

MINUTES OF THE BOARD OF DIRECTORS OF THE BERINGWOOD ASSOCIATION HELD ON FEBRUARY 19, 2014 AT 700 BERINGWOOD TOWNHOMES, HOUSTON, TEXAS 77057 AT 6:30 P.M.

DIRECTORS PRESENT

Mark McGinley
Lillie Shannon
Marti Schraeder
Jeff Chang

DIRECTORS NOT PRESENT

Deborah Hopkins

IN ATTENDANCE

Leigh Cavazos and Mel Bullard representing the managing agent, FirstService Residential.

CALL TO ORDER

Due to notice of the meeting having been given and a quorum being present, the meeting was called to order. Leigh Cavazos acted as recording secretary.

HOMEOWNER FORUM

No home owners were present.

ADOPTION OF AGENDA

The agenda was adopted as amended to include "Preferred Vendors" as item 7.5 under Additional Business.

FINANCIAL REPORT

The Financial Report ending January 31, 2014 was reviewed. The Operating Account had a balance of \$46,036.62 and the Replacement Fund had a balance of \$72,605.99. The Income and Expense report was reviewed. "Maintenance and Repairs" reflected a credit balance of \$928.15; this was due to the receipt of an insurance claim payment of \$1,150 for damage to the property by Waste Management. "Office Supplies" reflected an expense of \$995.54; this was due to the cost of coupon books and postage. "Trash Removal Contract" reflected an expense of \$943.54; this was due to the price increase, effective on January 1, 2014. The financial report was accepted by the Board.

CASH FLOW REPORT

The Board reviewed the Cash Flow Report as of February 19, 2014. The Operating Account had a balance of \$46,070.61. The Reserve Account had a balance of \$79,906.32, the total cash on hand, as of the date of the meeting, is \$125,976.93.

ADMINISTRATION

One Liner Report

The Board reviewed the open one-liner service requests for the Association.

PHYSICAL PROPERTY MAINTENANCE

Landscaping

Upon a motion duly made and seconded, the Board approved the proposal submitted by LHP, LLC for a new landscaping contract with a monthly cost of \$1,940.00.

Pedestrian Gate Repair Update:

The Board informed the managing agent that the work completed previously by Slater Enterprises to repair the locking mechanism on the pedestrian gate was not satisfactory as well as the newly installed spring was closing very hard and could cause new damage to the gate. After general discussion, Mel Bullard agreed to take the matter to Slater Enterprises to request warranty repair on the spring and locking mechanism, as well as, request a waiver of the \$85 invoice for a previous service call, as these two items were not addressed to satisfaction of the Board.

Waste Management Contract Update:

FirstService Residential presented a renewal offer for contract pricing that included a discount of thirty percent off for the first month upon signing the renewal. The Board expressed dissatisfaction in the service provided by Waste Management regarding the previous damage to carports, dumpster doors and dumpsters. During general discussion the Managing Agent was able to locate a section of the contract that stipulated that if Waste Management did not notify the Board of the recent price increase, they may be in violation of their contract. Mel Bullard agreed to take the matter to the President of FirstService Residential for assistance in speaking with Waste Management for an agreement to release the community from this contract.

Unit 702 C and Unit 702 D:

FirstService Residential presented to the Board, two proposals submitted by Odyssey Services and Property Services for landing leak repairs and interior wall repairs. The Board requested the managing agent to request revised proposals from Odyssey and Property Services for exterior landing repairs to include GEOCEL sealant instead of caulking. The Board requested that Tuttle Construction be included in the bidding.

Unit 714 H:

FirstService Residential presented to the Board, three proposals submitted by McKenna Contracting, Odyssey Services and Property Services for balcony repairs. Upon a motion duly made and seconded the Board approved the proposal for Odyssey Services in the amount of \$786.00.

Unit 712 G:

FirstService Residential presented to the Board, two proposals submitted by Odyssey and Property Services to repair erosion near the sidewalk. After general discussion, the Board requested additional time to consider whether the repair could be performed by the on-site porter if provided the materials by the Board to save on costs of repair for this matter.

Carport #104 Repairs

FirstService Residential presented to the Board three proposals from Odyssey, GV Remodeling and B&M Construction for carport repair. After general discussion, a motion was duly made and seconded to approve the proposal submitted by Odyssey, in the amount of \$565.38.

Unit 702 P:

FirstService Residential notified the Board of a leak in the roof and provided photos as requested of the areas needing repair. FirstService Residential submitted a proposal by Hawk Roofing for repair. After a motion duly made and seconded, the Board approved Hawk Roofing’s proposal in the amount of \$590.00.

ADDITIONAL BUSINESS

Unit #706 G:

FirstService Residential presented to the Board, an ARC request to install cable outlets in the interior of the unit that would cause cables to be run on the exterior of the unit per notification from the installing provider. Upon a motion duly made and seconded, the Board approved this ARC request with the following stipulations: The installer must be a Comcast employee and not a contracted company and that casings will be required to cover all exterior wiring installed.

Unit #716 D:

FirstService Residential presented to the Board an ARC request to replace the storage closet door of this unit. After reviewing the included documentation of the type of replacement door that the home owner wished to purchase a motion was duly made and seconded to approve this application.

Preferred Vendor Additions:

Upon a motion duly made and seconded, the Board approved the addition of Wood Electric, Ba-Cor Roofing and Charlie’s Plumbing to be included as part of the Associations preferred vendors. This is to assist with faster responses for service calls from home owners with electrical, roofing and plumbing repairs. The Board instructed the managing agent to respond immediately to service requests regarding roofing and plumbing leaks using these new preferred vendors in addition to Hawk’s Roofing.

SCHEDULING OF NEXT MEETING

The next meeting of the Board of Directors of the Beringwood Association will be on March 19, 2014 at 6:30 pm.

ADJOURNMENT

There being no further business, the meeting adjourned

Recording Secretary

Date

Approved as Correct