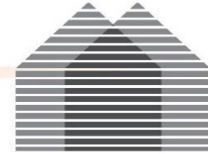


# SHARPSTOWN CIVIC ASSOCIATION

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, December 9, 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 6:48 p.m.

#### 2. ROLL CALL / QUORUM:

##### Directors Present:

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

**Guests:** SCA Members Debbie Calkins

Quorum was confirmed.

#### 3. APPEALS

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

#### 4. PUBLIC COMMENTS:

No public comments.

#### 5. REVIEW OF MEETING MINUTES:

Draft minutes of the Board's November 11<sup>th</sup> Board meeting were distributed for Board review. Director Mark moved to accept them with one correction, and Director Elizabeth seconded. The minutes were approved with corrections.

**6. ANNOUNCEMENTS**

No announcements.

**7. REPORTS:**

**A. President**

President Cowan thanked the Board for their help at the Annual Meeting. He is working on new items for 2025.

**B. Treasurer’s Report**

There is no November update from Coveler yet. We are in-line with 2024 projected budget.

**8. Committee Reports**

**a. Finance Committee**

President Cowan presented the 2025 proposed budget with a few updates from November’s discussion. Transfer fees to be corrected, SCAN will plan for 6 issues, and insurance to be updated to \$4,000. Director Elizabeth moved to accept the updated budget for 2025, and Director Sharon seconded. The motion passed unanimously.

**b. Communications Committee**

V.P. Schooler is holding the current SCAN issue to include pictures from the Christmas lights contest.

**c. Deed Restriction Committee**

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

**d. Nominations Committee**

Director Wine thanked the Board for their help with elections at the Annual meeting. We had 57 total votes – with about 20 being cast between 4:30 and 6:30. Also reminded all Board members to pay 2025 dues by 12/31.

**e. Membership Committee**

President Cowan presented the Membership Committee report:

<u>2024 YTD</u>	<u>2023 Total</u>
<b>1212</b>	<b>1317</b>

The website is updated for 2025 memberships.

**f. Safety & Security Committee:**

The November crime report for Sharpstown was distributed to the Board for review. Thefts are up – normal for holiday season. Will look into providing year over year data.

**g. General Membership Meetings Committee:**

V.P. Schooler presented the upcoming planned meeting topics:

Jan – Resolutions, Estate Planning

Feb – Rodeo, SW Fertilizer

MAR – Earth Day, SPA

APR – Safety & Security

MAY – Summer Programs

**h. Special Events Committee:**

V.P. Schooler confirmed judges for the Holiday Lights Contest and asked results/pics be submitted to her ASAP for the SCAN.

**9. OLD BUSINESS:**

**A. Public Grounds Maintenance**

V.P. Schooler redistributed a spreadsheet listing the 22 public areas that SCA had previously been mowing at its expense. Board members were asked to sign up to monitor one or two of those areas. Incoming Director Calkins discussed her experience calling this into 311.

**B. SCA Survey Update**

**10. NEW BUSINESS**

No new business

The Board convened in executive session at 8:20 p.m.

**11. EXECUTIVE SESSION: *Minutes draft to be distributed at the January meeting.***

**12. ADJOURNMENT:**

The Board reconvened in open session and a motion was made and seconded to adjourn the meeting. The meeting was adjourned at approximately 8:30 p.m.

**Submitted by:** Matt Wine

**Date:** January 8, 2024