|  |  |  |
| --- | --- | --- |
|  |   | Meeting Information:November 9, 2017BVPM Office @ 6:00 PM903 Texas Avenue College Station, TX 77840 |

***Townhome Condominium Association***

**BOARD OF MANAGERS MEETING MINUTES**

**November 9, 2017**

1. Call to Order – President Denise Bryant called Meeting to order at 6:10 pm. Board of Managers present included: Denise Bryant, Polly Howard, Karen White, Margaret Lomas Carpenter, Others present were Toni Myers from BVPM, and Unit Owner Carolyn Stigler
2. Review/Correction/Approval of Preceding Minutes – Secretary Margret Lomas Carpenter reviewed the previous meeting minutes. Polly Howard made a motion to accept minutes as presented and Karen White seconded the motion; all were in favor and motion carried.
3. Review/Approval of Current Financial Status
4. BVPM Management Operating Account/Financials – Toni Myers presented the financials ending 10/31/2017 for the management account with BVPM. They have a cash ending balance of $8,494.58 on hand.
5. Construction Account – The construction account has a cash ending balance on 10/31/2017 of $11,782.65. There was only one check written for invoice from Premier Construction for payment for $3,000.00 during this period.
6. Reserve/Savings Account – The reserve account has an ending cash balance of $14,230.27 as of 10/31/17.

A motion was made by Karen White and seconded by Polly Howard that we accept the financials available and presented through 10/31/17. Motion carried with a unanimous vote.

1. Review Budget Draft for 2018 – The Board reviewed the 2018 budget draft presented by Charles White from our CPA’s office. Following review a motion was made by Karen White and seconded by Polly Howard to accept the 2018 budget presented and attached to these minutes. Motion carried with a unanimous vote.
2. Reports of Officers – Per request discussion was held regarding repayment of the $17,160 to Century 21, Mike Beal. Following discussion Polly made the motion that this be tabled until we finish the property renovations so we will have a better idea of how we can make this occur as quickly as possible. The motion was seconded by Denise. Motion carried unanimously.
3. Reports of Committees/Condition of Property
4. Review/Discussion Insurance Claims Filed – Discussion was held and communications from the Owners Assoc insurance policy were shared with the Board. The insurance claim was denied by the policy holder due to their opinion that the damages and leaking roofs on the property were from poor and negligent work performed by the contractor Tim Burns, aka: House Doctor of Hearne who was hired to complete the roofing project. In their opinion the leaks and damages incurred by multiple owners was in no way related to the recent hurricane/tropical storm Harvey. The Board will complete a notice to all owners this week and share it along with the notice of denial from the insurance company. No further action taken.
5. Unit #13’s new owner has asked the management company what they would need to do to change their existing garage double doors to one single door. Toni will notify them that they have to present the request in writing to the Board and follow the bylaw governing this matter.
6. Denise will check with unit 13 to see if there have been any structural changes made during their remodeling.

Unit 44 is being updated/remodeled. Denise has visited with the contractor. There have been no structural changes to the unit.

1. Complete Agenda for Fall Owners Meeting including Board of Manager Positions - After much discussion our next owner’s meeting will be in October 2018 per the bylaws.
2. Other Old Business
3. Declaration and Bylaws – Bylaw research completed at the County Clerks office shows we are only required to have one annual owners meeting in October of every year. The Board may call for additional meetings as requested or needed but those are not required by the bylaws of Stanford Court.

1. New Business

A. Concern was voiced over the guest in unit #53 parking their truck and trailer across the street from our property. That is not our property and therefore not in our control.

1. Call to Adjourn at 7:46 pm.

Respectfully submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Polly Howard