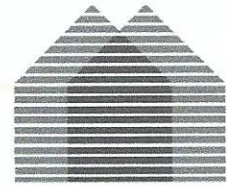


# SHARPSTOWN CIVIC ASSOCIATION

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A regular meeting of the Board of Directors of the Sharpstown Civic Association was held on **Monday, December 12th, 2022**, at the SCA office.

## Minutes

### 1. ROLL CALL / QUORUM:

Present: Presence is indicated by  Absent: Absence is indicated by

	<u>Directors</u>		<u>Others</u>
<input checked="" type="checkbox"/>	Matthew Cowan	<input checked="" type="checkbox"/>	Mark Harrison
<input checked="" type="checkbox"/>	Casey Cummings	<input type="checkbox"/>	Matt Wine
<input checked="" type="checkbox"/>	Jason Davalos	<input checked="" type="checkbox"/>	Byrom Wehner
<input checked="" type="checkbox"/>	Dale Davidson	<input checked="" type="checkbox"/>	Elizabeth Schooler
<input type="checkbox"/>	Almena Downey	<input type="checkbox"/>	John Lorenz
<input checked="" type="checkbox"/>	Donna Fain	<input checked="" type="checkbox"/>	Charmaine Leblanc
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Quorum was met and President Charmaine Leblanc called the meeting to order at 6:37 p.m.

#### 2023 board members Present:

Pat Menville  
Annie Love  
Carlos Martinez

Other Guests:  
Anne Wilburn

2. **APPEALS** Relating to Deed Restriction Violations or Architectural Control Issues: None

3. **PUBLIC COMMENTS:**

### 4. REVIEW MEETING MINUTES:

- a. Charmaine presented minutes of the November 2022 board meeting.
  - i. Byrom Wehner made a motion that the November minutes be approved as presented.  
Casey Cummings seconded and the motion passed.

## 5. COMMITTEE REPORTS:

### a. President

1. Recap on November meeting
  - a. Great food and camaraderie.
  - b. Forgot to say Pledge of Allegiance at the meeting.
  - c. Great numbers of community members showed up and participated in the elections.

### b. Finance

- i. November 2022 Financials –
  1. No issues/questions identified in the financials.
  2. Will review cover Financial letter in detail in January Meeting.

### c. Elections

- i. Congratulations to Esmeralda Clements, Kathy Holston, Annie Love, Carlos Martinez, Pat Menville and Helen Zhou
- ii. Matthew has come up with election guidelines that will be emailed out and will be reviewed in Jan 2023. We are looking to update the Nominations Committee definitions as well.

### d. Communications / Activities Committee

- i. Matthew would like to review the communications policy. The existing one, requested changes and notes will be emailed out to discuss in Jan 2023.

## 6. OLD BUSINESS:

- a. No topics to discuss

## 7. NEW BUSINESS:

- a. Open B cycle board member positions to be discussed in Executive Session.

- b. Board members must pay their 2023 dues by Dec 31 2022

- c. Move board meetings to Bayland Park CC?

- i. All members in agreement to move to Bayland.
- ii. Question about implementation of Executive Session at Bayland Park. How secure will we be?

- d. Membership mailing – Decal Tag Line, whether to do fridge magnet with HT schedule, be ready to approve letter by email in next several days.

- i. Decal Tag line for 2023 – “Sharpstown Proud” with Magenta color.
- ii. Heavy Trash Schedule Magnet – Mathew Cowan made motion to continue with magnet for 2023. Casey Cummings seconded the motion. All members approved the motion.
- iii. Elizabeth Schooler and Annie Love will provide write-ups for upcoming Membership letter for 2023.
  1. Write-ups are due by 12/16/2022 to be included in the letter.

- e. Scott salary increase and end of year bonus – Proposed - Hire date: 10/2015
  - i. 2020-2022 \$54,000
  - ii. 2023 \$59,520 10% increase
  - iii. Increase paid vacation to 3 weeks effective 1.1.23 from 2 weeks
  - iv. Bonus to be paid out on Dec 16<sup>th</sup> check - \$2000
  - v. Mathew Cowan made a motion that the payroll changes be approved as presented. Donna Fain seconded and the motion passed. Members approved as presented
  
- f. Committees for 2023 – Buildium project
  - i. Communications Committee will work on Re-branding SCA and debut new branding at Nov Annual meeting.
  - ii. Administration Committee – Do we have the ability to fill this committee with members in 2023? Can this committee define a more consistent way of supporting/maintaining salary plans for Scott in the future.
  
- g. Mathew Cowan made motion to allow Pat Menville to stay for Executive session. Jason Davalos seconded the motion. All members approved the motion.

**8. EXECUTIVE SESSION: 8:02 p.m.**

[REDACTED]

Leaving executive session at 8:58 p.m.

- f. Motion by Mathew Cowan and seconded by Casey Cummings to include both properties to send to legal pending Jason Davalos’s discussion with property owner of [REDACTED]. All members approved.
  
- g. Motion by Mathew Cowan and seconded by Mark Harrison to approve recommendations for posting Erica Billings and Byrom Wehner to two of the B slots. All members approved.

**9. ADJOURNMENT: 9:03 p.m.**

Charmaine thanked all directors and visitors for their attendance and their service to Sharpstown.

Submitted by: Jason Davalos