

**Minutes of the Regular Meeting of the  
Fonn Villas Civic Association**

**November 2, 2015**

**1. Call to Order**

- a. The regular monthly meeting of the Fonn Villas Civic Association was held on November 2, 2015 at the Pines Presbyterian Church.
- b. Board Members Present: Jim Egger, Joe Bono, Christine Caulfield, Pat Clynes, Makeea Grainger, Karl Holub, Joanna Rose, and Melinda Speight
- c. Board Members Absent: Paul Dunne
- d. President Jim Egger called the meeting of the Association to order at 7:15 pm.

**2. Review and Approval of Minutes – Christine Caulfield**

- a. Minutes of the October 5, 2015 Board meeting are posted on the FVCA website.
- b. **Christine Caulfield made a motion to approve the minutes. Jim Egger seconded. The motion passed unanimously.**

**3. Treasurer’s Report – Maurice Stadler**

- a. See attached report
- b. No additional special events dues have been collected since the amount reported last month.

**4. Parliamentary Report – John Baugher**

- a. See attached report

**5. Architectural Standards Committee Report – Joe Bono**

- a. No report

**6. Executive Committee Reports**

- a. Maintenance Fund – Melinda Speight
  - i. See attached report
- b. Security – Pat Clynes
  - i. National Night out was held last month. Pat noted that it would be good to try to increase participation next year.
  - ii. There is recurring discussion – in particular, when there is an increase in crime locally, about whether the neighborhoods participating in the contract with the Constable’s Office should add a deputy. This would result in a significant additional expense to Fonn Villas if approved.
- c. Super Neighborhood – Paul Dunne (not present)
  - i. See attached report

- d. Community Facilities – Jim Egger
  - i. The Committee is in the process of bidding out the lifeguard and pool service contract for next year.

**7. Advisory Committee Reports**

- a. Citizen Patrol – Maurice Stadler
  - i. Volunteers logged 13 hrs in October.
- b. Directory – Sarah Valerius (not present)
  - i. No report
- c. Maintenance and Parks – Makeea Grainger
  - i. Makeea reported that 1) she is expecting to hear back from the City regarding whether they will make any of the suggested improvements to Bendwood Park, 2) she is working on landscape maintenance numbers for 2016 budget, 3) she will follow-up with individuals who indicated willingness to maintain neighborhood areas that cannot be maintained by the Association, and 4) she is still in the process of getting estimates for possible entrance improvements.
- d. TIRZ 17 – David Tresh
  - i. See attached report
- e. Newsletter – David Robertson (not present)
  - i. No report
- f. Welcoming – Nete Sundt
  - i. No report
- g. Webmaster – Brandon Lackey (not present)
  - i. No report
- h. Documentation – Nete Sundt
  - i. No report
- i. Community Facilities – Iain Wallace/Elizabeth Seidensticker (not present)
  - i. Karl Holub discussed issue of whether to keep the pool open past Labor Day. In the past, there has not been enough participation to warrant the additional expense, but this is open to consideration if there is more interest in the future.

**8. Business**

- a. Outsourcing of New Construction & ACC Reviews – Joe Bono
  - i. Jim Egger 1) reported that a draft of new application procedures for new construction, home additions and remodels in Fonn Villas has been circulated to the Board and is under review, and 2) requested that the ACC meet to discuss the draft further in preparation for a vote on the procedures in December.

- b. Procedures and late fees for Maintenance Fund and Facilities Assessment Billing and Collection, dissolve maintenance fund committee – Melinda Speight
  - i. Melinda reported that 1) significant duties of the Maintenance Fund Committee have been eliminated, and 2) Maurice Stadler, as Treasurer, is willing to assume the remaining responsibilities of the Committee. Therefore:
  - ii. **Melinda Speight made a motion to approve the “Procedure for the Collection of Fonn Villas’ Annual Maintenance Charge and Facilities Assessment,” which includes the “Timeline for Implementation” and the “Duties of the Fonn Villas Civic Association, Inc. Treasurer.” Jim Egger seconded. The motion passed unanimously.**
  - iii. **Melinda Speight made a motion to dissolve the Maintenance Fund Executive Committee. Jim Egger seconded. The motion passed unanimously.**
  - iv. Board discussed whether to change the current \$50 late fee to a \$25 late fee for the Facilities Assessment and a \$25 late fee for the Maintenance Charge, per Maurice’s recommendation.
  - v. **Melinda Speight made a motion to change the fee to a \$25 late fee for the Facilities Assessment and a \$25 late fee for the Maintenance Charge for the 2016 calendar year. Joanna Rose seconded. The motion passed unanimously.**
  
- c. Appoint Nominating Committee for Directors – Jim Egger
  - i. Three new Directors will be elected at the Annual Meeting in January.
  - ii. **Jim Egger made a motion to appoint Christine Caulfield, Joanna Rose, and Karl Holub as the nominating committee for the positions this year. Pat Clynes seconded. The motion passed unanimously.**
  
- d. Board of Directors, Eliminating the Numbered Positions due to changes in the regulations – John Baugher
  - i. Item tabled.
  
- e. Approve preliminary budget for 2016 and set the 2016 millage rate – Maurice Stadler
  - i. See attached proposed preliminary budget for 2016.
  - ii. Board discussion regarding several items including estimate of landscape maintenance expenses, legal fees, fee for review of architectural standards, amount to be budgeted for and nature of Community Facilities improvements, and fee for potential website upgrade.
  - iii. Maurice Stadler recommended reducing the Maintenance Charge millage rate from \$0.022 to 0.020 per square foot. Board discussion concerning the same.
  - iv. **Joanna Rose made a motion to set the millage rate at \$0.020. Karl Holub seconded. Makeea Grainger opposed. Jim Egger abstained. The motion passed.**
  - v. **Jim Egger made a motion to approve the preliminary budget as submitted by Maurice Stadler with modifications 1) changing the architectural standards budget (line 5850) to \$2,000 and 2) lowering the Community Facilities capital improvement budget to \$10,000. Joanna Rose seconded. The motion passed unanimously. [Copy of modified preliminary budget attached hereto]**

- f. Approve list of property owners for 2016 billing – Christine Caulfield
    - i. Christine Caulfield, as Secretary, approved the list of FVCA property owners as true and accurate to the best of her knowledge and belief.
  - g. Approval for Best Fit Solutions to mail annual billing – Jim Egger
    - i. **Jim Egger made a motion to approve Best Fit Solutions mailing of the annual billing based on the list just approved by Christine Caulfield. Pat Clynes seconded. The motion passed unanimously.**
  - h. Creation of a new Advisory Committee for 2016, Social Committee – Jim Egger
    - i. Jim would like to create a committee to help integrate the neighborhood and Community Facilities so that everyone has opportunities to use the facilities.
    - ii. **Jim Egger made a motion to create a Social Committee as an Advisory Committee beginning December 2015. Christine Caulfield seconded. The motion passed unanimously.**
  - i. Review competitive bid threshold in the Financial Procedures for continued appropriateness – Jim Baugher
    - i. Discussion regarding increasing the competitive bid threshold in the event there is a safety or major maintenance issue that needs to be addressed immediately.
    - ii. **Jim Egger made a motion to change the competitive bid threshold to \$5,000. Karl Holub seconded. The motion passed unanimously.**
  - j. **Jim Egger made a motion to hold the Annual Meeting of the membership on January 11, 2016 at 7:15 pm and the Organizational Meeting at 8:30 pm that same day. Joanna Rose seconded. The motion passed unanimously.**
9. **Adjourn**
- a. **Jim Egger made a motion to adjourn the meeting. Melinda Speight seconded the motion. The motion was approved. The meeting was adjourned at 8:59 pm.**

# Agenda for Board Meeting - 2 November 2015

Thursday, October 22, 2015 at 08:50PM

Fonn Villas

The next regular meeting of the Fonn Villas Civic Association Board will be on Monday, November 2nd, at 7:15 p.m., at Pines Presbyterian Church.

## Agenda

1. Call to Order
2. Review and approval of minutes – Christine Caulfield
3. Treasurer’s Report - Maurice Stadler
4. Parliamentary Report – John Baugher
5. Architectural Standards Committee Report - Joe Bono
6. Executive Committee Reports
  1. Maintenance Fund – Melinda Speight
  2. Security – Pat Clynes
  3. Super Neighborhood - Paul Dunne
  4. Community Facilities – Jim Egger
7. Advisory Committee Reports
  1. Citizen Patrol - Maurice Stadler
  2. Directory – Sarah Valerius
  3. Maintenance and Parks - Makeea Grainger
  4. TIRZ17 - David Tresch
  5. Newsletter - David Robertson
  6. Welcoming - Nete Sundt
  7. Webmaster - Brandon Lackey
  8. Documentation - Nete Sundt
  9. Community Facilities – Ian Wallace/Elizabeth Seidensticker
8. Business
  1. Outsourcing New Construction & ACC Reviews – Joe Bono
  2. Procedures and late fees for Maintenance Fund and Facilities Assessment Billing and Collection, dissolve maintenance fund committee – Melinda Speight
  3. Appoint Nominating Committee for Directors – Jim Egger
  4. Board of Directors, Eliminating the Numbered Positions due to changes in the regulations – John Baugher
  5. Approve preliminary budget for 2016 & set the 2016 millage rate – Stadler
  6. Approve list of property owners for 2016 billing - Caulfield
  7. Approval for Best Fit Solutions to mail annual billing - Egger
  8. Creation of a new Advisory Committee for 2016 – Social Committee, Egger
  9. Review competitive bid threshold in the Financial Procedures for continued appropriateness - Baugher

## 9. Adjourn

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Article originally appeared on Fonn Villas (<http://www.fonnvillas.org/>).

See website for complete article licensing information.

**Fonn Villas Civic Association**  
 Balance Sheet  
 As of 10/31/15

Account	Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>					
1002	Cash - Operating - Alliance	129,378.03			129,378.03
1007	EE Bonds Issued July 1992	47,148.00			47,148.00
1008	EE Bonds Issued May 1993	36,456.00			36,456.00
1009	Cash - Vanguard Fund	92,904.06			92,904.06
1300	Due from (to) Swim Club	(95,925.88)			(95,925.88)
1350	Due from (to) Maintenance			95,925.88	95,925.88
	<b>TOTAL CASH &amp; INVESTMENTS</b>	<u>209,960.21</u>	<u>.00</u>	<u>95,925.88</u>	<u>305,886.09</u>
1800	Swim Club Asset Merger Value			182,703.00	182,703.00
1850	Swim Club Accumulated Deprec.			(100,329.00)	(100,329.00)
	<b>TOTAL OTHER ASSETS</b>	<u>.00</u>	<u>.00</u>	<u>82,374.00</u>	<u>82,374.00</u>
	<b>TOTAL ASSETS</b>	<u>209,960.21</u>	<u>.00</u>	<u>178,299.88</u>	<u>388,260.09</u>
<b>LIABILITIES &amp; EQUITY</b>					
<b>CURRENT LIABILITIES:</b>					
2105	Prepaid Newsletter Printing	539.30			539.30
2200	Prepaid Assessments	324.08			324.08
	<b>Subtotal Current Liab.</b>	<u>863.38</u>	<u>.00</u>	<u>.00</u>	<u>863.38</u>
<b>RESERVES:</b>					
	<b>Subtotal Reserves</b>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
<b>EQUITY:</b>					
3900	Maintenance Fund	165,451.70			165,451.70
3904	Special Events Fund	22,204.00			22,204.00
3906	Swim Club Fund			89,863.55	89,863.55
	Current Year Net Income/(Loss)	21,441.13	.00	88,436.33	109,877.46
	<b>Subtotal Equity</b>	<u>209,096.83</u>	<u>.00</u>	<u>178,299.88</u>	<u>387,396.71</u>

### Fonn Villas Civic Association

Balance Sheet

As of 10/31/15

Account	Description	Operating	Reserves	Other	Totals
	TOTAL LIABILITIES & EQUITY	209,960.21	.00	178,299.88	388,260.09
		=====	=====	=====	=====



# Fonn Villas Civic Association

## Income/Expense Statement Period: 10/01/15 to 10/31/15

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
<b>MAINTENANCE FUND REVENUE:</b>								
04001	Assessments - Maintenance Fi	.00	.00	.00	70,346.76	70,520.00	(173.24)	70,520.00
04002	Interest from July 1992 Bonds	.00	.00	.00	1,836.00	1,836.00	.00	1,836.00
04003	Interest from May 1993 Bonds	120.00	120.00	.00	1,188.00	1,188.00	.00	1,428.00
04004	Vanguard Interest/Capital Gai	85.00	138.00	(53.00)	1,316.06	1,381.00	(64.94)	1,657.00
04005	Alliance Bank Interest	10.76	.00	10.76	79.48	.00	79.48	.00
04010	Transfer Fees	160.00	200.00	(40.00)	1,090.00	1,900.00	(810.00)	2,300.00
04012	Refinance Fee	60.00	.00	60.00	420.00	.00	420.00	.00
04015	HO Interest Income	.00	.00	.00	12.74	.00	12.74	.00
04020	HO Late Fees	.00	.00	.00	1,011.00	513.00	498.00	513.00
<b>Subtotal Maintenance Fund</b>		<b>435.76</b>	<b>458.00</b>	<b>(22.24)</b>	<b>77,300.04</b>	<b>77,338.00</b>	<b>(37.96)</b>	<b>78,254.00</b>
<b>SPECIAL EVENTS ACTIVITY</b>								
04510	Directory Support Revenue	.00	.00	.00	3,575.00	3,575.00	.00	3,575.00
04520	Dues Revenue	110.00	.00	110.00	195.00	1,420.00	(1,225.00)	1,420.00
04525	Special Events Bank Interest	.00	.00	.00	1.00	.00	1.00	3.00
04590	Community Events	(695.76)	.00	(695.76)	(2,178.72)	(3,000.00)	821.28	(3,000.00)
04600	Directory Printing Expense	.00	.00	.00	(1,770.00)	(1,695.00)	(75.00)	(1,695.00)
<b>Special Events Income</b>		<b>(585.76)</b>	<b>.00</b>	<b>(585.76)</b>	<b>(177.72)</b>	<b>300.00</b>	<b>(477.72)</b>	<b>303.00</b>
<b>TOTAL MAINTENANCE FUNE</b>		<b>(150.00)</b>	<b>458.00</b>	<b>(608.00)</b>	<b>77,122.32</b>	<b>77,638.00</b>	<b>(515.68)</b>	<b>78,557.00</b>
<b>MAINTENANCE EXPENSES</b>								
05100	Constable Patrol	.00	.00	.00	37,230.02	37,230.00	(.02)	37,230.00
05150	Entrance Landscaping	322.51	580.00	257.49	3,030.04	5,225.00	2,194.96	6,385.00
05200	Entrance Maintenance	.00	.00	.00	267.50	270.00	2.50	270.00
05250	Accounting & Admin	410.00	410.00	.00	4,142.00	4,197.00	55.00	5,182.00
05300	Insurance - D&O Policy	.00	.00	.00	2,150.00	2,150.00	.00	2,150.00
05400	Insurance - General Liability	.00	.00	.00	.00	.00	.00	3,234.00
05500	Legal	97.00	70.00	(27.00)	4,452.72	4,802.00	349.28	4,941.00
05550	Water	113.32	69.00	(44.32)	738.45	666.00	(72.45)	796.00
05600	Newsletter Delivery	60.00	60.00	.00	620.00	700.00	80.00	820.00
05650	Electricity	24.19	34.00	9.81	348.99	389.00	40.01	466.00
05700	Storage	.00	76.00	76.00	268.00	742.00	474.00	894.00
05710	Documentation	.00	.00	.00	.00	89.00	89.00	89.00
05720	Website	.00	.00	.00	.00	75.00	75.00	75.00
05730	Gifts	.00	.00	.00	40.00	50.00	10.00	50.00
05750	Post Office Box	272.00	60.00	(212.00)	272.00	60.00	(212.00)	60.00

# Fonn Villas Civic Association

## Income/Expense Statement Period: 10/01/15 to 10/31/15

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
05800	Office Supplies & Postage	1.96	.00	(1.96)	2,121.47	2,032.00	(89.47)	2,032.00
05850	Architectural Standards	.00	.00	.00	.00	10.00	10.00	10.00
05900	Welcoming	.00	.00	.00	.00	24.00	24.00	24.00
<b>TOTAL MAINTENANCE EXPE</b>		<b>1,300.98</b>	<b>1,359.00</b>	<b>58.02</b>	<b>55,681.19</b>	<b>58,711.00</b>	<b>3,029.81</b>	<b>64,708.00</b>
<b>TOTAL MAINT SURPLUS/(DE</b>		<b>(1,450.98)</b>	<b>(901.00)</b>	<b>(549.98)</b>	<b>21,441.13</b>	<b>18,927.00</b>	<b>2,514.13</b>	<b>13,849.00</b>
<b>FACILITIES/POOL REVENUE</b>								
08100	Facilities Assessment-Full	.00	.00	.00	92,225.00	94,125.00	(1,900.00)	94,125.00
08150	Facilities Assessment-Senior	.00	.00	.00	9,300.00	9,700.00	(400.00)	9,700.00
08175	Pool Memberships - Non Mem	.00	.00	.00	49,715.00	.00	49,715.00	.00
08200	Swim Team Dues	.00	.00	.00	16,561.00	14,000.00	2,561.00	14,000.00
08250	Facilities Rentals	1,979.00	.00	1,979.00	2,573.00	.00	2,573.00	.00
08300	Facility/Swim Concessions	.00	.00	.00	621.00	2,400.00	(1,779.00)	2,400.00
08350	Facility/Swim Sponsorships	.00	.00	.00	5,000.00	5,000.00	.00	5,000.00
08400	Facilities Other Revenue	169.00	.00	169.00	3,039.25	2,080.00	959.25	2,080.00
<b>TOTAL FACILITIES/POOL RE</b>		<b>2,148.00</b>	<b>.00</b>	<b>2,148.00</b>	<b>179,034.25</b>	<b>127,305.00</b>	<b>51,729.25</b>	<b>127,305.00</b>
<b>FACILITIES/POOL EXPENSES</b>								
09100	Accounting & Admin	410.00	410.00	.00	2,870.00	2,870.00	.00	3,690.00
09175	Printing & Postage	.00	.00	.00	656.54	600.00	(56.54)	600.00
09225	Membership Expense	.00	.00	.00	615.54	.00	(615.54)	.00
09250	Swim Team Expenses	.00	.00	.00	15,059.11	19,808.00	4,748.89	19,808.00
09275	Pool Salt System Contract	263.71	263.71	.00	1,846.26	1,845.97	(.29)	2,373.39
09300	Pool Maintenance Contract	.00	.00	.00	32,430.13	29,200.00	(3,230.13)	29,200.00
09325	Pool/Facilities Supplies	.00	250.00	250.00	.00	1,750.00	1,750.00	2,250.00
09350	Pool/Facilities Repairs	.00	.00	.00	14,097.16	4,500.00	(9,597.16)	4,500.00
09400	Facilities Landscape Maintena	604.68	150.00	(454.68)	3,461.22	900.00	(2,561.22)	900.00
09410	Facilities/Pool Liab Insuranc	.00	2,800.00	2,800.00	5,570.74	9,000.00	3,429.26	9,000.00
09425	Facilities/Pool Property Taxe	.00	.00	.00	.00	.00	.00	5,500.00
09450	Facilities/Pool Electricity	932.36	900.00	(32.36)	6,281.55	6,100.00	(181.55)	7,400.00
09475	Facilities/Pool WIFI/Phone	179.98	90.00	(89.98)	629.36	630.00	.64	810.00
09500	Facilities/Pool Water	706.47	600.00	(106.47)	4,377.15	3,800.00	(577.15)	4,700.00
09525	Facilities/Pool Other Expense	.00	50.00	50.00	2,703.16	350.00	(2,353.16)	450.00

**Fonn Villas Civic Association**

Income/Expense Statement  
 Period: 10/01/15 to 10/31/15

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
	TOTAL FACILITIES/POOL EX	3,097.20	5,513.71	2,416.51	90,597.92	81,353.97	(9,243.95)	91,181.39
	FACILITIES/POOL SURPLUS	(949.20)	(5,513.71)	4,564.51	88,436.33	45,951.03	42,485.30	36,123.61
	TOTAL SURPLUS/(DEFICIT)	(2,400.18)	(6,414.71)	4,014.53	109,877.46	64,878.03	44,999.43	49,972.61

## Parliamentarian - Report for November 2, 2015

The Planning Calendar has be updated as follows:

- 1) Delete Maintenance Fund executive committee in anticipation of a vote by the BOD tonight.
- 2) Added an April item regarding delinquent accounts at the request of Melinda.
- 3) A new October item prompted by a change in Texas HOA law regarding soliciting nominations for the annual election of Directors (see "New Business").
- 4) New items for November regarding setting late fees for the Maintenance Charge and Facilities Assessment at the request of Melinda (see "New Business").
- 5) New items for December regarding publishing ballots for membership-wide voting at the annual meeting (see "New Business").
- 6) Deleted the last item for December on the Calendar that I distributed recently to the BOD as a mistake on my part. We do not have to file a new Management Certificate every year.
- 7) If the City of Houston does not continue the SNAP program, then I will delete three items relating to SNAP, which would get us back to a 2-page calendar.

Our attorney has prepared a new Management Certificate for execution by the President before a notary. The BOD needs to decide if they want to file this of record now or wait until after the BOD approves the pending Maintenance Charge & Facilities Assessment Collection Procedures and the pending Major Construction Guidelines.

The Administration & Policy Resolutions have been updated for additional items for 2015. I will distribute them following this meeting in anticipation of a pending vote under "New Business".

I don't see many Directors & Officers Manuals on the BOD table. If the BOD is not going to use these manuals, then I suggest that we abandon them and save a lot of effort & money every year by the Documentation Committee and the Parliamentarian.

## Maintenance Fund Report

One absentee homeowner is in arrears on the Maintenance Charge and the Facilities Assessment. Two homeowners have unpaid late fees. Four homeowners owe amounts less than \$2 each.

All outstanding balances are carried forward to the next statement.

*Melinda Speight*

# Fonn Villas Civic Association

## **Executive Committee Report Memorial Super Neighborhood Council**

The following is a summary of the items discussed at the Memorial Super Neighborhood Meeting held on 26Oct15. Official Minutes of the Meeting can be found on the organization's website – [www.memorialsn.org](http://www.memorialsn.org)

Item No.	Description
1	<p><b>Law Enforcement Update – Constable – Sgt. Ricco</b></p> <ul style="list-style-type: none"> <li>• Robbery and sexual assaults were up. Three of the five robberies (3/5) were apartments. For the sexual assaults, two of the thirteen (2/13) were unknown assailants while 11/13 were from know assailants.</li> <li>• Constables Office continues to recommend that the public take advantage of both the special/vacation watch and the home inspection programs. Both are free and can be requested over the internet</li> <li>• Holiday season is about to start. As always, be vigilant. Do NOT leave packages out in the open. Be cautious as to where you park. Watch for suspicious cars that follow you home</li> </ul>
2	<p><b>Houston City Council Update – Oliver Pennington, City Council Representative, District G</b></p> <ul style="list-style-type: none"> <li>• This was Councilman Pennington's last Super Neighborhood Meeting as the District G representative. He is term limited and has served his 6yrs.</li> <li>• Councilman Pennington did not endorse any of the candidates in the running for his position.</li> <li>• Memorial Drive Construction – Again, the delay for the approval of this project to come before the full City Council continues. No new date was proposed for when this project will come before council. However, it was made clear that the funds for the project have been approved</li> <li>• 1Jan16 is the beginning of the open carry law of holstered handgun in Texas. Special Informational Mtg.planned to explain what is and what is not acceptable under the new legislation. (FLYER ATTACHED). Meeting planned for 4Nov15, from 7 to 9 PM at the Learning Development Ctr., 4501 Leeland Street. Speakers include Houston Police Chief Charles McClelland, Harris County DA Devon Anderson, and City Attorney Donna Edmundson.</li> <li>• Councilman Pennington was asked about the status of the SNAP program for the upcoming year. His statement was that last year the SNAP ran out of money. He therefore tried to use a portion of his Councilman discretionary funds to support some of the programs. As of this year, no actions have been announced re: SNAP. Additionally, Pennington has spent a portion of his discretionary fund for this year and has left a portion for his incoming replacement. I will keep in contact with the Councilman's Office as to the status of the SNAP program</li> </ul>
3	<p><b>Main Speaker – Steven Spillette, CDS Market Research</b></p> <ul style="list-style-type: none"> <li>• Mr. Spillette is an urban development strategist.</li> </ul>

	<ul style="list-style-type: none"> <li>• He presented a number of metrics related to Demographics in Greater West Houston</li> <li>• 1990 to 2020, population looking to grow from 0.71 to 1.85 MM</li> <li>• Go to <a href="http://www.cdsmr.com">www.cdsmr.com</a> to see the presentation. Presentation will also be posted to the Super Neighborhood website along with the minutes for this meeting date.</li> </ul>
4	<p><b>Standard Business</b></p> <ul style="list-style-type: none"> <li>• The following standard business conducted. <ol style="list-style-type: none"> <li>1. Approval of the March Minutes of Meeting</li> <li>2. Treasure's Report</li> <li>3. By-Laws Report</li> <li>4. Beautification Report</li> <li>5. Drainage Report</li> <li>6. Infrastructure Report</li> </ol> </li> </ul>
5	<p><b>President's Report</b></p> <ul style="list-style-type: none"> <li>• Saturday 14Nov15 – Recycle station to be held at the Addicks Park &amp; Ride Parking Lot from 9 AM until 2 PM</li> <li>• Super Neighborhood will now have a representative from Metro attend the meeting as a regular report</li> </ul>
6	<b>Meeting was Adjourned</b>

TIRZ Board Meeting – October 28, 2015

1. Conrad Sauer Detention
  - a. New detention is 74.8 acre ft
  - b. Original detention was 60 acre ft
  - c. Some board members feel Klotz deceived them in 2014 saying current operating capacity was down to 31 acre ft.
  - d. Drainage from NW corner of Gessner currently draining into Gessner will now go to detention pond. This will add 5-6 acre ft to pond.
  - e. So net detention increase is 8 acre ft. Is this worth \$20MM?
2. CIP
  - a. No feedback from COH
3. Queensbury/T&C Drive curve
  - a. Proposal from LAN for \$14,500 to study curve and provide suggested solutions
  - b. Board wondering why spend \$14,500 for study and then \$10,000 for guardrail. Why not just install guardrail?
  - c. Can the TIRZ do this and would MMD maintain it?
  - d. Scott Bean & LAN to go back and do more review and come back to the board in December

On a side note, I attended the Superneighborhood meeting last week and was approached after the meeting by Bruce Nichols. Bruce is a resident of Frostwood and part of their drainage committee. This committee seems very involved and interested in detention south of the Katy freeway. We talked about potential sites and he said he was confident the new detention would be at the SBMSA fields between Mac Haik and MMS. Comments from the TIRZ about “land purchase” for detention would seem to support this. If the TIRZ was looking at the park I am not sure a purchase would be necessary.

Mr. Nichols is interested in forming a drainage group made up of impacted neighborhoods around and including Fonn Villas. I have included Bruce’s contact information here:

Bruce Nichols  
[Bnichols17@sbcglobal.net](mailto:Bnichols17@sbcglobal.net)  
Cell 713-249-7133



**PROCEDURE FOR THE COLLECTION OF  
FONN VILLAS ANNUAL MAINTENANCE CHARGE AND FACILITIES ASSESSMENT  
DUTIES OF THE FONN VILLAS CIVIC ASSOCIATION, INC. TREASURER**

- Assure that events on the timeline are carried out as specified, including:
  - serving as a liaison between the FVCA Board and the Management Company regarding fees and assessments.
  - helping to identify homeowners who qualify for the Adjustable Senior Rate.
  - informing residents of due dates via the Fonn Villas Newsletter.
  - reporting to the FVCA Board at regular meetings.
- Work with homeowners who request a waiver of late fees and interest due to extenuating circumstances, and keep a record of waivers granted.
- Work with homeowners who wish to set up a payment plan according to the approved and posted Payment Plan Policy.
- The Treasurer shall coordinate with the Board of Directors regarding delinquent accounts, proposed Payment Plans, owners requests for special payment provisions etc.
- Other duties as necessary.

The Treasure is NOT responsible for:

- Billing for or collecting pool membership dues from non-resident members of the Community Facility
- Fonn Villas Swim Team finances

**PROCEDURE FOR THE COLLECTION OF THE  
FONN VILLAS ANNUAL MAINTENANCE CHARGE AND FACILITIES ASSESSMENT  
TIMELINE FOR IMPLEMENTATION**

November FVCA Newsletter: The Treasurer publishes a Fonn Villas Newsletter article notifying any homeowners who have turned 65 since the last Facilities Assessment date and who currently occupy their home that they might qualify for the Adjustable Senior Rate for their Facilities Assessment. Homeowners who think they qualify will be asked to contact the Management Company for further instructions.

November Board Meeting: FVCA Board sets the amount for 1) next year's Annual Maintenance Charge, 2) next year's Facilities Assessment, 3) the late charge for next year's Annual Maintenance Charge, and 4) the late charge for next year's Facilities Assessment. FVCA Board reviews and approves the proposed invoice and enclosure letter to be sent out by the management company.

By November 20: The Management Company mails invoices and enclosure letter (if any) for the Annual Maintenance Charge and the Facilities Assessment, including past due balances from prior years, to homeowners.

December FVCA Newsletter: The Treasurer publishes a Fonn Villas Newsletter article advising homeowners that invoices for the Annual Maintenance Charge and the Facilities Assessment have been sent out and are payable on January 1.

January 1: The Annual Maintenance Charge and Facilities Assessment are due and payable.

On or around January 5: The Management Company sends a first notice (reminder) via regular mail advising that all assessments were due January 1, and will incur interest and late fees after January 31.

January FVCA Newsletter: The Treasurer publishes a Fonn Villas Newsletter article reminding residents to pay by January 31 in order to avoid late fees and interest.

Following the Organizational Meeting for the new Board: If there is a new Treasurer elected by the Board of Directors, the outgoing Treasurer transitions duties to newly elected Treasurer.

February 5:

- 1) The Management Company sends out a second past due notice (delinquent notice) via regular mail adding the late fee for the Annual Maintenance Charge, the late fee for the Facilities Assessment, and 6% interest per annum.
- 2) The Treasurer may, at his/her discretion, run another Fonn Villas Newsletter article.

March 1: The Management Company sends a third past due notice (demand letter) via regular and certified mail demanding payment in full or agreement to a payment plan within 30 days, or the account will be turned over to Fonn Villas Civic Association's attorney for collection purposes. All attorney fees and related collection costs will be incurred at the homeowner's expense.

April Board Meeting: The Treasurer reviews the list of delinquent accounts with the FVCA Board and requests that the Board make a recommendation for further action. Any portion of the meeting where confidential information is discussed should be held in Executive Session.

Fonn Villas Civic Association									
2016 Preliminary Budget									
Updated: November 2nd									
	# of Homes	348	348	348	348	348	348	348	348
	Assessment Rate/Sq Ft	0.022	0.022	0.022	0.022	0.022	0.022	0.022	0.02
	Average Assessment/Home	\$ 203	\$ 203	\$ 203	\$ 203	\$ 203	\$ 203	\$ 203	\$ 184
		Actual	Actual	Budget	Projected	Budget	Projected	Budget	Budget
		2013	2014	2015	2015	2015	2015	2016	2016
<b>I. Maintenance Fund Revenue</b>									
4001	Assessments - Maintenance Fund	\$ 70,502	\$ 70,937	\$ 70,520	\$ 70,528	\$ 70,528	\$ 70,528	\$ 64,109	
4002	Interest from July 1992 Bonds	1,692	1,752	1,836	1,836	1,836	1,836	1,908	
4003	Interest from May 1993 Bonds	1,308	1,368	1,428	1,428	1,428	1,428	1,488	
4004	Vanguard Interest/Capital Gains	209	1,380	1,657	1,205	1,205	1,205	1,884	
4005	Alliance Bank Interest	-	-	-	105	105	105	180	
4010	Transfer Fees	760	2,620	2,300	1,120	1,120	1,120	1,200	
4012	Refinance Fees	-	-	-	480	480	480	420	
4015	HO Interest Income	-	-	-	20	20	20	20	
4020	HO Late Fees	461	513	513	986	986	986	750	
	Miscellaneous	165	-	-	-	-	-	-	
4510	Business Donations	-	-	-	-	-	-	3,575	
	<b>Maintenance Fund Revenue</b>	<b>\$ 75,097</b>	<b>\$ 78,570</b>	<b>\$ 78,254</b>	<b>\$ 77,708</b>	<b>\$ 77,708</b>	<b>\$ 77,708</b>	<b>\$ 75,534</b>	
<b>Special Events Activity</b>									
4510	Directory Support Revenue	\$ 3,875	\$ 3,875	\$ 3,575	\$ 3,575	\$ 3,575	\$ 3,575	\$ -	
4520	Dues Revenue	1,465	1,420	1,420	785	785	785	1,465	
	Special Events Bank Interest	2	2	3	1	1	1	-	
4590	Community Events	-	-	(3,000)	(2,483)	(2,483)	(2,483)	(2,000)	
4600	Directory Printing Expense	(1,536)	(1,595)	(1,695)	(1,770)	(1,770)	(1,770)	(1,850)	
	<b>Special Events Revenue</b>	<b>\$ 3,806</b>	<b>\$ 3,702</b>	<b>\$ 303</b>	<b>\$ 108</b>	<b>\$ 108</b>	<b>\$ 108</b>	<b>\$ (2,385)</b>	
	<b>Total Maintenance Fund Revenue</b>	<b>\$ 78,903</b>	<b>\$ 82,272</b>	<b>\$ 78,557</b>	<b>\$ 77,816</b>	<b>\$ 77,816</b>	<b>\$ 77,816</b>	<b>\$ 73,149</b>	
<b>Maintenance Fund Expenses</b>									
5100	Constable Patrol	\$ 35,741	\$ 35,741	\$ 37,230	\$ 37,230	\$ 37,230	\$ 37,230	\$ 37,528	
5150	Entrance Landscaping	10,410	6,385	6,385	3,675	3,675	3,675	4,870	












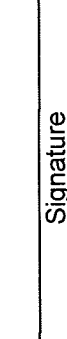
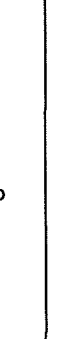



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	Actual	Actual	Actual	Budget	Projected	Budget	Projected	Budget	Budget
	2013	2014	2015	2015	2015	2015	2015	2016	2016
II. TOTAL FACILITIES/POOL SURPLUS/(DEFICIT)				\$ 36,124	\$ 79,296	\$ 34,024			
III. COMBINED FVCA TOTAL SURPLUS/(DEFICIT)				\$ 49,973	\$ 98,564	\$ 47,445			




FONN VILLAS CIVIC  
ASSOCIATION

BOARD OF DIRECTORS

DATE: December 2015

Officers	Name	Position	Signature	Telephone
President	Jim Egger	1		713-461-2868
Vice President	Karl Holub	7		713-972-1211
Treasurer	Maurice Stadler	N/A		713-468-5369
Member	Joanna Bono Rose	8		713-467-6130
Member	Paul Dunne	4		713-906-6127
Member	Makeea Grainger	5		713-464-5990
Sergeant-at-Arms	Nete Sundt	N/A		713-467-1795
Member/Secretary	Christine Caulfield	9		203-605-6292
Member	Melinda Speight	3		713-503-0108
Member	Joe Bono	2		832-758-1850
Member	Pat Clynes	6		713-824-8480
Parliamentarian	John Baugher	N/A		713-249-2262

COMMITTEE CHAIRS

Committee	Name	Signature	Telephone
Architectural Standards	Joe Bono		832-758-1850
Documentation	Dick & Nete Sundt		713-467-1795
Citizen Patrol	Maurice Stadler		713-468-5369
Directory	Sarah Valerius		713-461-2868
Parks, Maintenance & Entrances	Makeea Grainger		713-464-5990
Newsletter	David Robertson		
Security	Pat Clynes		713-824-8480
Picnic	Pam Kelley		713-467-9011
Memorial City TIRZ Liaison	David Tresch		713-465-4097
Super Neighborhood Rep.	Paul Dunne Tonya Wright		713-906-6127
Welcoming	Nete Sundt		713-467-1795
Webmaster	Brandon Lackey		713-973-0438
Maintenance Fund	Jim Egger & Melinda Speight		713-461-2868



FONN VILLAS CIVIC ASSOCIATION

BLOCK REPRESENTATIVES

DATE: *November 2, 2015*

Street	Name	Signature	Telephone
ATTINGHAM	Leslie Hattig		281-804-5820
BARRYKNOLL - EAST	Carey McCord		713-973-9913
BARRYKNOLL - WEST			
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			713-
KIMBERLEY	Terri Lamb		713-467-5262
KINGSRIDE - EAST			
KINGSRIDE - WEST	Bob Atkinson		713-465-7655
LORNMEAD	Brandon Frank		713-201-3422
OLD OAKS	Beth Hackworth		713-464-1852
PEBBLEBROOK - EAST			
PEBBLEBROOK - WEST	Jana Johnson	<i>Jana Johnson</i>	713-505-1128
PINEROCK	Jennifer Pruett		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	Nete Sundt/Kim Frederking		713-467-1795
TRAIL HOLLOW - EAST			
TRAIL HOLLOW - WEST	Bina Lorfing		713-465-4048
VAL LENA	Charlotte Mitchell	<i>Charlotte Mitchell</i>	713-722-0118
VINDON	Meredith Cooley		713-984-1786

