



## 2020 Annual Meeting

Come and go format with candidates and directors available for one on one Q&A

The meeting will be convened for the sole purpose of election to fill one open director position.

### **Agenda:**

- I. Registration and Determination of Quorum
- II. Directors and Management available for brief one on one Q & A
- III. Candidates available to speak one on one to residents
- IV. Casting of individual ballots for election of one Director for a three year term.
- V. Election Results
- VI. Adjournment at 8pm

### **Packet contents:**

1. Director Candidate Information
2. 2019 Minutes
  - a. Please review and be prepared to vote for or against approval when registering
  - b. Corrections or questions may be submitted to [sphoa.bod5@gmail.com](mailto:sphoa.bod5@gmail.com)
3. 2020 Financials
  - a. Balance Sheet as of 5/31/20
  - b. Statement of Operations Variance
4. 2020 Annual Report

**TWO CANDIDATES THAT HAVE BEEN NOMINATED BY THE NOMINATING COMMITTEE  
FOR THE ELECTION OF ONE DIRECTOR FOR A THREE (3) YEAR TERM IN THE  
ELECTION AT THE 2020 ANNUAL MEETING OF THE SETTLERS PARK HOMEOWNERS  
ASSOCIATION, INC.**

**Diane Decker, Incumbent Director**

Diane and her husband Mike have been residents of Settlers Park for 28 years and have 4 grown children; one is married and the other 3 still live at home. Diane works for Parallon Business Solutions/HCA for 13 years. Diane is in her 19th year on the Board and is the Board liaison to our Social Committee. She has volunteered with many different groups including the Girl Scouts, Cub Scouts, and the high school band. Now that her youngest is in college she is enjoying more family time.

**Rick Conley**

Rick is the Director of Real Estate and Office Services for Fluor and is responsible for the day to day operations of Fluor's Sugar Land engineering center. Rick has lived in Settlers Park for 38 years with his wife, Laurie. They raised two children, John and Lindsey, both products of Fort Bend ISD and both married. John and his wife Rachel live in Warda, TX and have three children, Victoria, Charlotte, and Richard. Lindsey and her husband Eric live in Midland, TX and are expecting twins in September or October. Rick has a Construction Management degree from the University of Houston. Things that occupy Rick's time: President of First Colony Community Services Association; past President of Fort Bend Cares, a Charitable Foundation; past member of Fort Bend Chamber of Commerce Board of Director's; Greater Fort Bend Economic Development Council Board of Directors; Council Organization Representative for Troop 441 and Troop 442, Boy Scouts of America. Rick believes in the importance of volunteerism and involvement in the community and is a proud graduate of the best Chamber Leadership Forum Class of 2014!

**SETTLER'S PARK HOMEOWNERS ASSOCIATION**  
**ANNUAL HOMEOWNERS MEETING**  
**JUNE 18, 2019**  
**MINUTES**

The Annual Homeowners Meeting for Settler's Park Homeowners Association was called to order at 7:02 p.m.

Proof of notice was verified, and as quorum was not established, the meeting was adjourned at 7:02 p.m. and then immediately reconvened at 7:05 p.m. with an established quorum for election purposes only.

Board members and Lynn Marticiuc of Creative Management Company introduced themselves to the membership. Rick Lievens, attorney, introduced himself as well.

Motion was made, seconded and carried to approve the minutes of the June 20, 2019 Annual Homeowners Meeting minutes as presented.

**ELECTION OF DIRECTORS**

Claudia Shakespeare (Incumbent), Elias Manolakos, and Bill Sargent were reflected on the ballot. The floor was opened for nominations. There being no nominations from the floor, motion was made, seconded and carried to close the floor.

Each candidate was given the opportunity to introduce themselves and speak to the membership. Elias was not present at the meeting, and Claudia chose to defer her there minutes to the others.

Ballots were completed and submitted for tallying.

**OFFICER/COMMITTEE REPORTS**

The President's Report was given by Bonnie Finnigan whereby she reviewed accomplishments over the past year which included electrical and plumbing repairs in the pool area, new LED lighting in the bathrooms, a new light at the baby pool, replacement of the thermostat in the clubhouse, several major repairs to the aging pool pumps, replacement of the wind screen attachments, completion of an irrigation map reflecting all valve locations, upgraded the internet connection service and WiFi, newsletters and announcements on the new website, reinstatement of the yard of the month program, continued relationships with youth sports and other groups, and complaints received regarding the lifeguard staff are being addressed by the Board. The Board will be reviewing proposals for new pool fencing and is currently looking into participating in the Sugar Land Joint Participation Funding Program to build brick walls along Settlers Way. Owners were encouraged to become involved with events, landscaping, the yard of the month program, tennis courts, general oversight of maintenance needs or communications.

The Treasurer's Report was given by Sharon Hazel whereby she reviewed the financial information that was presented to the members at sign-in. It was noted that the annual audit revealed nothing of concern, and some funds were moved into interest bearing accounts.

Kelly Glore reported regarding the Social Committee whereby she discussed past and planned events and thanked all involved for their time and efforts in supporting the community. It was noted that the Christmas event was very successful and well attended. Ms. Glore provided her email address for any that may be interested in assisting with future events. The next event will be a dive-in movie which on July 13<sup>th</sup> at which a food truck will be present. A back-to-school pop bash is scheduled for August 11th, and the committee will also be organizing National Night out. Owners were encouraged to visit Nextdoor and the website to view upcoming events.

Claudia Shakespeare gave a brief report regarding landscaping noting that the committee is currently looking into above-ground and/or butterfly gardening options. Owners were encouraged to present their suggestions and ideas regarding improving the median landscaping.

Bonnie Finnigan reported regarding deed restriction enforcement explaining the process and timing of the letters sent out. It was mentioned that a few owners at the April meeting expressed concern that violations were increasing. Since that time, 91 violation letters have been sent out, and the board will continue to pursue violators in accordance with the legal documents.

#### **ELECTION RESULTS**

It was announced that Claudia Shakespeare and Bill Sargent were elected by a majority vote of the owners.

#### **OPEN FORUM**

Bill Sargent informed the owners that it took well over a year for Chimneystone to get their brick wall approved and funded under the special program mentioned during the President's Report. Owners whose property was adjacent to the wall were required to sign off with their approval.

Bonnie discussed trash can issues and the difficulties in enforcing the Resolution which states that the cans must be kept out of view. Additional information will be included in the June newsletter. The Board will be looking into options to make it easier for the residents to comply.

Settler's Park  
Annual Meeting Minutes  
Page Three

Bill Sargent advised that he is now a member of the City HOA Maintenance Responsibilities Task Force, and at the first meeting, the city informed the members of the expectations and guidelines. Trash cans were discussed at the meeting, and it was stated that the city has the ability to fine violators \$150.00, then \$200.00, and then \$500.00 for the third offense.

An owner inquired if the Board could have the pool chairs cleaned on a scheduled basis to remove spider webs, bird poop. Etc. Claudia responded that she would ask the lifeguards to clean the furniture periodically.

A new owner (Phil) inquired about what can be done about dying trees between the sidewalk and the road, and the board informed him that he has the right to have the tree removed. Additional questions were answered regarding the architectural control application process.

An owner inquired if new residents are provided with copies of the deed restrictions, and Lynn Mariciuc advised that the Association does not track leasing of homes, and it is the responsibility of the owner to provide their tenants with the rules and restrictions. However, if a unit sells and when the title transfer papers are received by management, the new owner is sent a welcome packet/letter with various information and a path to obtaining the documents.

An owner inquired about the non-bearing pear trees, and the Board advised that they are steadily being trimmed and/or removed on an as needed basis. Management was requested to include pear tree maintenance in the next deed restriction inspection. Owners were encouraged to report city maintenance issues to 311. It was also mentioned that the trees in Mesquite Park are now maintained by the city.

An owner expressed concern about heavy trash left at the curb after trash day. Owners were informed that they can call Republic Trash to request they come out to pick up heavy trash.

An owner inquired about the status of the drainage projects by the city, and it was noted there have not been any recent updates other than the plans for the summer of 2020.

An owner thanked all Board members, past and present, for their time and efforts for the community.

There being no further business, motion was made, seconded and carried to adjourn the meeting at 8:30 p.m.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

C/O CREATIVE MANAGEMENT CO.  
8323 SOUTHWEST FRWY., STE. 330  
HOUSTON TX 77074

	ENDING BALANCE	TOTAL
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
1105 UNION BANK OPERATING ACCOUNT	344,910.24	
1800 PETTY CASH DEBIT CARD	2,500.00	
1800 PETTY CASH FUNDS	500.00	
<b>TOTAL CURRENT ASSETS</b>		<b>347,910.24</b>
<b>RESERVES</b>		
1903 UNION BANK RESERVE MONEY MARKET FUNDS	280,706.27	
1913 CAPITAL ONE BANK MONEY MARKET	229,611.58	
1916 COMMUNITY ASSOC BNK CD 10/03/20	56,480.40	
1933 NEW FIRST NATIONAL MONEY MARKET	250,140.65	
1953 MIDKIFF & STONE MONEY MARKET	47,797.20	
1986 WELLS FARGO MM	3,622.20	
1988 BTH BANK MONEY MARKET	233,569.18	
<b>TOTAL RESERVES</b>		<b>1,101,927.48</b>
<b>TOTAL ASSETS</b>		<b>1,449,837.72</b>
<b>LIABILITIES AND CAPITAL</b>		
<b>CAPITAL</b>		
3910 RETAINED EARNINGS	1,320,329.72	
CURRENT INCOME	129,508.00	
<b>TOTAL CAPITAL</b>		<b>1,449,837.72</b>
<b>TOTAL LIABILITIES/CAPITAL</b>		<b>1,449,837.72</b>

SETTLER'S PARK HOMEOWNERS ASSOC.  
STATEMENT OF OPERATIONS VARIANCE  
05/31/2020

C/O CREATIVE MANAGEMENT CO.  
8323 SOUTHWEST FRWY., STE. 330  
HOUSTON TX 77074

ACCT	M-T-D ACTUAL	MTD BUDGET	VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET	BUDGET REMAINING
<b>INCOME</b>								
4100	ASSESSMENTS	5,430.88	38,956	(33,525.12)	219,664.41	194,780	24,884.41	467,472 (247,807.59)
4200	CLUBHOUSE	0.00	300	(300.00)	1,017.50	1,500	(482.50)	3,600 (2,582.50)
4223	FCST CONTRACT	472.66	701	(228.34)	2,185.74	3,505	(1,319.26)	8,412 (6,226.26)
4300	INTEREST	199.61	1,000	(800.39)	3,758.81	5,000	(1,241.19)	12,000 (8,241.19)
4350	KEYS/CARDS/REMOTES	25.00	0	25.00	25.00	0	25.00	0 25.00
4400	LATE CHARGE	366.85	300	66.85	6,411.20	1,500	4,911.20	3,600 2,811.20
4450	LEGAL	267.00	0	267.00	2,576.40	0	2,576.40	0 2,576.40
4550	OTHER	0.00	0	0.00	225.00	0	225.00	0 225.00
4573	PAYMENT AGREEMENT	70.00	0	70.00	105.00	0	105.00	0 105.00
4753	TENNIS COURTS	0.00	0	0.00	375.00	0	375.00	0 375.00
4950	WATER INCOME	0.00	203	(203.00)	0.00	1,015	(1,015.00)	2,436 (2,436.00)
	<b>TOTAL INCOME</b>	<b>6,832.00</b>	<b>41,460</b>	<b>(34,628.00)</b>	<b>236,344.06</b>	<b>207,300</b>	<b>29,044.06</b>	<b>497,520 (261,175.94)</b>
<b>OPERATING EXPENSES</b>								
<b>MAINTENANCE &amp; REPAIRS</b>								
5042	CLUBHOUSE	100.00	1,000	900.00	900.00	5,000	4,100.00	12,000 11,100.00
5045	ELECTRICAL	0.00	600	600.00	0.00	3,000	3,000.00	7,200 7,200.00
5108	IRRIGATION	0.00	500	500.00	0.00	2,500	2,500.00	6,000 6,000.00
5115	LANDSCAPING	0.00	833	833.00	3,640.00	4,165	525.00	9,996 6,356.00
5140	PLUMBING	0.00	200	200.00	495.00	1,000	505.00	2,400 1,905.00
5150	POOL REPAIR & SUPPLIES	88.77	1,100	1,011.23	2,675.04	5,500	2,824.96	13,200 10,524.96
5180	SPRINKLERS	0.00	200	200.00	0.00	1,000	1,000.00	2,400 2,400.00
5185	SUPPLIES	119.57	200	80.43	119.57	1,000	880.43	2,400 2,280.43
5190	TENNIS COURTS	0.00	300	300.00	1,621.00	1,500	(121.00)	3,600 1,979.00
5197	TREES	0.00	500	500.00	0.00	2,500	2,500.00	6,000 6,000.00
	<b>TOTAL MAINTENANCE &amp; REPAIRS</b>	<b>308.34</b>	<b>5,433</b>	<b>5,124.66</b>	<b>9,450.61</b>	<b>27,165</b>	<b>17,714.39</b>	<b>65,196 55,745.39</b>
<b>CONTRACT SERVICES EXPENSES</b>								
5320	EXTERMINATING CONTRACT	0.00	250	250.00	925.00	1,250	325.00	3,000 2,075.00
5330	LANDSCAPE CONTRACT	2,833.33	2,833	(0.33)	14,166.65	14,165	(1.65)	33,996 19,829.35
5340	POOL CONTRACT	3,151.89	5,500	2,348.11	9,690.19	27,500	17,809.81	66,000 56,309.81
5343	POOL TELEPHONE MONITORING	0.00	125	125.00	0.00	625	625.00	1,500 1,500.00
5355	TRASH CONTRACT	104.68	105	0.32	528.40	525	(3.40)	1,260 731.60
5360	WATER TREATMENT CONTRACT	0.00	154	154.00	1,850.00	770	(1,080.00)	1,848 (2.00)
	<b>TOTAL CONTRACT SERVICES</b>	<b>6,089.90</b>	<b>8,967</b>	<b>2,877.10</b>	<b>27,160.24</b>	<b>44,835</b>	<b>17,674.76</b>	<b>107,604 80,443.76</b>
<b>INSURANCE EXPENSES</b>								
5405	DIRECTORS & OFFICERS	0.00	0	0.00	3,758.43	3,480	(278.43)	3,480 (278.43)
5410	FIDELITY BOND	0.00	0	0.00	584.00	420	(164.00)	420 (164.00)
5417	GENERAL LIABILITY	0.00	0	0.00	0.00	7,520	7,520.00	7,520 7,520.00
5427	PROPERTY CASUALTY	0.00	0	0.00	15,765.00	6,600	(9,165.00)	6,600 (9,165.00)
5435	UMBRELLA	0.00	0	0.00	919.00	979	60.00	979 60.00
5440	WORKER'S COMPENSATION	0.00	0	0.00	578.00	481	(97.00)	481 (97.00)
	<b>TOTAL INSURANCE EXPENSES</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>21,604.43</b>	<b>19,480</b>	<b>(2,124.43)</b>	<b>19,480 (2,124.43)</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>								
5505	ACCOUNTING/AUDITS	0.00	0	0.00	2,600.00	0	(2,600.00)	2,600 0.00
5515	BANK CHARGES	2.00	50	48.00	104.93	250	145.07	600 495.07
5520	COMMUNITY FUNCTIONS	0.00	200	200.00	864.54	1,000	135.46	2,400 1,535.46
5522	DUES MASTER	0.00	2,500	2,500.00	5,995.00	12,500	6,505.00	30,000 24,005.00
5530	LEGAL-CORPORATE	0.00	300	300.00	688.50	1,500	811.50	3,600 2,911.50
5535	LEGAL-INDIVIDUAL	444.00	1,000	556.00	3,305.40	5,000	1,694.60	12,000 8,694.60
5540	MANAGEMENT FEE	3,600.00	3,600	0.00	18,000.00	18,000	0.00	43,200 25,200.00
5545	MISC ADMINISTRATIVE	63.96	40	(23.96)	269.80	200	(69.80)	480 210.20
5550	MEETING EXPENSE	0.00	50	50.00	100.00	250	150.00	600 500.00
5555	OFFICE SUPPLIES&PRINTING	1.36	300	298.64	804.31	1,500	695.69	3,600 2,795.69
5562	POSTAGE	2.20	300	297.80	733.67	1,500	766.33	3,600 2,866.33
	<b>TOTAL GEN'L &amp; ADMINISTRATIVE</b>	<b>4,113.52</b>	<b>8,340</b>	<b>4,226.48</b>	<b>33,466.15</b>	<b>41,700</b>	<b>8,233.85</b>	<b>102,680 69,213.85</b>
5605	ELECTRICITY	957.35	1,000	42.65	4,897.16	5,000	102.84	12,000 7,102.84
5610	GAS	33.79	575	541.21	2,185.74	2,875	689.26	6,900 4,714.26
5615	WATER & SEWER	1,186.56	1,250	63.44	5,161.99	6,250	1,088.01	15,000 9,838.01

**SETTLER'S PARK HOMEOWNERS ASSOC.  
STATEMENT OF OPERATIONS VARIANCE  
05/31/2020**

C/O CREATIVE MANAGEMENT CO.  
8323 SOUTHWEST FRWY., STE. 330  
HOUSTON TX 77074

ACCT		M-T-D ACTUAL	MTD BUDGET	VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET	BUDGET REMAINING
5620	TELEPHONE	67.45	0	(67.45)	334.74	0	(334.74)	0	(334.74)
5625	INTERNET	155.00	185	30.00	775.00	925	150.00	2,220	1,445.00
	TOTAL UTILITIES	2,400.15	3,010	609.85	13,354.63	15,050	1,695.37	36,120	22,765.37
	TAX EXPENSES								
5725	PROPERTY ADVALOREM TAX	0.00	25	25.00	0.00	125	125.00	300	300.00
	TOTAL TAXES	0.00	25	25.00	0.00	125	125.00	300	300.00
	TOTAL OPERATING EXPENSES	12,911.91	25,775	12,863.09	105,036.06	148,355	43,318.94	331,380	226,343.94
	CAPITAL IMPROVEMENTS								
6005	CONTINGENCY RESERVES	0.00	4,100	4,100.00	0.00	20,500	20,500.00	49,200	49,200.00
6010	RESERVES	0.00	9,745	9,745.00	0.00	48,725	48,725.00	116,940	116,940.00
6207	TREES	0.00	0	0.00	1,800.00	0	(1,800.00)	0	(1,800.00)
	TOTAL CAPITAL IMPROVEMENTS	0.00	13,845	13,845.00	1,800.00	69,225	67,425.00	166,140	164,340.00
	TOTAL EXPENSES	12,911.91	39,620	26,708.09	106,836.06	217,580	110,743.94	497,520	390,683.94
	TOTAL EXPENSES AND NOTE PAYM	12,911.91	39,620	26,708.09	106,836.06	217,580	110,743.94	497,520	390,683.94
	NET INCOME/(LOSS)	(6,079.91)	1,840	(7,919.91)	129,508.00	(10,280)	139,788.00	0	129,508.00



## 2020 Annual Report

1. As of February we have a new manager, Christi Keller, who brings 44 years of management experience as well as experience managing Chimneystone
2. All contracts for the community, including service contracts and facility rental contracts have been reviewed. Contracts are now being documented and tracked for annual review as well as annual collection of insurance and other necessary documentation.  
Our partnerships with First Colony Swim Team and First Colony GOLD swim teams continue, despite the GOLD making the understandable choice to skip a year of participation due to COVID concerns.
3. The board has sought bids and chosen a contractor for construction of a brick wall along Settlers Way and Austin Pkwy to replace fencing currently maintained by the HOA. The total estimate for this effort is approximately \$500k. The project has been broken down into 3 phases beginning at Hwy 6. The reason for the 3 phases is to space out expenditures as well as an effort to maximize use of the City of Sugar Land's CIP fund awards capped at \$75k available annually. Application for 2020 funds has been made and we are awaiting those awards. Additionally, if awarded CIP funds, the city places certain requirements on recipients, which in years past has caused delays in beginning work, we are waiting to see if those additional requirements continue. As of recently, the city has asked if we have funds in the bank ready to begin and we have confirmed that we do. The review process is on hold due to city emergency operations in response to the COVID crisis but we are hoping they restart reviews soon. We will keep residents updated when funds are awarded and work is scheduled to begin.
4. Our pool was one of the first, if not the first in the city to open this year on Memorial Day weekend. The board and TAE reps worked to create plans to make facilities available to residents while mitigating risks of COVID exposure as much as possible. Early use of the facilities has gone very well. Capacity has been increased within the guidelines set forth by the state and use will continue to be closely monitored for any issues.
5. Lifeguard and staffing issues have already been noted this season. Those issues have been quickly brought to the attention of TAE and have been immediately and thoroughly addressed with new protocols in place to assure better staff performance going forward. We are pleased with the responsiveness of TAE and the success of the measures taken so far.
6. Yard of the Month recognitions continued last year with 4 awards being made from May to August. Additionally, we awarded 1st, 2nd, and 3rd place prizes for a Christmas lighting edition. The program continues this year with a June recognition awarded and 2 more planned for July and August. We will continue with the Christmas lighting awards again in December.
7. We have unfortunately had issues with our facility access card system. A recent malfunction has caused a 2 week delay in being able to issue new cards during the first part of June. We are working to get the system fully functional as soon as possible. We will be working with a volunteer to brainstorm recommendations on improving our current system vs. a possible replacement. This evaluation and any action approved by the board will take place in the fall.



8. We will be working with the same volunteer to bring wifi access to the pool area soon. (Hopeful estimates are for late June.)
9. The board will be working with our new manager to draft and implement a fining policy for deed restriction violations in an effort to encourage compliance, which will be particularly helpful in instances of owner neglect of rental properties. This policy will help avoid the need to turn issues over to the community's attorney which results in greater fees being charged to residents. This will give the board help both in achieving compliance as well as opportunities for leniency in extreme circumstances that isn't available with cases that are submitted to the attorney. This type of policy has recently been implemented in Chimneystone resulting in noticeable improvements in their community's appearance. The timeline for this implementation will involve an initial drafting, distribution to membership for feedback, policy finalization, a vote by the board, and then recording as legally required before implementation.
10. Social Committee update:
  - a. Past events - We have enjoyed strong turn out for our Halloween 2019 and Christmas/Cookie Exchange party 2019.
  - b. We are brainstorming a possible summer activity that would allow social distancing. We anticipate continuing our Halloween event in 2020 and would like to continue with the Christmas Cooke Exchange and the Easter Egg Hunt in 2021 along with our summer events.
  - c. We are always looking for volunteers who are interested in planning activities and/or helping at events. If you have interest in either, please contact Kelley Glore, Social Committee Chair [kelleyglore@gmail.com](mailto:kelleyglore@gmail.com) or reply to community messages which can be forwarded to us.
11. Financials as of 5/31/20:
  - a. Our Current Operating Assets: \$347,910.24
  - b. Our Current Reserves: \$1,101,927.48
  - c. Total Assets: \$1,449,837.72 up from \$1,227,315.32 at the same time last year
  - d. The increase in assets serves us well as we prepare for the brick wall project and allows us a certain measure of readiness in the event of major repairs needed to any of our facilities. Additionally we continue to save in anticipation of the eventual construction of a new clubhouse facility.
12. Assessment collection as of 5/12/20 of 968 homes:
  - a. 4 owners owe assessments for 2 years
  - b. 20 owners owe all of 2020 assessments and are not responding to communications
  - c. 4 owners owe partial balance for 2020
  - d. 4 owners owe attorney fees
  - e. 3 owners owe interest and fees
  - f. 1 owner owes partial balance on prior year
  - g. 3 owners are at attorney for collections
  - h. 8 owners are on payment plans
  - i. 2020 has a collection rate of just over 97%
  - j. Just over 95% of all owners are current on all assessments