

# SHARPSTOWN CIVIC ASSOCIATION

6815 Redding Road Houston, TX 77036  
(T) 713-789-2311 • (F) 713-789-2312  
www.sharpstowncivic.org



TO: THE BOARD OF DIRECTORS OF THE SHARPSTOWN CIVIC ASSOCIATION AND TO ALL OTHER INTERESTED PERSONS

A virtual regular meeting of the Board of Directors of the Sharpstown Civic Association was held on **Monday, November 9, 2020** via Skype.

## Minutes

6:35 P.M. – ROLL CALL Quorum was met.

Absent: Donna Fain, Heather Handley, John Lorenz.

Present: Directors Matthew Cowan, Dale Davidson, Charmaine Leblanc, Pat Menville, Kate Washmon, Byrom Wehner and Matt Wine. Elizabeth Schooler joined the meeting at 6:41 p.m. and Almena Downey joined the meeting at 6:54 p.m.

Also present was local resident Casey Cummings.

Others Present: None

- Director Matt Wine, President, called the meeting to order at 6:36 p.m.
- Receive Appeals Relating to Deed Restriction Violations and/or Architectural Control Issues: NONE
- PUBLIC COMMENTS: NONE.
- MINUTES: Matt Wine presented minutes of the September and October meetings, which had previously been distributed to Directors for their review. Dale Davidson made a motion that the September minutes be approved; Pat Menville seconded the motion, and it passed. Dale Davidson made a motion to approve the October minutes; Charmaine LeBlanc seconded the motion, and it passed.
- COMMITTEE REPORTS:
  - Matt Wine led a discussion of the Halloween Candy Caravan organized by Elizabeth Schooler. Incoming HPD Commander at South Gessner Vidal Lopez participated along with Councilmember Edward Pollard and other community members. This activity might be combined with National Night Out in future years.
  - The SCA Annual Meeting will be held at Bayland Community Center on November 19, 2020. Social distancing will be observed and the event modified to allow a variety of methods to attend and vote in the Director/Officer election.

The SCA has received self-nominations from Casey Cummings and Jason Davalos. The Houston Parks Board has requested to set up a display on the Centerpoint Trail project. Directors were asked to advise Matt Wine on their availability to attend and support the event.

- Matt Wine reported on the highly successful Crain Park drain clean-up and Ed White Elementary gardens event held November 7. The event was organized by the Sharpstown Parks Alliance.
- Work has begun on the November/December SCAN with publication anticipated in mid-December. Directors were encouraged to present ideas and contribute articles for publication.
- Matt Wine and Charmaine LeBlanc presented the October Safety & Security Report. Reported crime remains at a very low level in the community. Charmaine LeBlanc told the Board that the HPD overtime contract for enforcement continues to produce strong results with multiple warnings and citations issued. Work continues on full implementation of the District J Patrol. Matt Wine encouraged participation in the Midwest and Citywide PIP events. Pat Menville reported that Little Free Libraries have been established at many HPD command centers, with residents encouraged to both contribute and receive books.
- BUDGET COMMITTEE The October financial report was sent to all directors for their review. Charmaine LeBlanc told directors that the SCA received forgiveness of the PPP loan. Pat Menville informed directors that \$1,374 was received in response to legal balance due letters sent by the SCA over the last three months.

Directors were requested to provide feedback for development of the 2021 budget. Almena Downey requested inclusion of a short tutorial on the budget at the January Board workshop.

- MEMBERSHIP COMMITTEE Charmaine LeBlanc reported that the 2021 Membership mailing is being drafted; Matt Wine will review the draft and distribute to the Board for input. Charmaine LeBlanc suggested providing members with an informative refrigerator magnet featuring a calendar, useful phone numbers and the heavy trash schedule. She will distribute details of the request, including cost, to the Board so an online poll can be conducted. The Southwest Management District has indicated willingness to participate in funding.
- NEW BUSINESS
  - Directors discussed conducting a Christmas lighting contest. Dale Davidson offered to organize the contest. Local residents will be invited to participate in judging.

- A neighbor reports ongoing issues with a home used for short-term rentals (B&B, party house, etc.) SCA attorneys advised that a policy be created and adopted by the SCA to enable effective enforcement on this type of activity.
- Pat Menville asked about the timeline for publishing the recently adopted Driveway Policy on the SCA website.
- Matt Wine asked all directors to email him with a list of “wins”, SCA accomplishments in 2020, for communication to the community.
- OLD BUSINESS
  - Implementation of the SmartWebs software has been placed on hold. The necessary migration of data is labor intensive and costly. The SCA will continue to use TOPS software at present.
  - Directors reviewed and discussed a draft of the SCA camera policy. Matt Wine thanked Matthew Cowan for the work he has put into development of this policy.
    - Mathew Cowan made a motion that Section 2.1.1 be amended to read as follows: “Access to video surveillance records shall be secured and restricted to the Board of Directors and its staff. Video surveillance footage shall be viewed upon the concurrence of at least 2 Directors, and only in response to a documented event which has occurred including but not limited to vandalism, property damage, criminal activity, insurance investigation and suspicious activity.” Dale Davidson seconded the motion and it passed.
    - Matthew Cowan made a motion that Section 1.3.1 be amended to read as follows: “Any on-premise servicing by the service technician authorized by the vendor and Civic Association will be done in the presence of a person(s) authorized by the Board of Directors”. Dale Davidson seconded the motion and it passed.
    - Matthew Cowan made a motion that Section 3.2.1 be amended to read as follows: “The Association has no desire or intention to retain video recordings except as required for investigation or evidence. In normal operating conditions, video surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted which is 30 days.” Pat Menville seconded the motion and it passed.
    - Matthew Cowan made a motion that Section 3.2.2 be amended to read as follows: “Specific records relating to evidence of investigations which must be retained, will be copied onto a portable media device and stored for as long as required. Records requiring long-term retention will be turned over to the Association’s Attorney for storage and security.” Dale Davidson seconded the motion and it passed.

- Matthew Cowan made a motion that the 2<sup>nd</sup> paragraph of the Introduction be amended to read as follows: “This policy applies to all video surveillance systems installed within the Sharpstown subdivision by the Association whether the cameras are permanently installed or mobile, and whose presence is detailed on posted signage. This policy does not affect surveillance equipment installed by residents.” Pat Menville seconded the motion and it passed.
- Matthew Cowan made a motion that Section 1.1.1 be amended to read as follows: “The Association will determine which camera and retention method is to be used.” Dale Davidson seconded the motion and it passed.
- Elizabeth Schooler made a motion that the Camera Policy, as amended, be adopted by the SCA. Matthew Cowan seconded the motion and it passed.

Matt Wine told the Board that there were no legal matters to discuss so an Executive Session was not needed.

- ADJOURNMENT: 9:10 p.m.

Submitted by Pat Menville