design ideas (fence boards, wire mesh with plastic greenery, etc.)
 - Claudia to ask Bill Prewitt for recommendations
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9. ACC (Architectural Control Committee)

- No recent ACC activity
 - Entire board continues to function as ACC when needed
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10. Curb Repair — PRIORITY #3

- Some curbs are cracked or crumbling (affects less than half of homes)
 - Difficulty finding contractors willing to take on small jobs
 - Simon to attempt finding a contractor
 - Board members encouraged to share contacts
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11. Water Management — PRIORITY #4

- Water usage currently under control after previous year's conservation efforts
 - Brian to take over tracking community water usage and send monthly updates
 - Han to provide app access
 - One-time leak (40,000 gallons) will be excluded from consumption analysis
 - Longer-term goal: get more granular information about where water is going
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12. Feral Cat Issue — PRIORITY #5

Concern: Three residents are feeding feral cats, which attracts raccoons and other wildlife. Potential health and safety implications with young children in the neighborhood.

Action: Jody to draft a letter from the board requesting residents not feed feral animals (emphasizing unintended consequences). Han will distribute via HOA email.

13. Community Engagement & Events

Social Events

- Ashley Nguyen willing to help organize (unofficially, not as "social chair")
- Ideas discussed:
 - Movie nights for kids (e.g., Polar Express at Christmas)
 - Easter egg hunt
 - Realtor presentation on neighborhood property values and market trends
- Board to plan annual calendar of events
- Each board member to brainstorm event ideas

Group Buy Discount Idea

- Some residents requested bulk discount negotiations for landscapers/tradesmen
- Board agreed this is outside HOA's purview
- If residents want to organize, they can do so independently; HOA can help distribute information

Super Neighborhood Participation

- Joe and Simon receiving emails from super neighborhood organization

- Need volunteer(s) to attend meetings and report back
 - Joe offered to attend when in town
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14. Collaboration Tools

- OneDrive set up for document sharing; all board members to get access
 - Adrian to explore simple task-tracking tools (KISS principle — keep it simple)
 - Use email for formal votes/approvals (easier to track than group text)
 - Group text for coordination and informal communication
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15. Budget Benchmarking

Han requested that board members informally reach out to friends and contacts who live in comparable HOA communities (small neighborhoods with fewer than 100 homes, no pool, similar amenities like trash pickup) to gather budget information. The goal is to normalize costs on a per-home basis and benchmark whether BIP is cost-competitive on utilities, maintenance, and other line items.

Resources identified:

- Super neighborhood organization — good source for connecting with similar HOAs
- Bayou Pointe HOA — Adrian obtained contact information
- Personal contacts of board members in analogous communities

Joe offered to attend super neighborhood meetings when in town to help build these relationships.

Action Items

Governance & Finance

Action	Owner	Notes
Gather benchmark budget data from comparable HOAs	All	Small communities (<100 homes, no pool); normalize per-home
Prepare secretary certificate/bank resolution	Mike	For Wells Fargo

Action	Owner	Notes
Send resolution to Wells Fargo to update signatories and remove Bill Holland	Adrian	After receiving Mike's resolution
Explore reserve investment options (money market)	Adrian + Mike	Target 4-5% yield
Request W-9 from Prewitt, then pay invoice	Adrian	Immediate

Maintenance & Infrastructure

Action	Owner	Notes
Get cost estimate for drainage pipe extension/bracing	Han + Rene	Urgent — before hurricane season
Execute pipe stabilization work	Rene + board oversight	Short-term erosion fix
Check flood control easement re: soil replacement permissions	Mike	—
Contact civil/geotechnical engineers for erosion assessment	Han + board members	Leverage personal contacts
Install video cameras to monitor erosion area	Han	Budget: ~\$100-1,000
Commission battery backup system	Han + Adrian	—
Schedule gate motor pad replacement (steel → concrete)	Han	Target Q2
Follow up on tree trimming behind property near Bayou Pointe	Han	—

Preventive Maintenance

Action	Owner	Notes
Create PM schedule with timing (months/frequency)	Adrian, Simon, Claudia, Han	Email to Han
Plan next gate service	Adrian	Due ~1 month

Landscaping

Action	Owner	Notes
Get itemized costs and prioritization from Bill Prewitt	Claudia	Include lighting/irrigation
Form landscaping committee	Han	Include interested neighbors
Collect screening fence design ideas for electrical boxes	All + Claudia (ask Prewitt)	—
Get cost estimate for irrigation pipe repair (front driveway)	Han + Rene	—

Curb Repair

Action	Owner	Notes
Find contractor for curb repair	Simon	Board members share contacts

Community & Communications

Action	Owner	Notes
Draft letter re: not feeding feral animals	Jody	Send to Han for review
Distribute feral animal letter to residents	Han	Via HOA email
Contact Ashley Nguyen re: social events	Han	—
Brainstorm community event ideas	All	Discuss at next meeting
Get Bayou Pointe HOA contact info	Adrian	Already obtained
Take over water usage tracking; send monthly updates	Brian	Han to provide app access
Communicate priorities to residents	Han	Top 5 priorities
Schedule next working meeting	Han	~6 weeks out
Schedule Q1/Q2 open meeting	Han	Target April

Priorities Summary (Board Agreed)

1. **Erosion Control** — urgent, requires two-track approach (immediate stabilization + long-term engineering solution)
 2. **Landscaping/Beautification** — develop master plan with itemized costs before executing
 3. **Curb Repair** — visible improvement, lower-hanging fruit
 4. **Water Monitoring** — maintain current discipline, continue monthly reporting
 5. **Feral Cats** — send educational communication to residents
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Next Meetings

- **Working Meeting:** ~6 weeks (TBD, can be virtual)
- **Open Meeting:** Target April 2026 (dates to be circulated)