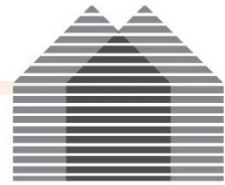


SHARPSTOWN CIVIC ASSOCIATION

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A regular meeting of the Board of Directors of the Sharpstown Civic Association was held on Monday, August 11, 2025, at the Bayland Park Community Center.

Minutes Approved

1. ROLL CALL / QUORUM:

Present: Presence is indicated by Absent: Absence is indicated by

	<u>Directors</u>		<u>Others</u>
<input checked="" type="checkbox"/>	Elizabeth Schooler	<input checked="" type="checkbox"/>	Sharon Galloway
<input checked="" type="checkbox"/>	Byrom Wehner	<input type="checkbox"/>	Helen Zhou
<input checked="" type="checkbox"/>	Lee Sharp	<input checked="" type="checkbox"/>	Carol Sotier
<input checked="" type="checkbox"/>	Debbie Calkins	<input type="checkbox"/>	Kathy Holston
<input checked="" type="checkbox"/>	Charmaine LeBlanc	<input type="checkbox"/>	Mark Harrison
<input checked="" type="checkbox"/>	Mike Marshall	<input type="checkbox"/>	Matt Wine
<input type="checkbox"/>	Donna Fain	<input checked="" type="checkbox"/>	Matthew Cowan

Quorum was met and President Cowan called the meeting to order at 6:38 pm.

Other Guests: None

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

3. PUBLIC COMMENTS: Anne Wilburn stated that even though she resigned from the SCA board that she is still paying attention and listed items that she will be following up on.

4. REVIEW MEETING MINUTES:

- a. Secretary presents minutes of the June/July 2025 board meeting.
 - i. Elizabeth Schooler made a motion that the June 2025 minutes be approved as presented with changes.
 - ii. Charmaine LeBlanc seconded and the motion passed.
 - iii. Elizabeth Schooler made a motion that the July 2025 minutes be approved as presented with changes.
 - iv. Lee Sharp seconded and the motion passed.

5. EXECUTIVE REPORTS:

- a. President Report
 - i. Announcements:
 1. Matthew Cowan's work email is no longer working – use the one listed in the SCAN
 - ii. Committee Assignments
 1. Financial Committee was asked to work on the 2026 budget along with the Admin Committee
 2. Nominations Committee beginning the process to prepare for November board elections

- b. Finance – June and July financials were handed out for review
- c. Results of the Email Vote to approve the resolution on the Executive Committee formation: 9 yes and 1 no vote.

6. COMMITTEE REPORTS

a. Membership Committee – *********

Year	Memberships	Percentage
2021	1423	21.45%
2022	1526	23.01%
2023	1317	19.86%
2024	1220	18.39%
2025 as of 8/11/2025	1153	17.38%

1) The third membership letter went to 5,613 homeowners. The letter was sent to the property owners and not the address of the home. This was to target the home owner not the rental residents (who rarely pay dues).

2) We are ahead by 10 dues paying members compared to this time last year August 11, 2024.

3) The Target Goal for 2025 Membership dues is 1,300.

2024 paid members 1,220 (65% check, 35% credit card)

4) 3rd Mailing generated 151 paid memberships so far, total 1,153 paid members.

- 150 at \$250 and 1 for \$80 for total \$37,580 (147 to goal of 1,300)

Mailing costs was \$3,952.64

Total revenue resulting after this mailing so far is \$33,627.36

5) Start phone calls to past paying members, I will email lists of whom to call along with the verbiage of what to say.

- Paid members in 2024 is 290, 2023 is 219, 2022 is 290 who have not paid in 2025

- We will start with paid members from 2024, so calls to 290 home owners

b. Scan Committee

i. SCAN – deadline 9/15/2025

c. General Meeting Committee

i. SCA Monthly meeting schedule:

- 1. August – Houston Police officer Union
- 2. September – Schools planned as of now
- 3. October - ??
- 4. November – Vote and Thanksgiving dinner

d. Special Events Committee – First Members only lunch at Spanky’s a success and plans for another likely in the future.

e. Safety Committee – crime reports for June and July handed out

- 7. OLD BUSINESS:** None
- 8. NEW BUSINESS:** Matthew Cowan introduced a form to be used when a board member presents a resolution for the board to vote on. The board member will write out the resolution as approved and then give to the secretary to record in the minutes. This will reduce errors in how the board member meant the resolution to be worded.
- 9. Executive Session: 7:37 – 8:08**
 - a. No properties were discussed.**
 - b. Lee Sharp voiced concerns – will supplement with his notes.**
- 10. ADJOURNMENT:**
 - a. Lee Sharp made a motion to adjourn the meeting.
 - b. Byrom Wehner seconded the motion.
 - c. The motion was put to vote and the meeting was adjourned at 8:13 P.M.

Submitted by: Charmaine LeBlanc, Secretary