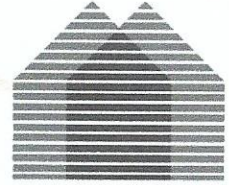


# SHARPSTOWN CIVIC ASSOCIATION

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 regular meeting of the Board of Directors of the Sharpstown Civic Association is being held on Monday, December 11, 2023, at the Bayland Park Community Center.

## 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"/>	
<input checked="" type="checkbox"/>	Byrom Wehner	<input type="checkbox"/>	Helen Zhou
<input type="checkbox"/>	Carlos J. Martinez	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Casey Cummings	<input checked="" type="checkbox"/>	Kathy Holston
<input checked="" type="checkbox"/>	Charmaine LeBlanc	<input checked="" type="checkbox"/>	Mark Harrison
<input checked="" type="checkbox"/>	Dale Davidson	<input type="checkbox"/>	Matt Wine
<input checked="" type="checkbox"/>	Donna Fain	<input checked="" type="checkbox"/>	Matthew Cowan
<input checked="" type="checkbox"/>	Elizabeth Schooler	<input checked="" type="checkbox"/>	Pat Menville

### 2. GUESTS:

- a. Sydney Bumpass – Director elect
- b. Mike Marshall – Director elect
- c. Anne Wilburn – Director elect
- d. Tyess Korsmo
- e. Debbie Calkins

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

### 4. PUBLIC COMMENTS:

#### a. Debbie Calkins:

- i. Asked what District J is going to do about fireworks for New Year. Communicated concerns about animals during fireworks.
- ii. Brought up short term rental injunction in Dallas.

#### b. Anne Wilburn: Passed out Robert rules of order cheat sheet.

- i. Addressed emails sent during the past week.

### 5. REVIEW MEETING MINUTES:

- a. Charmaine L. presented minutes of the November 2023 board meeting that had also been emailed.
- b. Pat M. made a motion to accept the minutes with corrections from November board meeting. Elizabeth S. seconded the motion. The motion was put to vote and passed.

### 6. Annual meeting minutes:

- a. Charmaine passed out minutes taken by Matthew C. for the annual general election meeting.
- b. Charmaine requested a motion to approve the general meeting minutes with corrections. Casey C. made a motion to accept minutes with changes. Mark H. seconded the motion. The motion was put to vote and passed.

## **7. COMMITTEE REPORTS**

### **a. Finance:**

- i. Bank statements for November were emailed to the board of directors.

### **b. Membership:**

- i. Letters mailing out next week, hopefully
- ii. Discussed slogan for the SCA sticker and letters.
- iii. Mark H. proposed 'It's Home' as the slogan.

### **c. Safety & Security:**

- i. Crime Stats from November of 2023-continued low % of reported crime.
- ii. Fireworks:
  - 1. SCA is putting out signs warning about firework ordinances. They will be placed December 22, 2023 and will remain until after January 2, 2024.
  - 2. Elizabeth S. recommended reporting to 311 and giving the report ID to neighbors so that they can all be tracked by interested parties.

## **8. OLD BUSINESS:** Matthew emailed proposal documents for 3 policies during the past week records request, confidentiality policy, and ethics policy.

### **a. Records Request Policy proposal:**

- i. Matthew proposed adopting a policy to outline records requests to set public expectations. The handout of the proposal was given to board members and outlined.
  - 1. Matthew C. Made a motion to adopt the policy with changes. Pat M. seconded the motion. The motion was put to vote and the motion passed.

### **b. Confidentiality Policy:**

- i. Mathew proposed adopting a confidentiality policy. The policy is inclusive of the confidentiality agreement and will be part of the board packet and every board member is covered by the policy despite status of signing the confidentiality agreement. Dale communicated concern about circumvention of the confidentiality agreement. Casey C. recommended to add an acknowledgement signature page to the policy.
  - 1. Charmaine L. made a motion to table discussion until January 2024. The motion was seconded by Mark H. The motion was put to vote and the motion was passed.

### **c. Ethics Policy:**

- i. Matthew proposed adopting a code of ethics for the board of directors serving on the civic association. This agreement is comparable to documents that are used by other HOAs in the area.
  - 1. Mark H. made a motion to adopt the code of ethics. Kathy H. seconded the motion. The motion was put to vote and the motion was passed.



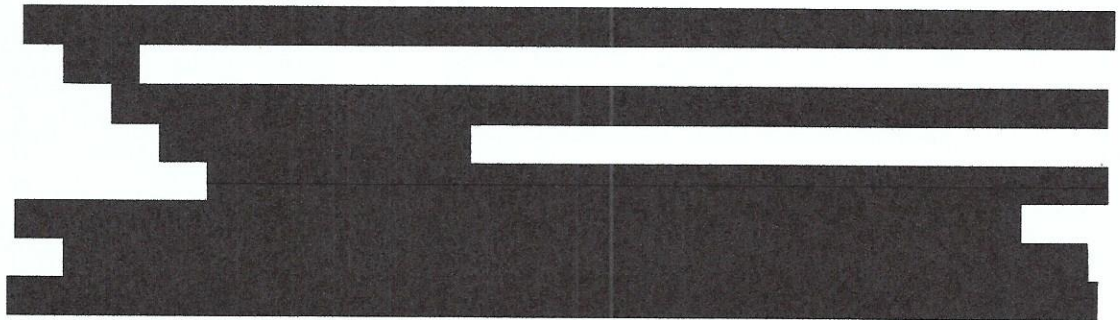
- ii. Matthew C. requested that the board members fill out a committee preferences document to communicate the preferences of board members for committee assignment.

**9. NEW BUSINESS:**

- i. Elizabeth S. recommended to set groups for Christmas light judging.
  - 1. Two categories for lights and one category for inflatables.
- ii. Matthew C made a motion to increase Scott's salary by 5% and a holiday bonus of \$2,000. Donna Fain seconded the motion. The motion was put to vote and the motion passed.
- iii. Matthew C. made a motion to increase Becky's salary by 6% and a holiday bonus of \$100. Donna Fain seconded the motion. The motion was put to vote and the motion passed.

**10. EXECUTIVE SESSION:**

- a. Entered Executive session at 7:00 PM.



- b. Exited Executive session at 7:25 PM.

**11. ADJOURNMENT:**

- a. Mark H. made a motion to adjourn the meeting. Dona F. seconded the motion. The motion was put to vote and the motion passed. The meeting was adjourned at 8:20 PM.