

**26 February 2024 General Meeting Minutes
Pavilion Office**

APPEARANCE: Luke Sweeney – PRESIDENT, Ariel Guerrero – VICE PRESIDENT, David Muecke – TRUSTEE, Patty De Freitas – ADMINISTRATIVE ASSISTANT.

VISITORS:

President Luke Sweeney called the meeting to order at 7:11 PM. Seconded by Vice President Ariel Guerrero.

Minutes from last Meeting were approved and signed by the Board. The minutes were posted on the common area bulletin board, and the signed minutes will be posted on the website.

TREASURY REPORT

Ariel Guerrero informed the total of outstanding liabilities and equity as of November 2023 is \$20,451.79.
Pending final report from DTA.

REPORT OF OFFICERS/COMMITTEES

0 Home/Lot Improvement Request submitted since the last meeting.

There were no Violation Letters sent out since the last meeting.

OLD BUSINESS

The Board received transition records from DTA. Patty De Freitas advised that closure from DTA is still pending. The Board further discussed retrievals of final reports, general ledgers, historical owner ledger and paper records from DTA offices. Ariel Guerrero, Vice President, expressed interest in the completion of 2023 taxes and recommended on requesting taxes for the past 3 years from DTA.

The Board reviewed contracts for lawn mowing services that will be made available to Rudy since he has agreed to extend the term with a \$25 monthly increase. President, Luke Sweeney advised he will have contract executed by the end of March 2024.

The Board discussed that a new contract needs to be drafted and signed by the current pool vendor. Pool cleaning services (full cleaning) must include labor, reflect the \$15 price adjustment to \$80 per Thursday visit, up from the prior year's contract. Patty De Freitas drafted a new contract and submitted contract to the Board for approval.

The Board previously voted unanimously in favor of escalating the collection process and commencing foreclosure proceedings on properties currently delinquent. President, Luke Sweeney, advised he will provide contact information of new attorney by next meeting.

NEW BUSINESS

The Board assessed having other pending improvements include repairing the entrance of the development, pergola, replacing the bulletin board, and painting mailboxes. Luke Sweeney, President, advised he will work on getting bids for shingles replacement and front entrance sign. David Muecke and Clint Warren advised they will provide updates on materials and costs for mailbox replacements.

David Muecke has been assigned to review our emergency preparedness plan and will provide this information before March 2024. David was also advised to request a key replica for Bertley.

Coldspring Terrace Board of Trustees

Luke Sweeney - President (713) 906-5748
Ariel Guerrero - Vice President (713) 598-5548
Patty De Freitas - Administrative Assistant (281) 773-0016

Clint Warren - Treasurer (832) 444-3477
David Muecke - Trustee (281) 627-9694

Coldspring Terrace Property Owners Improvement Association, Inc.
DTA Community Management Services, Inc. 206a S. Loop 336 #270 Conroe, Texas 77304
CTPOIAI.COM ctpoiai@gmail.com bernadette@webdta.com

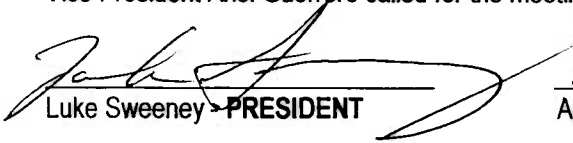
The Board discussed existing deed restriction violations that have not been resolved, which will likely involve amending deed restrictions in the future to impose fines on those property owners unwilling to abide by deed restrictions.

Luke Sweeney, President, informed he will continue reviewing pool insurance guidelines and cost to consider extending pool days for 2024.

The Board unanimously motioned to move forward and purchase our Buildium Property Management Software. The board assigned Patty De Freitas to continue reconfiguring and maintaining our Coldspring Terrace website and upload all pending documents. The Board stated that all bills from approved vendors should be paid immediately. Ariel Guerrero, Vice President, counseled that a new form specifying cost and guidelines needs to be created for the Pavilion area. Patty De Freitas, advised that she generate a new pavilion form and will upload it to the Coldspring website, once approved.

Next Meeting is Sunday, April 14, 2024, at 3pm in the Pavilion Office.

Vice President Ariel Guerrero called for the meeting to adjourn at 4:17 pm, and Trustee David Muecke seconded the motion.


Luke Sweeney - **PRESIDENT**


Ariel Guerrero - **VICE PRESIDENT**

David Muecke - **TRUSTEE**


Clint Warren - **TREASURER**

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