

Minutes of the Organizational Meeting
of the
Fonn Villas Civic Association

February 2015

CALL TO ORDER

As required by the Bylaws, the Board of Directors of the Fonn Villas Civic Association met in an organizational meeting on Monday, February 2, 2015.

Board members present: Joe Bono III, Christine Caulfield, Paul Dunne, Jim Egger, Makeea Grainger, Karl Holub, John Moyell, Joanna Bono Rose, Melinda Speight

Others present: John Baugher, Maurice Stadler, Nete Sundt

Introductions were made.

Jim Egger called the meeting to order at 7:10 pm.

I. ELECTING ALL OFFICERS OF THE FVCA

- **A motion was made by Joanna Rose to approve the following slate of officers for 2015:**

**President – Jim Egger
Vice President – Karl Holub
Secretary – Christine Caulfield
Treasurer – Maurice Stadler
Parliamentarian – John Baugher
Sergeant at Arms – Nete Sundt**

The motion was seconded by Joe Bono and was unanimously approved.

The meeting was called in to Executive Session at 7:23 pm.

II. ORIENTATION OF BOARD MEMBERS

John Baugher, Parliamentarian, provided an orientation to all Board Members.

III. ELECTING ALL CHAIRPERSONS OF ALL ADVISORY COMMITTEES

- a. **A motion was made by Jim Egger to select the following Chairs of Advisory Committees:**

**Citizen Patrol – Maurice Stadler
Directory – Sarah Valerius
Documentation – Nete and Dick Sundt
Maintenance and Parks – Makeea Grainger
Memorial City TIRZ Liaison – David Tresch
Newsletter - David Robertson
Webmaster – Brandon Lackey
Welcoming – Nete Sundt**

The motion was seconded by John Moyell and was unanimously approved.

- b. John Baugher stated that the Architectural Standards Committee is not an Advisory Committee, so this committee was handled separately. **Jim Egger moved that Joe Bono lead the Architectural Standards Committee. Karl Holub seconded. The motion passed unanimously.**

IV. ELECTING ALL CHAIRPERSONS AND VICE CHAIRPERSONS OF ALL EXECUTIVE COMMITTEES

- a. **A motion was made by Jim Egger to select the following chairs and members of the existing Executive Committees for 2015:**
 - Maintenance Fund – Melinda Speight (Chair), Joanna Rose, Charles (Chuck) Williams**
 - Security – John Moyell(Chair), Joe Bono III, Pat Clynes**
 - Super Neighborhood – Paul Dunne(Chair), Melinda Speight, Tonya Wright**

The motion was seconded by Joanna Rose and was unanimously approved.

- b. **A motion was made by Jim Egger to form a new Executive Committee to manage the Community Facilities, called the Community Facilities Committee.**

Community Facilities - Jim Egger (Chair), Karl Holub (Vice Chair), Eric McCord

The motion was seconded by John Moyell.

Discussion: Melinda Speight recommended that the Board be open to expanding this committee if there are other people who would be suitable to serve and who are willing to work.

The motion was unanimously approved.

V. OPEN DISCUSSION ON ROLES AND RESPONSIBILITIES OF DIRECTORS AND OFFICERS

- a. Board Meeting Agendas (creating them and posting them on the website)
 - Jim Egger will send a draft agenda for the next Board meeting shortly (1 or 2 days) after each Board meeting and distribute it to the Board and Officers. Board members and officers can recommend other topics that they would like to see addressed. The final agenda will be published according to guidelines.
- b. Notifications – did not discuss
- c. Web Site Updates – did not discuss
- d. What list of owners is maintained by the Secretary – did not discuss
- e. Information on our attorney and who is authorized to engage them – did not discuss
- f. What is the ACC and what is their responsibility/authority – did not discuss
- g. Authority for Executive Committees to spend funds that are budgeted (for example on the Swim Club) – did not discuss

VI. GOALS AND OBJECTIVES FOR 2015

- Integrate the Swim Club into the FVCA – did not discuss
- Set up Management Policies and Procedures for the Swim Club to Ensure Long Term Success – did not discuss
- Outsource Financial Services to Best Fit Solutions – did not discuss

- Outsource Reviewing Architectural Drawings to 3rd Party and Update some ACC Standards/Procedures – did not discuss
- Understand FVCA's Ability to Maintain Entrances and Perimeter and Create an Entrance and Perimeter Beautification Plan
 - Makeea has talked to other area neighborhoods and to the City of Houston. Both corroborated the fact that the neighborhoods must be involved to maintain the areas. The areas are maintained for the common good, not for the benefit of any one individual or homeowner.
 - Makeea has made progress in getting the grassy area along Town and Country cleaned up
 - Makeea wants to take action to prevent perimeter walls from falling, and to maintain the integrity of the walls. She got an estimate from our current landscaping company to do some additional mowing. She also has additional estimates for trimming ivy and other shrubbery around the walls.
 - There was an entire section of brick wall behind Baskin Robbins (at the end of Cobblestone) that had been knocked down and now has been rebuilt. Fonn Villas did not rebuild this wall.
 - The Board should get a legal opinion on what FVCA can spend funds for
- Apart from the agenda, Jim Egger also updated the Board on two situations about which our attorney has been consulted. Jim will consult the attorney to see if any further action is needed on the part of the FVCA concerning one of the situations.

VII. CHOOSING DATES FOR ALL REGULAR BOARD MEETINGS FOR THE REMAINDER OF 2015

- **A motion was made by Jim Egger to set the dates of the FVCA Board Meetings as follows for 2015:**

February 9
March 2
April 6
May 4
June 1
July 13
August – no meeting
September 14 (avoid Labor Day)
October 5
November 2
December 7

The motion was seconded by Joanna Rose and was unanimously approved.

VIII. ADJOURN

- **Karl Holub made a motion to adjourn the meeting and the Executive Session. Joanna Rose seconded the motion. The motion was approved unanimously.**
- **The meeting adjourned at 10:06 pm.**

DRAFT AGENDA:

Election of Officers for the FVCA

President
Vice President
Secretary
Treasurer
Parliamentarian
Sergeant at Arms

Orientation of Board Members

Electing All Chairpersons of All Advisory Committees

Architectural Standards Committee
Citizen Patrol
Directory
Documentation
Maintenance and Parks
Memorial City TIRZ Liason (sic)
Newsletter
Webmaster
Welcoming

Electing Chairpersons and Vice Chairpersons of all Executive Committees

Maintenance Fund
Security
Super Neighborhood
Swim Club – New Executive Committee

Open Discussion on Roles and Responsibilities of Directors and Officers.

- Board Meeting Agendas (creating them and posting them on the web site)
- Notifications
- Web Site Updates
- What list of owners is maintained by the Secretary
- Information on our attorney and who is authorized to engage them
- What is the ACC and what is their responsibility/authority
- Authority for Executive Committees to spend funds that are budgeted (for example on the Swim Club)

GOALS AND OBJECTIVES FOR 2015

1. Integrate the Swim Club into the FVCA
2. Set up Management Policies and Procedures for the Swim Club to Ensure Long Term Success
3. Outsource Financial Services to Best Fit Solutions
4. Outsource Reviewing Architectural Drawings to 3rd Party and Update some ACC Standards / Procedures
5. Understand FVCA's Ability to Maintain Entrances and Perimeter and Create an Entrance and Perimeter Beautification Plan

CHOOSE DATES FOR REGULAR BOARD MEETINGS FOR 2015

Select the dates for all meetings throughout the year.