

## **BOARD OF DIRECTORS MEETING MINUTES**

**DATE:** January 28, 2010  
**PLACE:** FCCA Office  
**ATTENDING:** Sherrie Knoepfel, Executive Director  
John Molloy, President  
Vidya Verma, Vice President  
Farha Ahmed, Director  
Don Olson, Director  
Joyce Walter, Director  
Vanessa Brown, Staff  
Linda Davis, Staff  
Alice Fish, Staff  
Bill Grantham, Staff  
Margaret Hall Spencer, Staff  
Lynn Haist, Staff  
Bob Jaros, Staff  
Carol Litton, Staff  
Phil Martin, Staff  
Heather Neely, Staff  
Doug Pepping, Staff  
Bill Roy, Staff  
Andrew Vacek, Staff

Absent: Director Dunford

J. Molloy called the meeting to order at 3:15 p.m.

### CONSENT AGENDA

- Approve Board Minutes of November 19, 2009
- Set 2010 Annual Meeting date for December 9, 2010
- Authorize staff to open ten (10) individual bank accounts for each section in Sweetwater- (Resolution 2010-01)
- Authorize staff to open a new operating account for the Association (D. Pepping gave a brief background regarding fraud on the account)

**A MOTION WAS MADE** to approve the consent agenda items. (MOTION: – J. Walter; 2<sup>nd</sup> – D. Olson; MOTION PASSED, unanimous)

### GOVERNANCE

- Consideration of and action on Resolution 2010-03 appointing Hillary Goldstein to fill the unexpired term vacated by Director Jacob.

**A MOTION WAS MADE** to approve and execute Resolution 2010-03 to appoint Hillary Goldstein to fill the unexpired term vacated by Director Jacob. (MOTION: - F. Ahmed; 2<sup>nd</sup> – V. Verma; MOTION PASSED, unanimous)

- Election of Board Officers

**A MOTION WAS MADE** to nominate Don Olson for President, Jim Dunford for Vice President, and Hillary Goldstein for Secretary-Treasurer. (MOTION: – J. Walter; 2<sup>nd</sup> – V. Verma; MOTION PASSED, unanimous)

- Consideration of and action on Board Liaison Assignments and New Construction Committee Members.

The following were appointed as liaisons:

#### Standing Committees

Associations of First Colony – Director Don Olson  
Covenants – Directors John Molloy and Farha Ahmed  
Modifications – Director Joyce Walter  
New Construction Committee – Les Newton, Glenn Howard, Bill Merriman, Rod Craig, Director Don Olson and Director Vidya Verma Monitoring  
Neighborhood Representative – Director Jim Dunford  
Plantation Settlement First Colony – Executive Director, Director Jim Dunford (2<sup>nd</sup> year), and Director Hillary Goldstein

#### Sub-Committees

Audit – Directors John Molloy & Don Olson  
Committee Charters – Directors Vidya Verma and Joyce Walter  
Executive Limitations – Directors Jim Dunford, Don Olson, and Hillary Goldstein

#### Task Forces & Committees

Amenities Development – Directors Don Olson and Joyce Walter  
Marketing & Promotion Plan – Directors Jim Dunford and Joyce Walter  
Realtor Advisory – Director Farha Ahmed

**A MOTION WAS MADE TO** approve the committee assignments stated above. (MOTION: J. Walter; 2<sup>nd</sup> – J. Molloy. MOTION PASSED unanimously)

- Execution of Board Documents
  - Disclose Affiliations with other Boards within Fort Bend County
  - Annual Resolution for Board Commitment
  - Confidentiality Agreement

These documents were routed for completion from each Board member.

- Discuss Attendance at Carver Policy Governance Workshop (Attendance (April 9-10))

Attendance by Directors Ahmed, Goldstein, Dunford, and Executive Director Knoepfel was discussed.

- Review of Board calendar

The 2010 Board calendar was reviewed.

## WORKSHOP/ENDS

- Consideration of and action on the 2010 Annual Work Plan

S. Knoepfel explained to the Board that the 2010 Annual Work Plan is a culmination of initiatives funded by the Board and are the goals for 2010. The plan is broken down by areas of responsibilities.

**A MOTION WAS MADE TO** accept the 2010 Annual Work Plan. (MOTION: H. Goldstein; 2<sup>nd</sup> – V. Verma. MOTION PASSED unanimously)

- Consideration of and action on Purchasing Policies  
This is a revision of the 2004 Purchasing Policy.

**A MOTION WAS MADE TO** accept the Purchasing Policies with a few minor changes. (MOTION: V. Verma; 2<sup>nd</sup> – J. Molloy. MOTION PASSED unanimously)

- Consideration of and action on Amenities Development consultants

Bill Odle, ASLA of TBG, landscape architect, and Richard McNamara, ASLA of Clark Condon Associates each gave a brief presentation about their company.

Phil Martin, FCCA Operations Manager, discussed the process of design team selection and timeline for amenities redevelopment. The timelines for Phase 1A (Edgewater Park) and Phase 1B – Heritage Colony Clubhouse and pool and the Aquatic Center Park & New Leisure Pool were discussed.

**A MOTION WAS MADE TO** direct the Executive Director to move forward with design contracts for Phase 1A (Edgewater Park) – TBG Partners with a current approval amount not to exceed \$40,500, and Phase 1B (Aquatic Center and Heritage Colony)-Clark Condon Associates with a current approval amount not to exceed \$38,500. The Board also approved Huitt-Zollars as project management for professional management of all design phases on Phase 1A and 1B projects with a current approval amount not to exceed \$35,000. (MOTION: H. Goldstein; 2<sup>nd</sup> – F. Ahmed. MOTION PASSED unanimously)

## MEMBER INPUT TIME

Lt. Dwayne Williams with the Missouri City Police Department introduced himself as the liaison for the HOA.

**A MOTION WAS MADE TO** move into Executive Session at 4:00 p.m. and Bob Jaros and Doug Pepping were asked to attend. (MOTION: J. Molloy; 2<sup>nd</sup> – J. Walter. MOTION PASSED unanimously)

## **- RECONVENED INTO REGULAR SESSION AT 4:30 p.m. -**

## MONITORING REPORTS

- Asset Maintenance
- Covenants and Deed Restriction Enforcement
- Financial Conditions (November)
- Information and Advice to the Board
  - Street tree guidelines and Missouri City sidewalk trees removal guidelines were distributed. Missouri City is paying for an insert in our February newsletter that will be distributed to all Missouri City neighborhoods.

- FCCA staff met with City staff to review upcoming hike and bike trail projects that impact First Colony. Late spring/early summer construction will begin on the Brooks Street trail addition. The city has asked that we provide them with a right-of-entry agreement for use of a portion of our landscape reserve in front of the Hall Lake neighborhood. The City staff and FCCA staff have discussed this trail addition with Hall Lake Reps. Other trail segments that will be constructed in 2011 include: University Blvd. between Hwy. 59 and Commonwealth and Austin Parkway between Lexington and Settler's Way Blvds.
- We now hold quarterly meetings with Sweetwater Reps and the Constables to discuss issues that are neighborhood specific. The first meeting will be held at our office on Friday, January 29<sup>th</sup> at 8:30 a.m.
- Due to the freeze damage to many of our residents' landscapes, FCCA Compliance and Landscape departments are having a presentation on landscaping, and inviting all residents to attend. We've tentatively set it for Saturday, March 13, from 10 a.m. – noon at the Aquatic Center classroom. We will also be running an article in our March newsletter for those who cannot attend the presentation.
- S. Knoepfel, Executive Director, completed an interview for Channel 2 on the topic of security initiatives primarily with our business members.

**A MOTION WAS MADE** to accept the Monitoring Reports. (MOTION: – J. Molloy; 2<sup>nd</sup> – H. Goldstein; MOTION PASSED unanimously)

#### OWNERSHIP LINKAGE

- Reports from Directors
  - Director Molloy welcomed a new couple to his neighborhood.
  - Director Walter attended the Neighborhood Rep Open House.
  - Director Olson will be attending a Lakes/Meadow Lakes Crime Prevention meeting being held this very evening.
  - Director Olson also informed the Board that the City has formed a Landscape Task Force to develop policies for landscape maintenance.

#### BOARD MEETING EVALUATION

Director Verma prepared the Board meeting evaluation.

With no further business, regular session was adjourned at 4:55 p.m.

**A MOTION WAS MADE** to adjourn. (MOTION: – J. Walter; 2<sup>nd</sup> – F. Ahmed; MOTION PASSED, unanimous)

Prepared by:

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Carol Litton, Administrative Assistant

Approved by:

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Hillary Goldstein, Secretary-Treasurer