

**COMMUNITY IMPROVEMENT ASSOCIATION OF LAKE CONROE HILLS, INC.**

**HOA/Board Meeting  
Minutes  
Lake Conroe Hills Community Center  
13621 Lake Breeze Lane  
Willis, TX 77318  
December 12, 2023**

**Held at Lake Conroe Hills Community Center**

The HOA Meeting was opened at 7:02pm by Vice President, Dan Morris.

**Establishment of Quorum:**

**Edward Shelton –President of Home Owners’ Association – Absent  
Dan Morris, HOA Vice President - Present  
Vacant, HOA Secretary  
Denise Smith, HOA Treasurer – Present**

**Jennifer Stanley, Owner – Amity Community Management Group, LLC – Present**

**Guests:**

(Sign in Sheet)

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**HOA Meeting:**

**New Business:**

**Boat Dock Completed:**

**Discussion:** Dock repairs look great. Buoys – 2 at Park – identify and reinstall – Lake Conroe Marine Construction. Bids for electrical work needed at dock. Cable height at Gazebo – install additional rows. Cleats – new ones installed not collapsible. Signs Towing/Swim need to be swapped. Irrigation repairs/Sod Installation Bids for Sunset Park. Concrete ramp repairs – future repairs as needed.

**Adjournment of HOA Meeting 7:14pm**

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The Board of Directors Meeting was opened at 7:15pm by Vice President, Dan Morris.

**Establishment of Quorum:**

**Edward Shelton –President of Home Owners’ Association – Absent  
Ron Pickering, BOD Director – Present  
Allen Touchet, BOD Director – Present  
Sarah Blaskey, BOD Director – Present  
Don Beckham, BOD Director – Present  
Lahanna Gwosdz, BOD Director - Absent**

**Jennifer Stanley, Owner – Amity Community Management Group, LLC – Present**

**HOA Meeting Minutes: October 10, 2023**

*Sarah Blaskey moved to waive the reading of the minutes and approve the October 10, 2023 HOA/Board Meeting Minutes as presented with a correction, second by Ron Pickering, Passed unopposed.*

**Financials: November 2023**

**Discussion:** November 2023 Financial Reports. Operating Account: \$219,288; Social Committee Funds \$4,521; Reserve Account: \$100,000 Reserve Savings; Capital Improvement \$46,648; Maint. & Repair Fund \$48,964; ACC Deposit Account \$900 Total: \$420,322.

*Alan Touchet moved to approve the Financial Reports as presented, second by Don Beckham, Passed unopposed.*

*Sarah Blaskey moved to purchase a 13-month CD at 5.19% with the \$100,000 Reserve Savings Fund with Woodforest National Bank, second by Don Beckham, Passed unopposed.*

*Sarah Blaskey moved to transfer \$40,000 of the 2022-2023 Retained Earnings into the Reserve Account; 60% into the Capital Improvement Fund and 40% into the Maintenance & Repairs Fund, second by Ron Pickering, Passed unopposed.*

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**Community Priority Projects:**

**Capital Improvement Projects:**

1. Swim Dock & Boat Ramp
2. Marquis
  - a. Landscape Improvements
    - i. Frazier Landscaping Irrigation Installation Rear Entrance Moon Rd/LCH  
\$4,800.00 - Early March installation.
3. Sports Park Improvements
  - a. Lighting for Sports Court - Tabled
  - b. Resurfacing Courts \$13,480 Bid
  - c. Windscreen \$685.22 Bid
4. Security Cameras – Common Areas/Entrances - Lights/Electricity are a Prerequisite

**Committee Assignments & OPM:**

**Committee Appointments:** (Work under the Direction of the Board)

**Finance Committee:** Denise Smith, Allen Touchet, Don Beckham

**Architectural Control Committee:** Shannon Felder, Bob Hribar, David Miller, Michael Reilly, Nick Mason

**ACC Board Member Liaison:** Don Beckham

**Community Center Committee:** Ron Pickering

**Drainage Committee:** Edward Shelton

**Gardening Club:** Edward Shelton, Sue Capps

**Marquis Maintenance:** Lahanna Gwosdz

**Mowing Committee:** 2 Lots mowed, 1 Home forced mowed.

**Parks Committee:**

**Sunset Park/Boat Ramp Committee:** Sarah Blaskey, Edward Shelton

**Duckling Park Committee:** Sarah Blaskey, Edward Shelton

**Josey Sports Park Committee:** Lahanna Gwosdz, Edward Shelton

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**Security Committee:** Edward Shelton

**Social Committee:** Edward Shelton

Christmas Party – December 2, 2023

**Discussion:** Left over Event supplies.

Holiday Lighting Contest Winners:

- 1<sup>st</sup> – 13352 Lake Breeze Lane
- 2<sup>nd</sup> – 12630 Ridgecrest Drive
- 3<sup>rd</sup> – 13212 Bunker Hill Drive

**Old Business:**

**New Business:**

**Irrigation Installation:**

**Discussion:** Bids received for installing Irrigation at the Lake Conroe Hills and Moon Rd. Entrances. Table. Frazier Lawn Svc. – Don Beckham will contact regarding irrigation leak at Sunset Park and contractors regarding clarifications on specs.

*Sarah Blaskey moved to approve Frazier Landscaping to install new irrigation at the rear entrance for \$4,800 during the 1<sup>st</sup> week of March 2024, second by Don Beckham, Passed unopposed.*

**Collection Policy – Review**

**Discussion:** The Board reviewed the Collection Policy Draft prepared by the Attorney. Changes to include Section 2.

**Community Center:**

**Discussion:** The Board reviewed bids to clean the tile floors.

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*Sarah Blaskey moved to approve Beyond Clean Tile to clean the tile floors in the Community Center for \$731.00, second by Don Beckham, Passed unopposed.*

**Management Contract Renewal:**

Monthly January 1, 2024- December 31, 2024 - 10% Increase in Monthly Management Fees

Monthly January 1, 2025 – December 31, 2025 - 5% Increase in Monthly Management Fees

January 1, 2026 monthly fee referenced shall increase by three (3) percent each year upon renewal of the contract.

**Discussion:**

*Alan moved to approve the Management Contract, second by Sarah Blaskey, Passed unopposed.*

**Webmaster Change - [www.lakeconroehills.com](http://www.lakeconroehills.com)**

**Discussion:** The former webmaster Roxanne Rabor has retired. Management has transferred their clients' sites over to new webmaster – Tracemark Impressions for hosting and updates. Don Beckham stated that this should have been discussed with the Board before making the change. Changing the webmaster, the person responsible for updating our website, should not have required us to change the infrastructure i.e. change hosting companies and transferring the domain to a different registrar.

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**8:23pm Adjourned Board of Directors Meeting**

**Next HOA Meeting –**

- Tuesday, January 2, 2024 – HOA Meeting only
- 7:00pm