

SHARPSTOWN CIVIC ASSOCIATION

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

A regular meeting of the Board of Directors of the Sharpstown Civic Association was held on Monday, April 8, 2024, at the Bayland Park Community Center, 6400 Bissonnet, Houston, Texas.

MEETING MINUTES

1. ROLL CALL / QUORUM:

Directors Present:

<input checked="" type="checkbox"/>	Sydney Bumpass	<input checked="" type="checkbox"/>	Carlos J. Martinez
<input checked="" type="checkbox"/>	Matthew Cowan, President	<input checked="" type="checkbox"/>	Pat Menville
<input checked="" type="checkbox"/>	Donna Fain	<input checked="" type="checkbox"/>	Elizabeth Schooler, Vice President
<input type="checkbox"/>	Sharon Galloway	<input checked="" type="checkbox"/>	Byrom Wehner
<input type="checkbox"/>	Mark Harrison	<input checked="" type="checkbox"/>	Anne Wilburn, Secretary
<input checked="" type="checkbox"/>	Kathy Holston	<input type="checkbox"/>	Matt Wine
<input checked="" type="checkbox"/>	Charmaine LeBlanc	<input checked="" type="checkbox"/>	Helen Zhou, Treasurer
<input type="checkbox"/>	Mike Marshall		

Guests: Debbie Calkins, SCA Member; Tyress Korsmo, Editor of *The Sharpener*

Quorum was declared and President Cowan called the meeting to order at 6:40 p.m.

2. **APPEALS:** No appeals relating to Deed Restriction Violations or Architectural Control Issues were presented.

3. **PUBLIC COMMENTS:** No public comments were presented.

4. REVIEW MEETING MINUTES:

Draft minutes of the March 11, 2024 minutes were sent to the Board in advance of this meeting. Vice President Schooler moved to accept them as written, and Director Bumpass seconded. The board approved the minutes with no changes.

5. **ANNOUNCEMENTS:** No announcements were presented.

6. COMMITTEE REPORTS:

A. President

There were no Board updates reported.

B. Finance

SCA bank accounts have been set up with new officer signatories. Cowan noted that there are two accounts: the checking account, which maintains a low balance for operating expenses as needed, and a money market account with the remaining funds.

Treasurer Zhou referred to the monthly financial report showing approximately \$25,000 in the checking account and approximately \$300,000 in the money market account. The checking account does not earn interest. The majority of SCA's annual revenues (dues and security contributions) is received in the first quarter of the fiscal (calendar) year.

Treasurer Zhou recommended that SCA invest some of its reserve funds in a higher yield account – specifically \$50,000 in a six-month Certificate of Deposit with its current bank, City Bank, which will yield 4.25% interest.

The Board discussed options to increase investment yield, including transferring its business to another bank, and investing in U.S. Treasury Bills, which cap the investment at \$250,000. Zhou advised that SCA's priorities should be investment safety, but also flexibility. A higher yield product will also have higher risk. The six-month term on the CD aligns well with SCA board terms of service.

Zhou asked the Board to make two resolutions:

- To approve investing in a CD for \$50,000, and
- To proceed with purchasing U.S. Treasury bills in the maximum amount available.

Director Fain made a motion to approve the purchase of a \$50,000 six-month CD and Director Menville seconded. The Board approved the motion.

Director LeBlanc made a motion to authorize Zhou to apply for a Treasury Bill investment account, and Director Fain seconded. The Board approved the motion.

C. Communications

Director LeBlanc reported that the January/February SCAN is in the mail, with April 13th as the deadline for the next issue.

The April General Meeting presenter will be Bob Patterson from Southwest Fertilizer.

D. Deed Restriction Committee

Director Menville reported that the Deed Restriction Committee's goal is to make DR management more effective, and to educate the public and the Board about Sharpstown's deed restrictions through SCAN and the website. Director Fain suggested a training class. The committee is reviewing the content of DR violation notification letters, and will address how to improve collection of legal judgement fees. President Cowan commented that director follow-up on legal fees would be preferable to paying for the attorney to do this. Director Bumpass suggested that deed restriction communications be used to promote SCA membership, and that assistance to homeowners whose properties need maintenance such as yard work or minor repairs to be in compliance be considered.

E. Safety & Security

A crime report was not presented at this meeting. President Cowan will follow up on resuming monthly reports for the Board.

F. Membership Committee

Committee Chair Wilburn confirmed that the first membership recruitment mailing was sent in mid-January. Director LeBlanc added that the second mailing was sent to approximately 5,400 Sharpstown households the previous week. Wilburn stated that the committee will propose a third mailing with a target date to be determined.

The committee also plans to make phone calls to lapsed members from 2021, 2022 and 2023 who have not yet renewed for 2024. SCA staff has focused on capturing more SCA telephone numbers for such an effort.

To increase the value of SCA membership, Director Bumpass suggested SCA provide painted curb address numbers, and guest Debbie Calkins inquired about her previous suggestion of negotiating homeowner insurance discounts for members. President Cowan commented that there might be difficulty in getting such a discount underwritten.

G. Other Committees

The Finance, Administration and Nominations Committees will set up their first meetings within the next two months.

7. OLD BUSINESS:

President Cowan noted that no motion was made at last month's meeting to update SCA's Privacy Policy. Its intent was to clarify that SCA will not sell its membership list outside the organization. It may be possible to incorporate that provision in the recently-approved Code of Ethics and Confidentiality policies.

8. NEW BUSINESS:

A. SCA Board email capability

Several Board members had expressed interest in setting up their own SCA-related email addresses. President Cowan discussed this with Operations Manager Scott

Gilbert, who said that SCA's internet platform does not have sufficient storage capacity for this. The existing president@sharpstowncivic.org address receives many junk and scam emails. An alternative option is for any Board member who wants a separate email address for SCA-related business to establish one through their own email provider, which is usually free.

B. Management of SCA Questions

Secretary Wilburn recommended that SCA be more responsive to its members and Sharpstown constituents by welcoming and responding to questions at general membership meetings, on NextDoor, and in other contexts. She said that virtually any question can be courteously acknowledged, even if it is not within the scope of SCA's programs and activities. She noted that regular non-responsiveness sends a message that SCA is not interested in questions or concerns from its constituents. There was some discussion but no proposed action.

9. EXECUTIVE SESSION:

Director Menville made a motion that the Board enter into executive session, and Director Holston seconded. The Board approved, and convened in executive session at 8:03 p.m.

The Executive Session concluded at 8:17 p.m. and reconvened in open session.

Vice President Schooler made a motion to approve the referral of three deed restriction violation cases for legal action, and Director Fain seconded. The Board approved the motion.

10. ADJOURNMENT:

Director Holston made a motion to adjourn, and Director Martinez seconded. The Board approved the motion.

The Board adjourned the meeting at 8:19 p.m.

Submitted by: Anne E. Wilburn, Secretary
Approved by Board: June 10, 2024

Date: May 7, 2024