

# **Baldwin Square Homeowners Association, Inc.**

## **Minutes of a Regular Meeting of the Board of Directors on December 10, 2008**

The Baldwin Square Homeowners Association, Inc., held a Regular Meeting of the Board of Directors at the offices of the Midtown Management District/ Midtown Redevelopment Authority located at 410 Pierce, Houston, Texas 77002, on December 10, 2008, at 4.00 p.m.

Attending Members of the Board:                   Dr. Oliver Esch, President and Chair  
  Mr. Jason LeCompte, Vice President  
  Ms. Mita Young, Secretary/Treasurer

Attending Members of Management:            Ms. Bradley, CMCA, AMS, BSHA Association Manager,  
  Principal Management Group (PMG)

### **Quorum and Call to Order**

Dr. Esch established a quorum and called the meeting to order at 4:07 p.m.

### **Agenda**

The agenda was reviewed and approved as submitted.

### **Board Organization**

After appropriate motions, the 2009 BSHA officers were elected as follows: Esch - President, LeCompte – VicePresident; Ms. Young – Secretary and Treasurer

### **Minutes**

The October 15, 2008, minutes were approved as presented. The 2008 Annual Meeting minutes - Final Draft was approved by the board of directors and will be submitted to the membership for adoption at the 2009 annual meeting.

### **Financials**

The Financials of November 30, 2008 and the Overage Report were reviewed and approved as presented.

The Board reviewed the Delinquency/Prepaid Report. The Managing Agent reported that there is one account that owes in full for the 2008 assessment. It was noted on the legal status report that the Chapter 13 case had been dismissed and Butler & Hailey will immediately pursue collection matters for this owner for all past due monies.

The Water Chart was reviewed. Ms. Bradley reported that the irrigation leak by 1404 Tuam has been repaired at this time and upon receipt of the invoice from Teas, an application for credit will be submitted to the CoH. The meter leak by 2912 Jackson has also been repaired at this time by Commercial Boiler and this too will be submitted to the CoH for a credit upon receipt of the invoice for the repair.

### **Management Report**

The Board reviewed the Deed Restriction Violation Report. There are a total of seven (7) accounts who are not in compliance (after third DR letter, board action required). The board instructed Ms Bradley to order the plaques and have them installed by Philen Construction at the price of \$25.00/each. Each homeowner's account will be charged accordingly.

The Action List was reviewed. All items have been completed at this time.

The 2009 Calendar was reviewed. The board requested to add the irrigation audit of the entire irrigation system in the spring and the Capital Reserve Audit in the 3<sup>rd</sup> quarter pending available funds.

The Customer Care Log was reviewed and discussed. No Board action was necessary.

**Old/New Business**

Sonya Bradley will send an email to the managing agent for 1408 Tuam to check the status of the front door being refurbished since this has still not been taken care of during the last inspection.

The Board requested Principal Management Group to close the Chase bank account that continues being charged a fee due to carrying a low balance and have these funds moved to FAB and noted under the same General ledger code on the financial report. Ms. Bradley will instruct the accounting department to execute this change.

The Board asked Ms. Bradley to check for a possible off-site address for 2616 Crawford since certified mail has not been claimed by this owner.

The Board voted unanimously to discontinue using the ARC department to process the ACC applications due to several breakdowns in communication and problems encountered with this procedure. All ACC applications should be submitted through Sonya Bradley and distributed to the board via email for their discussion and ultimate approval or disapproval of the request. Ms. Bradley will notify PMG and the ARC department of the boards request effective immediately.

The Board approved to waive late fees in the amount of \$18.75 for account 00276-1813. This adjustment will be made accordingly. The board did not approve to waive the late and collection fees for account 00220-2819 due to the length of time it has taken the h/o to contact PMG about this matter, and lack of supporting documentation from PO. Ms. Bradley will notify both owners of these decisions.

The proposal from Aber Fence for the additional double side of pickets facing Anita St. II has been deferred due to Ms. Young having an opportunity to look at the fence in order to make a decision on whether or not she feels the fence should be put back as prior to the hurricane damage.

The Board approved to allow the homeowner who showed interest in helping with redesigning the website at no cost to BSHA, access to all necessary access codes (professional web designer). Dr. Esch has already been provided this owners contact information and will be in direct contact with the owner regarding this matter.

The Board would like to bid out the landscape contract for 2009 since the Teas contract is currently month-to-month and effective 1/1/2009, Baldwin Square will begin maintaining the right of way due to the expiration date of the MRIA settlement of MRIA. Upon receipt of the landscape bid specs from Dr. Esch, Sonya will begin the bidding process.

The next regular meeting is scheduled for January 14, 2009. There being no further business, the meeting adjourned at 5:25 pm.

[ Signature on file]

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Mita Young, Secretary

January 14, 2009

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Date