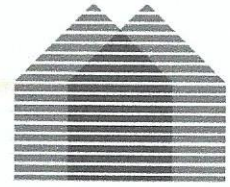


# SHARPSTOWN CIVIC ASSOCIATION

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A regular meeting of the Board of Directors of the Sharpstown Civic Association was held on **Monday, January 9, 2023**, 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 type="checkbox"/>	Annie Love	<input type="checkbox"/>	Erica Billings
<input checked="" type="checkbox"/>	Byrom Wehner	<input checked="" type="checkbox"/>	Helen Zhou
<input checked="" type="checkbox"/>	Carlos J. Martinez	<input checked="" type="checkbox"/>	Jason Davalos
<input checked="" type="checkbox"/>	Casey Cummings	<input checked="" type="checkbox"/>	Kathy Holston
<input checked="" type="checkbox"/>	Charmaine LeBlanc	<input type="checkbox"/>	Mark Harrison
<input type="checkbox"/>	Dale Davidson	<input checked="" type="checkbox"/>	Matt Wine
<input type="checkbox"/>	Donna Fain	<input checked="" type="checkbox"/>	Matthew Cowan
<input checked="" type="checkbox"/>	Elizabeth Schooler	<input checked="" type="checkbox"/>	Pat Menville
<input type="checkbox"/>		<input type="checkbox"/>	

Quorum was met and President Charmaine LeBlanc called the meeting to order at 6:30 PM.

#### a. Other Guests:

- i. Kim Stacy
- ii. Sandy Stacy
- iii. Anne Wilburn

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

### 3. PUBLIC COMMENTS:

- a. Kim Stacy presented two addresses for possible deed restriction violations.
- b. Anne Wilburn presented a new Nextdoor platform group for discussing issues in Sharpstown.
  - i. Limited the group to Sharpstown residents
  - ii. Members voiced that they would prefer board members not be allowed into the group so board members were not allowed.
  - iii. Anne proposes to be a go-between for the group and the board.

### 4. REVIEW MEETING MINUTES:

- a. Charmaine presented minutes of the December 2022 board meeting.
  - i. Matthew Cowan requested that his name corrected in the December minutes.
- b. Matt Wine made a motion that the November minutes be approved as presented.

- c. Pat Menville seconded and the motion passed.

## 5. COMMITTEE REPORTS:

### a. President

- i. Holiday Light recap
  - 1. Elizabeth requested that we have two categories for voting (Lights and Inflatables) and to set specific dates for when we will be judging.
- ii. Alice Lee has left Southwest Management District to serve as Chief of Staff for Commissioner Lesley Briones.
- iii. Edward Pollard now has opponent for District J chairman.
  - 1. SCA will be requesting that the opponent come to a general meeting to introduce themselves.
- iv. District J – SCAN Cover – English/Spanish
  - 1. District J has repaired the ‘Romney Ravine’ and Edward has requested to have a photo for the SCAN cover.
  - 2. Charmaine requested that District J write an article for SCAN and which SCAN would review and print.

### b. Finance

- i. December 2022 Financials are incomplete due to end of year, but will be updated soon.

### c. Elections

- i. John Lorenz and Esmeralda Clements status
  - 1. Need to pay dues, and if they still wish to serve, may be added as ad-hoc board members.

### d. Communications / Activities Committee

- i. Charmaine requested that the Communications/Activities Committee will be involved in planning for mailings, documents, etc.
  - 1. SCAN printing as we speak to be mailed in coming days.
  - 2. Membership letter presented with 2023 colors. Members to read and review membership mailing document.
    - a. New items:
      - i. Safety initiatives with HPD Precinct 4 Seal security patrol.
      - ii. Monthly community meetings – Vote at annual meeting for Board Members.
    - 3. Decals will be in 1/10 to be included in thank you letter.
    - 4. Fridge magnets will come next week and will be mailed out.

### ii. Schedule

## 6. OLD BUSINESS:

- a. The change of location of board meetings to Bayland Park Community Center will begin February 23, 2023.
- b. Byrom requested that board members fill out the Confidentiality Agreements since it has not been filled out since 2020, due to covid and not having a retreat this year.
  - i. Charmaine will send copies to board members to fill out and return at the next meeting.



**7. NEW BUSINESS:**

- a. Admin Committee
  - i. SCA office labor update
    - 1. SCA has been seeking someone to assist Scott with deed restriction mailings and with Excel etc.
      - a. Kimberly Davidge has come in twice to volunteer.
      - b. Becky Childers has experience as a paralegal and understands the legal side. She has spent time with Scott learning TOPS program.
    - 2. These two volunteers will split time to cover duties.
  - ii. Buildium Project: sub-committee for Admin Committee since it will be a one-time project.
    - 1. Pat Menville, Kathy Holston, and Kimberly Davidge will be working on Buildium Project.
- b. Architectural Committee:
  - i. Jeffrey Morris (past board member) will possibly be volunteering again for Architectural Committee.
- c. Bylaws Review Committee:
  - i. Charmaine requested board members read and recommend bylaws to be revised if they feel that they could be improved.
- d. Communications and Outreach Committee:
  - i. Review and tweak the Communications Policy.
  - ii. SCAN will fall under this committee to assist in editing and reviewing SCAN prior to mailing.
- e. Deed Restriction Committee:
  - i. Goal of communicating and helping residents to understand deed restrictions.
  - ii. Spanish speaking members needed to help us communicate and translate deed restrictions.
- f. Finance Committee:
  - i. We need an explanation of Financial Report cover letter that is sent from the accounting firm.
- g. Membership Committee:
  - i. The goal is to incorporate multilingual articles in SCAN.
- h. Nominating Committee
- i. Safety and Security Committee:
  - i. Will look at things like handling fireworks within the neighborhood.
- j. Special Events and Volunteer Committee:
  - i. Jan Meeting sign up
    - 1. Will plan for special events like July 4<sup>th</sup> event, shred days, community clean-up etc.

**8. EXECUTIVE SESSION:** Entered into Executive Session at 7:38 PM.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Leaving executive session at 8:10 PM**

- d. Motion made by Matthew Cowan and seconded by Jason Davalos to include properties to send to legal. All members approved.

**ADJOURNMENT:** Meeting was adjourned at 8:14 PM

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

Submitted by: Casey Cummings