

Minutes of the Regular Meeting  
of the  
Fonn Villas Civic Association

February 2012

I. CALL TO ORDER

The regular monthly meeting of the Fonn Villas Civic Association was held on February 6, 2012 at the Pines Presbyterian Church.

Board Members Present: Pat Clynes, John Baugher, Ross Roberts, Tonya Wright, Will Frederking, David Valerius, David Robertson  
Board Members Absent: Nete Sundt

President Pat Clynes called the meeting of the Association to order at 7:19 pm.

II. REVIEW AND APPROVAL OF MINUTES

- All minutes are posted on the website.
- Minutes of December 2011 meeting. **A motion was made by John Baugher to approve the minutes. The motion was seconded by Ross Roberts. The motion was unanimously approved.**
- Minutes of January 16th organizational meeting. **A motion was made by David Valerius to approve the minutes. The motion was seconded by Tonya Wright. The motion was unanimously approved.**

III. TREASURER'S REPORT - OLLIE ALDRICH

- The Treasurer's report was submitted by Oliver Aldrich. (Report is attached.)
- The Annual income report and balance sheet were published in the February newsletter.
- Final report from 50th Anniversary dinner: 212 current residents attended, along with 47 past residents. The Special Events Fund contributed \$8,211 to the cost of the event.

IV. PARLIAMENTARIAN REPORT - JOHN BAUGHER

- John reported that a City of Houston planning and development form needs to be filled out by the President of the Board. That form was passed along to Pat Clynes.

V. ARCHITECTURAL STANDARDS COMMITTEE REPORT - DICK SUNDT

- Approved five (5) applications in January, including one new construction, one major remodel, and three minor changes.

VI. EXECUTIVE COMMITTEE REPORTS

a. Maintenance Fund - Will Frederking

- 16 unpaid maintenance fund fees; letters are going out now. This number is slightly higher than last year.

- b. Security - Pat Clynes
  - In January, we had a pretty bad report from the Constable patrol. While Fonn Villas was not hit hard, some neighborhoods around us had several incidents. We need to continue to be vigilant. Have you joined COP yet?
- c. Super Neighborhood - Tonya Wright
  - The City of Houston has lifted the burn bans for the parks, and watering restrictions for yard.
  - On March 31st, there will be a “Trash Bash” to pick up trash along Buffalo Bayou in Terry Hershey park.
  - If any resident in Fonn Villas gets flooding in their home, they should report it to 311, so that the city can track flooding and deal with issues.
  - Please see the Memorial Super Neighborhood website ([memorialSN.org](http://memorialSN.org)) for details on all of these items.

## VII. ADVISORY COMMITTEE REPORTS

- a. Citizens on Patrol - no report
- b. Directory - delivered by Diane Donovan:
  - Almost finished with Directory
  - Should be coming out in early March
- c. Entrance Beautification - delivered by Bill Prewett
- d. Maintenance and Parks - delivered by Ross Roberts
  - This past summer we lost a lot of shrubbery due to the drought and restrictions on watering.
  - We have a bid to replace shrubbery. This money is not budgeted, and would be in addition to the budget that was approved in December.
  - **David Robertson made a motion to approve the proposal from Prewett & Associates for replacing plants at entrances. Tonya Wright seconded. The motion passed unanimously.** A copy of the proposal is attached.
  - Bill and Ross Roberts are working to present a plan to the Board soon for maintaining the Attingham hedges.
- e. Maintenance and Parks - delivered by Ross Roberts
  - Planning to clean light globes in March
  - Will be talking to the city about refreshing the mulch in the playground in Bendwood park.
  - Working (with Jack Long) to get the french drain fixed on the south side of Bendwood park; it's causing mud on the street.
- f. TIRZ 17 - delivered by David Tresh
  - No report, because David was unable to attend the meeting
- g. Newsletter - report by David Robertson
  - Erik Nordt is doing a terrific job delivering the Fonn Villas News.

- h. Welcoming - no report
- i. Webmaster: no report
- j. Documentation - no report

## VIII. BUSINESS

- a. Election of new Director to fill unexpired term of Mike Moore (Tonya Wright)
  - **Tonya Wright made a motion to appoint Greg Holloway to fill the unexpired term of Mike Moore. David Robertson seconded. The motion was approved unanimously.**
- b. Update on status of recording FVCA documents (John Baugher)
  - We have had recorded six new guidelines: Roofing material, religious items, solar energy, rainwater collection, record retention, record production,
  - We have more materials ready to record: 1) Articles of Incorporation, 2) Architectural Controls committee Procedures, 3) Maintenance Fund Financial Procedures, 4) Maintenance Fund Timeline
  - Upcoming documents: Payment Plan, and Procedures to handle Minutes
  - The decision for tonight: Do we want to go ahead with recording, or wait?
  - Board sense: No, wait for another month so we can get Payment Plan and Procedures for Minutes
  - John Baugher will send Payment Plan info to the Board
  - David Robertson will send Procedures for Handling Minutes to Board before March meeting
- c. Discussion of signing 60/90 day letters to mortgage companies (John Baugher)
  - John discussed history of issue.
  - Pat has talked to the FVCA attorney, who is adamant that we not sign them.
  - A decision was made to conduct more research. Pat will talk to attorney and will report back to Board at another meeting.
- d. Discussion of new ACC guidelines (Dick Sundt)
  - Discussion of draft ACC guidelines.
  - Vote was not taken; discussion continues.
- e. Final review and approval of 2012 budget (Ollie Aldrich)
  - David Robertson moved to approve the 2012 Budget as passed in the December meeting, but with the addition of the \$1,950 entrance beautification contract approved earlier in the meeting. Will Frederking seconded the motion. The motion was approved unanimously.
- f. Presentation and approval of 2012 Planning Calendar (John Baugher)
  - **John Baugher made a motion to adopt the 2012 Planning Calendar (attached). David Valerius seconded the motion. The motion was approved unanimously.**

- g. Discussion as to whether the Planning Calendar should be posted on the website and recorded along with all other “official” procedures per the new Texas legislative requirements. (John Baugher)
  - The lawyer says that it does not have to be posted, but the sense of the Board was that we should be as transparent as possible.
  - **John Baugher moved that the Planning Calendar be posted to the website. David Valerius seconded the motion. The motion was approved unanimously.**

## VIII. ADJOURN

John Baugher made a motion to adjourn the meeting. David Robertson seconded the motion. The motion was approved unanimously.

The meeting adjourned at 8:47 p.m.

**Fonn Villas Maintenance Fund**

	<u>Actual</u> thru 10/30/11	<u>Projected</u> thru 12/31/11	<u>2011 Budget</u>	<u>Proposed</u> <u>2012 Budget</u>	<u>Explanations</u>
<b>INCOME</b>					
Accrued Interest Income:					
- EE Bond 7-92	1,560	1,560	1,548	1,560	
- EE-Bond 5-93	804	804	768	660	
Interest Income	72	81	118	80	
Resale certificates/Late Fees	1,405	1,405	-	1,350	
Maintenance Fees (20 mills)	64,147	64,147	64,317	64,317	(3,215,866 sq. ft. @ 20 mills)
<b>TOTAL INCOME</b>	<b>67,988</b>	<b>67,997</b>	<b>66,751</b>	<b>67,967</b>	
<b>EXPENSES</b>					
Accounting CPA	3,804	3,804	2,800	3,950	Bill/Collect fees, net of H/O fees
Architectural Standards Committee	-	-	350	470	Copies, stamps, supplies, revised Guidelines
Citizens on Patrol	-	-	50	50	Copies
Documentation	35	35	50	35	Documents for black books
Drainage	-	-	-	-	
Insurance:					
- Employee Fidelity/Dishonesty	459	459	524	473	3% increase
- Directors' & Officers'	2,138	2,138	2,274	2,202	3% increase
- Liability & Auto	2,030	2,030	2,101	2,091	3% increase
Legal Fees	998	1,278	2,750	2,750	General legal
Maintenance of subdivision:					
- Capital improvements	300	300	300	-	N/A
- Entrance beautification	3,650	4,900	4,918	2,500	Flowers/color-two plantings
- Mow & trim	2,000	4,050	4,150	4,100	Mow (Attingham strip, Old Oaks entry)
- Park & area maintenance	853	853	969	925	Gas light replacements, light bulbs, electrical
- Entrance utilities - electric	540	630	755	669	Electricity-estimate based on 2011 bills + 2.5%
- Entrance utilities - water	813	995	1,070	1,017	Water-estimate based on 2011 bills + 2.5%
Newsletter delivery	400	480	480	480	12 @ \$40
Office Expense	44	44	200	200	Stamps, President use
Pest Control	-	-	-	-	
PO Box Rental	42	42	42	44	4%increase in 2010, assume 4%
Rent-Storage	360	360	360	380	No increase in 2011, assume 5%
Rent-Safe Deposit Box	75	75	75	75	Amegy Bank
Security: Constable patrol	35,741	35,742	35,741	35,742	No change for 2012
Super Neighborhood	-	100	-	-	
Website	-	175	175	175	Web & e-mail hosting
Welcoming expense	34	34	50	50	Copies
<b>TOTAL EXPENSES</b>	<b>54,316</b>	<b>58,524</b>	<b>60,184</b>	<b>58,378</b>	
<b>NET EXCESS INCOME (EXPENSES)</b>	<b>13,672</b>	<b>9,473</b>	<b>6,567</b>	<b>9,590</b>	

Assumptions for 2012:  
 Mill rate remains at 20  
 Expenses for 2011 projected to be \$660 under budget  
 Insurance projected to increase by 3%.  
 Legal fees estimated \$2,750  
 Security will not increase in 2012  
 "Drought" repairs to landscape to be considered as separate item when conditions allow work

# Fonn Villas Civic Association, Inc. Planning Calendar

(Revised February 6, 2012)

## Monthly Meetings of the Board (open to all members)

- 10 days prior to meeting, promulgate draft **meeting agenda** to all Directors & Officers.
- 72 hours prior to meeting, **promulgate the final meeting agenda** through website's notification email list & the FVCA website.

## January Annual Meeting of the Members

- **Election of three new Directors** by the membership of FVCA.
- **Annual reports** by all committees.

## Organizational Meeting of the Board, within 30 days of the Annual Meeting (Directors & Officers only)

- Distribution of **FVCA Manuals** to new Directors and Officers.
- Conducts **orientation** for all new Directors.
- Board **election of Officers** for next year.
- **Reorganization** of committees, if needed.
- Board selection of **advisory committee chairpersons**.
- Board selection of **executive committee** chairs & members.
  - Maintenance Fund
  - Security
  - Memorial Super Neighborhood Council
- Schedule **monthly meetings** for the year.
- Update **contact information** for all Directors, Officers, & Chairpersons.

## Subsequent to Organizational Meeting, the President should:

- File new "**Delegate Authorization**" with **Memorial SN 16**.
- Submit new "**Civic Association Notification Registration Form**" with COH.

## February

- New Board to revise, if necessary, and **approve final budget** for the current year.

## September

- Propose any COH **SNAP** projects to be submitted to **Memorial SN 16**.

## October

- Provide line items & requests for funds to the Treasurer for next year's **budget**.
- Approve **list of property owners** in Fonn Villas for billing.
- Annual approval of the **CPA** to handle billing for the Maintenance Fund.
- Select **nominating committee for new Directors** for the coming year.
- Approve COH **SNAP** projects for submittal to **Memorial SN 16**.

## November

- Approve **preliminary budget** for next year.
- Set next year's **millage rate for the Maintenance Fund**.
- Review **Competitive Bid Threshold** in Financial Procedures for continued appropriateness.
- Review COH **SNAP** projects (posted on SN 16 website) for comment back to **Memorial SN 16**.

## December

- Choose **three nominees for Director** in the January election.
- Recommend **new Officers and committee chairpersons** for the next year.
- Recommend **committee members** for advisory & executive committees.
- Select **"Vote Tabulators"** for the Annual Meeting as prescribed by By-laws, Article 3.6.



COPY

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Houston, Texas 77043

Fonn Villas Civic Association  
 P.O. Box 79007  
 Houston, Texas 77024

01/25/12

**Spring 2012 Planting Proposal**

(Work below is in addition and not part of Original "Entrance Beautification Proposal with Prewett Read & Assoc.)

**Description**

**Memorial Entrance**

- Trim out dead branches and install yaupon shrubs to fill in gaps as needed
- Install iris to fill in as needed
- Spray lawn areas to remove weeds and fertilize with spring fertilizer blend to promote new growth
- Fertilize all shrubs as needed with spring fertilizer blend

**Barryknoll Entrance**

- Trim out dead branches and install yaupon shrubs to fill in gaps as needed
- Fertilize all shrubs as needed with spring fertilizer blend

**Kimberly Entrance**

- Replace yaupon hedge as needed
- Prune ligustrum as needed to removed dead and promote new growth
- Fertilize all shrubs as needed with spring fertilizer blend

**Planting**

40.0 Dwarf yaupon	3 gal.
6.0 Butterfly Iris	3 gal.

**Miscellaneous Planting Materials**

1.0 compost	cubic yard
2.0 Lawn herbicide for Memorial entrance	gallon
20.0 Spring fertilizer blend for shrubs and lawn	pounds
2.0 Hardwood mulch	yards

Subtotal \$	1,959.00
8.25% Sales Tax \$	-
Planting Total \$	1,959.00

Your signature constitutes approval for Prewett Read & Associates to proceed with the implementation of this project. This proposal may be withdrawn if not accepted within 30 days.

Accepted By:

\_\_\_\_\_  
 Fonn Villas Representative

\_\_\_\_\_  
 Date

Proposed By:

  
 \_\_\_\_\_  
 Jake Eiswirth  
 Prewett Read & Associates

\_\_\_\_\_  
 Date










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




# FONN VILLAS CIVIC ASSOCIATION

## BOARD OF DIRECTORS

DATE: Feb 6, 2012

Officers	Name	Position	Signature	Telephone
President	Pat Clynnes	4		713-505-1322
Vice President	Dave Valerius	8		713-461-2868
Treasurer	Ollie Aldrich	N/A		713-464-9111
Member	Will Frederking	7		713-465-5363
Member		3		
Member	Tonya Wright	6		713-827-0680
Sergeant-at-Arms	Nete Sundt	5		713-467-1795
Parliamentarian	John Baugher	1		713-464-4722
Member/Secretary	David Robertson	9		<u>281-957-5091</u>
Member	Ross Roberts	2		713-464-7106
Member				

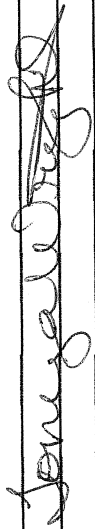



## COMMITTEE CHAIRS

Committee	Name	Signature	Telephone
Architectural Standards BRAC	Dick Sundt		713-467-1795
Entrance Beautification	Bill Prewett		713-973-1171
Citizen's Patrol	Nick Hiemstra		713-463-9819
Directory	Diane Donovan		713-973-0636
Parks and Maintenance	Ross Roberts		713-464-7106
Newsletter	David Robertson		
Security	Pat Clynnes		713-505-1322
Picnic	Pam Kelley		713-467-9011
Memorial City TIRZ Liaison	David Tresh		713-465-4097
Super Neighborhood Rep.	Tonya Wright		713-827-0680
Welcoming	Nete Sundt/Zoe Nagle		713-467-1795
Webmaster	Brandon Lackey		713-973-0438
Maintenance Fund	Will Frederking		713-465-5363

# FONN VILLAS CIVIC ASSOCIATION

## BLOCK REPRESENTATIVES

DATE: February 6 - 2012

Street	Name	Signature	Telephone
ATTINGHAM	Leslie Hattig		713-647-6919
BARRYKNOLL - EAST	Carey McCord		713-973-9913
BARRYKNOLL - WEST	Joke Bergen		713-932-9766
BENDWOOD	Tonya Wright		713-827-0680
BROKEN BOUGH	Diana Chenoweth		713-984-9592
COBBLESTONE	Karen Lee		713-647-9844
HALLIE - LOWER	Cindy Brown		713-464-7442
HALLIE - UPPER	Neely Besetny		713-973-6528
KIMBERLEY	Terri Lamb		713-467-5262
KINGSRIDE - EAST	Donna Aldrich		713-827-7719
KINGS RIDE - WEST	Bob Atkinson		713-465-7655
LORNMEAD	Rafael Alvarez		713-984-0444
OLD OAKS	Courtenay McNew		713-827-7719
PEBBLEBROOK - EAST	Kathy Standige		713-984-9544
PEBBLEBROOK - WEST	Jana Johnson		713-505-1128
PINEROCK	Jennifer Pruet		713-827-1313
ROCKY MEADOW - EAST	Kara Barrow		713-464-8413
ROCKY MEADOW - WEST	Lee Mikes		713-859-6738
TAYLORCREST - EAST	Greg Shaw		713-467-1631
TAYLORCREST - WEST	Dick Sundt/Kim Frederking		713-467-1795
TRAIL HOLLOW - EAST	Denise Ingram		713-464-1482
TRAIL HOLLOW - WEST	Cyndy Davis - Zoe Nagle		713-461-8321
VAL LENA	Charlotte Mitchell		713-722-0118
VINDON	Meredith Cooley		713-984-1786

# FONN VILLAS CIVIC ASSOCIATION

## RESIDENTS

DATE: February 6, 2012

PRINT NAME	SIGNATURE	TELEPHONE
JACK LONG	<i>Jack Long</i>	713 465-8696
Robert Frazz		713 461-2860
John Moyer	<i>J. Moyer</i>	713 944-0502
Lorraine Winters	<i>Lorraine Winters</i>	713 984-8539
Joe Nimker		
Gene Pearson	<i>Gene Pearson</i>	713 464-8573

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