



PO Box 36559 | Houston, TX | 77236-6559
 713-789-2311 (O) | 713-789-2312 (F)
www.sharpstowncivic.org

Minutes

A regular meeting of the Board of Directors of the Sharpstown Civic Association was held on Monday, January 12, 2026, at the Bayland Park Community Center.

Roll Call | Quorum:

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

	<u>Directors</u>		<u>Others</u>
<input checked="" type="checkbox"/>	Thomas Ansah	<input checked="" type="checkbox"/>	Kathy Holston
<input checked="" type="checkbox"/>	Debbie Calkins	<input checked="" type="checkbox"/>	Elizabeth Schooler
<input checked="" type="checkbox"/>	Matthew Cowan	<input checked="" type="checkbox"/>	Lee Sharp
<input checked="" type="checkbox"/>	Greg Degeyter	<input checked="" type="checkbox"/>	Carol Sotier
<input checked="" type="checkbox"/>	Donna Fain	<input checked="" type="checkbox"/>	Byrom Wehner
<input type="checkbox"/>	Sharon Galloway	<input checked="" type="checkbox"/>	Anne Wilburn
<input checked="" type="checkbox"/>	Mark Harrison	<input type="checkbox"/>	

Quorum was met, and President Schooler called the meeting to order at 6:13 p.m.

Other Guests:

President's statement at the January 12, 2026 Board Meeting:

U.S. Citizenship and Immigration Services (USCIS) and ICE Homeland Security Investigations Tip Line phone numbers will be removed from all future newsletters.

As Editor of the SCAN, to appease a member of the community who is on the Board who has shared concerns over many months that we are not servicing our entire community by not using the newsletter to communicate to illegal immigrants how to get help and avoid ICE raids. I explained that this went against the SCA's nonpartisan principles. That doing so is not in our purview, according to our Mission Statement:

"To serve and improve the Sharpstown community through enforcement of deed restrictions, architectural controls, enhancing our residents' safety, and promoting Sharpstown as one of Houston's most desirable neighborhoods."

I chose to include these numbers from both sides. The newsletter was reviewed by committee member(s) as well as our Operations Manager and the President, as we always have done to check for spelling and grammatical errors, ad placements, and content.

I should have gone with my gut feeling and left it alone. I sincerely apologize to my fellow directors and our community for letting you down in this manner. Please know that this will never happen again. Let's move forward – GO TEXANS!

APPEALS Relating to Deed Restriction Violations or Architectural Control Issues:

No appeals were made

PUBLIC COMMENTS: Jim Bigham was present and made comments to the board

REVIEW MEETING MINUTES:

Secretary Cowan presented minutes of the December 2025 board meeting.

- ___Mark Harrison_____ made a motion that the December minutes be approved as presented.
- ___Lee_Sharpe_____ seconded and the motion passed.
 - Matthew Cowan made two addendums to the minutes
 - Addendums approve by consent
- Vote was called and passed 12 for 0 against 1 abstention

PRESIDENT'S REPORT:

- Director Resignation, Charmaine LeBlanc's resignation was announced by President Schooler
- Kathy Holston moved to accept the resignation. 2nd by Mark Harrison
 - Vote was approved 12 for 0 against 1 abstention.
- End-of-the-Year Report for 2025; prepared by the Operations Manager, Scott Gilbert (Privacy concerns prohibit detailed information)

Board members requested more information. Questions asked

Are totals unique?

Number of cases resolved by sending to Legal vs 209 letters vs phone call

President Schooler will be tasking Deed Restriction Committee with answering these questions

Committees for 2026:

President has established the following committees for 2026:

- **Budget & Finance**
- **SCAN**
- **General Meetings & Special Events**

- **Safety & Security**
- **Membership**
- **Deed Restrictions**
- **Bylaws**
- **Nominating**
- **Executive Committee.**

- Lee Sharp moved that *"We accept the committees as listed with the addition of the ACC."*
 .Mark Harrison 2nd . Motion passes unanimously. See Attachments

- Annual Board Retreat – Announced by President Schooler for Jan 24th from 8-12
- Office Staff reports to the President.
 - Mark Harrison made motion (see motion sheet), 2nd by Ann Wilburn
 - Gregg Degeyter makes friendly amendment and was accepted by author.
 - Final Motion as accepted unanimously.
"I move that all employees of the association answer directly to the president, and or vice president in the president's absence. By authority of the Board of Directors, the President can be asked to provide employee work reports to the Board of Directors from time to time."
- Coveler & Associate to handle Payroll – Discussion and Action on paying Coveler & Associate to handle employee payroll
 - Motion to Coveler & Associate to handle payroll made by Lee Sharp
 - Gregg Degeyter 2nd Motion passes unanimously
- Confidentiality Policy. This policy applies to all directors. Postpone Made consideration by Lee Sharp, second by Mark Harrison 12 for 0 against 1 abstention

COMMITTEE REPORTS:

- **Budget & Finance:**
 - Dec 2025 Financial Report prepared by Treasurer, Sharon Galloway
- **SCAN** – Issues regarding the delivery of SCAN
- **General Membership & Special Events:**
 - FREE Movie Night (*The Princess Bride*) is on Friday, February 13, from 5:30-8:30 pm at Bayland Community Center.
 - General Membership Monthly meeting schedule:
 - Jan 22, HCC (speaker confirmed / Dr. Michael Webster, president of HCC Southwest); Rodeo (speaker confirmed / Donna Fain)

- Feb 26, Yard & Garden Prep with SW Fertilizer (speaker confirmed / Bob Patterson)
- **Safety & Security:**
 - Crime Stats Report prepared by Operations Manager, Scott Gilbert
 - Mark Harrison will lead committee to get more data.

OLD BUSINESS:

- Social Media
 - Presidents warns about types of posts.
 - New Artwork

NEW BUSINESS:

- NOTICE: Audio recording of Board Meetings to ensure accurate minutes.
- Community Building Activities – Greg Degeyter and Thomas Ansah will research and propose opportunities for Board consideration.
- Written Policy Manual – Mark Harrison – motion postponed

ADJOURNMENT:

- _____Mark Harrison_____ made a motion to adjourn the meeting.
- _____Donna Fain_____ seconded the motion.
- The motion was put to vote, passed, and the meeting was adjourned at 7:47___ pm.

Submitted by: 

Motion Submission Form

Date of Meeting: 1/13/26

Meeting Type: Regular Special Committee Other: _____

Name of Member Making Motion: Lee Sharp

1. Wording of Motion

(State the motion in full, exactly as you want it recorded)

"I move that..."

We Accept the Committees as listed
with the addition of the ACC

2. Purpose / Rationale (Optional but recommended)

(Briefly explain why this motion is being proposed)

3. Financial or Operational Impact (If applicable)

4. Second to the Motion (Required for most formal meetings)

Name of Member Seconding Motion: Mark

5. Disposition of Motion (To be completed by Secretary/Recorder)

Carried Lost Amended Tabled Referred Withdrawn

Vote Result:

Voice Vote Show of Hands Roll Call Ballot

Votes For: 12 Votes Against: 1 Abstentions: _____

Secretary's Notes:

Signature of Member Making Motion: _____ Date: _____

Signature of Secretary/Recorder: _____ Date: _____

Matthew R. ...

Motion Submission Form

Date of Meeting: JAN 12 2026

Meeting Type: Regular Special Committee Other: _____

Name of Member Making Motion: MARK HARRISON

1. Wording of Motion

(State the motion in full, exactly as you want it recorded)

"I move that..."

THAT ALL EMPLOYEES OF THE ASSOCIATION WILL ANSWER
DIRECTLY TO THE PRESIDENT / VP IN ABSENCE OF PRESIDENT
BY AUTHORITY OF THE BOARD OF DIRECTORS. THE PRESIDENT
CAN BE ASKED TO PROVIDE EMPLOYEE EVALUATION / WORK REPORTS TO B.O.D
MONTHLY REPORT

2. Purpose / Rationale (Optional but recommended)

(Briefly explain why this motion is being proposed)

3. Financial or Operational Impact (If applicable)

4. Second to the Motion (Required for most formal meetings)

Name of Member Seconding Motion: ANNE WILBORN

5. Disposition of Motion (To be completed by Secretary/Recorder)

Carried Lost Amended Tabled Referred Withdrawn

Vote Result:

Voice Vote Show of Hands Roll Call Ballot

Votes For: 13 Votes Against: _____ Abstentions: _____

Secretary's Notes:

Signature of Member Making Motion:  Date: 1-12-26

Signature of Secretary/Recorder: _____ Date: _____

