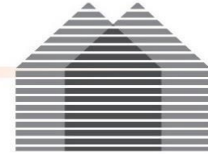


# SHARPSTOWN CIVIC ASSOCIATION

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, November 11, 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 6:45 p.m.

#### 2. ROLL CALL / QUORUM:

##### Directors Present:

<input checked="" type="checkbox"/>	Matthew Cowan, President	<input checked="" type="checkbox"/>	Carlos J. Martinez
<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 checked="" type="checkbox"/>	Matt Wine
<input type="checkbox"/>	Charmaine LeBlanc	<input type="checkbox"/>	Helen Zhou, Treasurer
<input type="checkbox"/>	Mike Marshall		

**Guests:** SCA Members Debbie Calkins, Howard N. & B.J. Okabayashi

Quorum was confirmed.

#### 3. APPEALS

No appeals relating to deed restriction violations or architectural control issues were presented.

#### 4. PUBLIC COMMENTS:

Debbie Calkins complimented the photos published in the most recent issue of SCAN.

Member B. J. Okabayashi (Section CC3) observed that the City of Houston requires that yard waste be separated from heavy junk, but when picking up its trucks mix it all together. She also noted that not all waste in biodegradable bags is picked up, and that people throw trash on others' lawns. She asked if SCA could put up signs about this.

## **5. REVIEW OF MEETING MINUTES:**

Draft minutes of the Board's October 14<sup>th</sup> Board meeting were distributed for Board review. Director Wine moved to accept them with two corrections, and Director Donna Fain seconded. The minutes were approved with corrections.

## **6. REPORTS:**

### **A. President**

President Cowan alluded to a NextDoor post questioning \$11,000 in cash payments made by SCA relating to the 2024 Liberty Fest event. He said that was paid to off-duty HPD officers hired to provide security for the event, and that SCA has documentation for all Liberty Fest expenses, which were not paid with dues funds.

President Cowan reported that several meetings have been held with good discussion as the first phase of the 2025 budget process. More input is needed from the committees and directors. A draft budget will be presented and discussed later in the meeting.

President Cowan announced that volunteers are needed for the November 21<sup>st</sup> Annual Meeting.

### **B. Treasurer's Report**

The October financial report from Coveler was distributed. President Cowan directed that questions be addressed to Treasurer Zhou.

### **C. Committee Reports**

#### **a. Finance Committee**

President Cowan thanked the committees that have provided information so far for the 2025 budget process. Current year spending is in deficit, so reserve funds will be used to cover the shortfall. He distributed a budget booklet for Board review.

The draft 2025 budget is balanced, based on a number of assumptions, including that there will be at least 1,300 members paying dues at \$80, and four Associate members paying at \$250 each; and that there will be 300 home sales generating \$250 each in transfer fees. The draft budget projects revenues for 2025 to be \$386,400.

Projected 2025 administrative costs include accounting services, bank and credit card processing charges, office supplies, payroll and payroll taxes, office rent, telephone, internet, website, computer software lease, utilities, and printing and mailing costs for three membership recruitment mailings. Total administrative costs for 2025 are projected to be \$171,300, with 20 percent of that amount being charged to Safety and Security.

Deed restriction and architectural control enforcement expenses for 2025 are projected at \$15,000. It was observed that this cost is reduced by SCA staff's skill at resolving questions and issues before they require referral for legal action.

Services and other expenses have previously included public grounds mowing and mosquito spraying. Mowing has been discontinued and mosquito spraying is now included as a Safety and Security expense.

Communication expenses for 2025 are projected at \$30,400, which covers the website and four issues of SCAN. The Board discussed the benefits of maintaining the usual six annual issues and whether increased advertising revenue would cover the increased expense. There was general support for publishing six issues of SCAN, so this will be considered in more detail before finalizing the 2025 budget.

Outreach expenses include community events and beautification projects, general meeting expenses, and signage. The projected expense for 2025 is \$4,700, and does not include funding for Shred Days, unsubsidized expenses for Liberty Fest, National Night Out or any donations to other community activities.

Safety and Security is SCA's highest expense category and includes the contract with S.E.A.L. Services for security patrolling throughout Sharpstown and weekly mosquito spraying from April through October. The proposed 2025 budget of \$165,000 includes funding for patrolling and reduced frequency of mosquito spraying to every other week. Research is continuing to confirm the cost projections. Also included in this category is Director and Officer insurance coverage and 20% of SCA's overall administrative expenses..

A number of special events have been proposed for 2025 but the draft budget does not provide funding.

The board was invited to review the proposed 2025 budget, relay any questions or suggestions to the Finance Committee, and be prepared to finalize it at its December meeting.

**b. Communications Committee**

V.P. Schooler distributed a handout outlining the SCAN advertising rate increase planned for 2025. She expects that the increased revenues will cover the expense of maintaining the six-issue publication schedule.

**c. Deed Restriction Committee**

Director Wine is continuing to look into regular reporting on deed restriction violation enforcement activities. Enforcement effectiveness involves bilingual

capability and application of the Enumerate property management database capabilities.

**d. Nominations Committee**

Director Wine reported that volunteers are needed to administer the Board elections at the November 21<sup>st</sup> Annual Meeting. Ballot distribution will start at 4:00 p.m. for members who prefer to vote before sunset. The official voting window is from 6:30 to 7:30 p.m. and will be publicized on the website.

**e. Membership Committee**

Director Wilburn presented the Membership Committee report:

<u>2024 YTD</u>	<u>2023 Total</u>
1200	1317

SCA received renewals from seven members who were sent the lapsed member reminder emails.

Wilburn reported that a more detailed proposal for 2025 membership recruitment strategies with budget projections was provided to the Finance Committee to use in working up its budget proposal.

**f. Safety & Security Committee:**

The October crime report for Sharpstown was distributed to the Board for review.

**g. General Membership Meetings Committee:**

The November general meeting will be SCA's Annual Meeting, the Thanksgiving Potluck dinner and the Board elections. There will be no general membership meeting in December.

**h. Special Events Committee:**

V.P. Schooler distributed a handout with confirmed information about the Holiday Lights Contest. Homes will be recognized with first, second and third place designations for Best Theme, Best Inflatables, Best Lights and Best Block, and winners will be able to display a sign. Judging will take place December 10<sup>th</sup> through 12<sup>th</sup>, and winners announced by December 15<sup>th</sup>. Schooler asked the Board to sign up to judge the contestants within each Sharpstown section.

**7. OLD BUSINESS:**

**A. Voter Guide**

V.P. Schooler presented a final report on the SCA Voter Guide. The eight-page publication was mailed to all Sharpstown households at a total cost of \$5,396.87 for 6,800 copies. The Guide provided general election and individual information for 16 candidates for various positions. It generated a total profit of \$3,603.13.

**B. Public Grounds Maintenance**

V.P. Schooler distributed a spreadsheet listing the 22 public areas that SCA had previously been mowing at its expense. Since that contract was ended, members of the Board were asked to sign up to monitor one or two of those areas and report any needing attention to the city via the 311 City Services line, which will generate an incident number. Please provide the date and incident number to Schooler, who is tracking this project.

The Board convened in executive session at 8:50 p.m.

**8. EXECUTIVE SESSION: *Minutes draft to be distributed at the December meeting.***

**9. ADJOURNMENT:**

The Board reconvened in open session and a motion was made and seconded to adjourn the meeting. The meeting was adjourned at approximately 9:10 p.m.

**Submitted by:** Anne E. Wilburn, Secretary

**Approved by Board with corrections**

**Date:** December 3, 2024

**Date:** December 9, 2024