

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 Sharpstown Civic Association Board of Directors was held on Monday, June 10, 2024, at the Bayland Park Community Center, 6400 Bissonnet, Houston, Texas.

MEETING MINUTES

1. WELCOME/CALL TO ORDER

President Matthew Cowan called the meeting to order at 6:40 p.m.

2. 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 checked="" type="checkbox"/>	Sharon Galloway	<input type="checkbox"/>	Byrom Wehner
<input checked="" type="checkbox"/>	Mark Harrison	<input checked="" type="checkbox"/>	Anne Wilburn, Secretary
<input checked="" type="checkbox"/>	Kathy Holston	<input type="checkbox"/>	Matt Wine
<input type="checkbox"/>	Charmaine LeBlanc	<input checked="" type="checkbox"/>	Helen Zhou, Treasurer
<input checked="" type="checkbox"/>	Mike Marshall		

Guests: Debbie Calkins, SCA Member; Tyess Kormos, Editor-in-Chief, The Sharpener

Quorum was confirmed.

3. PUBLIC COMMENTS: No public comments were presented.

4. ANNOUNCEMENTS:

President Cowan announced that the annual Liberty Fest event will be held at PlazAmericas Mall on June 30th, and that SCA would again have a booth. Board members were encouraged to volunteer to staff it.

A suggestion that SCA establish an online information capability for board communications relating to weather conditions was referred to the Safety & Security Committee.

5. REVIEW MEETING MINUTES:

Printed minutes of the May 13, 2024 Executive Session were distributed to the board for review and discussion in closed session later in the meeting.

Director Donna Fain moved that the open session minutes for the April 8th and May 13th board meetings be approved, with V.P. Elizabeth Schooler seconding. The Board voted to approve both meeting minutes documents.

Minutes for the special (closed) meeting held April 25th will be distributed for review and approval at the July board meeting.

6. APPEALS: No appeals were presented.

7. COMMITTEE REPORTS:

A. President

President Cowan observed that the May general membership meeting was good.

B. Nominations Committee

President Cowan encouraged the board to notify Nominations Committee Chair Matt Wine of any Board candidate recommendations and noted that an architect would be a valuable addition.

C. Treasurer

The April and May financial reports were distributed to the Board for review.

Treasurer Helen Zhou noted that SCA's MMDA is earning 3.8% in interest, and that \$50,000 has been invested in a CD that will earn more than 4%.

Zhou distributed the most recent checking account bank statement, showing all monthly expenses, that she advised be reviewed against the approved budget. Going forward, the monthly bank statements will be incorporated into the financial reports so the board has the information it needs.

Director Menville observed that the bank statements provide useful detail, and that expenses and revenues come in at different times during the year.

President Cowan said that the Finance Committee will be scheduled to meet, and invited the Board to express what it would like it to address.

D. General Membership Meetings

Committee Chair Sydney Bumpass reported that the May meeting was good, although she recommends that better snacks be provided. There will be Kona Ice, Chick-Fil-A and other gift cards offered as prizes at the June meeting.

There will be no general membership meeting in July. The August meeting will be coordinated by Elizabeth Schooler and focus on new school year updates and activities. The committee has plans and potential speakers in the works for

upcoming 2024 general meetings, and is discussing ideas for the January 2025 meeting, with a possible theme of New Year's resolutions. She invited board members to relay new ideas to the committee.

E. Special Events Committee

Chair Donna Fain announced that Liberty Fest 2024 will be presented Sunday, June 30th – a date that was chosen to avoid competing with City of Houston holiday celebrations. SCA will have a table, and needs July 4th themed decorations and Board volunteers to staff it from 4:00 to 9:00 p.m. Staffing will be organized in one-hour shifts. The table will provide SCA membership information, possibly a new issue of SCAN, and candy.

V.P. Schooler suggested National Night Out in October as a potential theme. Director Menville suggested that it be added to The Sharpener's Community Event calendar.

F. Safety & Security Committee

Chair Mark Harrison confirmed that a committee meeting could be scheduled and acknowledged that the upcoming July 4th holiday will again bring illegal fireworks to the forefront as an issue in Sharpstown. SCA can put up signs throughout the community, and Harrison recommended that they include signs in Spanish, alerting residents that setting off fireworks within the City of Houston is illegal. Past experience has demonstrated that neither HPD nor SEAL can effectively stop it. They must witness it happening firsthand (after-the-fact complaints, photos or videos are not actionable). Director Fain said that community parks are areas where it takes place, and HPD says it will be there.

Harrison said that the fireworks prohibition is a city ordinance, not a state law. It is unclear if anything can be done to prevent or reduce it, other than education.

G. Deed Restriction Committee

Director Menville reported on behalf of Chair Matt Wine that the committee is actively submitting deed restriction violation reports through the current online system, to become more familiar with the process. The Board is asked to assist with "low hanging fruit" violations, such as yard parking, inoperable vehicles, yard appearance, and construction.

Additionally, the SCA office will initiate a collections process for legal judgements that are owed to SCA. Menville suggested that the SCAN Committee also do this for unpaid advertising fees.

The Committee is working on deed restriction metrics to clarify them for the Board and possibly at a general membership meeting, such as:

- 95% of violation reports are submitted by Operations Manager Scott Gilbert;
- 80% of violations are resolved after the first call or letter;

- Definitions of types of violations.

The Committee has created a “DR 101” document that it is now proofreading. Its members have each been assigned to write an article for SCAN to build a file.

H. Membership Committee

Chair Anne Wilburn presented the committee report:

- There have been no formal committee meetings since the last one on 3/21.
- Current SCA memberships: **1070**
- Director LeBlanc has provided an Excel spreadsheet listing lapsed members since 2022 and 2023. The total is 763, which includes about 68 for Houston Christian University, various trusts and LLCs; and multiple properties owned by the same individual who pays dues for each.
- Price quotes were requested from three printing/mailing services; two were received:
 - § JB’s Printing: \$1,990 (first class postage); \$1,780 (third class postage)
 - § Minuteman Press Southwest: \$3,786.05 (first class postage).
- Proposed target date for mailing: by June 20th. The mailing will be followed up with phone calls.

Treasurer Zhou made a motion to approve the lower quote, and Director Holston seconded. Director Galloway offered to get a quote from a third printer. The Board approved proceeding with the mail-merge project with the printer providing the lowest quote.

8. OTHER BUSINESS:

Director Schooler called for volunteers to start soliciting candidate advertising for the SCA Election Guide. She pointed out that the Guide is a new SCA member benefit, along with proposed curbside house address painting that could be funded by businesses.

9. EXECUTIVE SESSION: *Minutes draft to be distributed at August meeting.*

10. ADJOURNMENT:

The Board adjourned the executive session and the meeting at 8:26 p.m.

Submitted by: Anne E. Wilburn, Secretary
Approved by Board: August 12, 2024

Date: August 8, 2024