

Sky Lakes Section II
Successor Building Committee
P.O. Box 2018
Waller, TX 77484-2018
www.skylakes.com

BUILDING COMMITTEE MONTHLY MEETING MINUTES – January 17, 2022

1. **CALL TO ORDER:** The meeting was called to order at 6:04 p.m. at the Branyan residence.
- **ROLL CALL: Present -**
 - Bob Branyan – President
 - Shane Crawford – Vice President
 - Kyle Stone – Vice President
 - Kim Jones – Secretary
 - Natalie McKnight - Treasurer
2. **QUORUM ESTABLISHED:** The Sky Lakes Section II Building Committee established quorum at 6:04 p.m.
3. **APPROVAL OF PRIOR MEETING MINUTES:** The meeting minutes from November 30, 2021 were approved. Shane Crawford motioned to approve the minutes; Bob Branyan seconded the motion. Meeting minutes were provided to all building committee members prior to the meeting and will be posted to the Sky Lakes Section II FB page and to www.skylakes.com.
4. **REVIEW NOVEMBER 2021 TREASURER’S REPORT:**
 - a. Beginning balance as of January 1, 2021: \$4,855.63
 - b. Credits – 2021 maintenance fees: \$7,908.15
 - c. Expenses YTD: \$7,957.93
 - d. Ending balance/checking: \$4,805.85
 - e. Reserves/savings (as of September 30, 2021): \$25,543.69
 - f. Delinquencies/past due invoices (4): \$596.57**REVIEW DECEMBER 2021 TREASURER’S REPORT:**
 - a. Beginning balance as of January 1, 2021: \$4,855.63
 - b. Credits – 2021 maintenance fees: \$7,958.07
 - c. Expenses YTD: \$8,850.28
 - d. Ending balance/checking: \$3,963.42
 - e. Reserves/savings (as of September 30, 2021): \$25,550.13
 - f. Delinquencies/past due invoices (4): \$596.57

Natalie McKnight motioned to approve both Treasurer’s Reports, Shane Crawford seconded the motion.
5. **PROVIDE UPDATE ON MAINTENANCE FEE COLLECTION AND ARREARS:** Four past due invoices remain unpaid as of December 31, 2021 (one paid early January). As multiple attempts have been made to collect fees, the attorney-provided collection letter will be sent to property owners in arrears.
6. **REVIEW CONSTRUCTION PROPOSALS OR REQUESTS SUBMITTED BY PROPERTY OWNERS:** Two homeowners submitted construction drawings/proposals for approval. Each proposal was reviewed, and both were approved by the committee. Approval letters were sent to both owners.
7. **PROVIDE UPDATE ON DEED RESTRICTION VIOLATIONS:** An ongoing violation was reviewed; the attorney-provided deed restriction violation letter will be sent to property owner involved in February.
8. **DISCUSS/REVIEW ANY EMAILS AND/OR COMPLAINTS:** Two email inquiries and multiple requests for HOA fee assessments were received and addressed.

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9. **ATTORNEY UPDATES & INFORMATION:** No formal inquiries were made of our attorney during this period; no new exchanges occurred.
10. **REPORT PROGRESS ON CULVERT-TO-CULVERT DRAINAGE PROJECT:** Roads and Bridges has begun working on Divot, Sandwedge and another section of Penick. The building committee made a formal request of the county to address drainage/outfalls on the green space private property behind many SL Section II properties. Approval signatures will be collected from green space owner on county easement form and supplied to Roads and Bridges. The matter will then be presented to Commissioners Court for approval. Upon approval, work will be scheduled to address rear drainage as needed. Timeline will depend on submission to court and the county's work schedule.
11. **NEW BUSINESS:** The annual meeting presentation draft was reviewed, edits were noted and approved for presentation on January 24, 2022.
12. **NEXT MEETING DATE:** The Sky Lakes Section II Building Committee will meet again on Monday, February 21, 2022 at 6:00 p.m., Branyan residence.

The board meeting adjourned at 8:08 p.m. Kim Jones motioned to adjourn; Natalie McKnight seconded the motion.