

# Coldspring Terrace Property Owners Improvement Association, Inc.

331 Timber Drive, Coldspring, TX 77331

[www.ctpoi.ai.com](http://www.ctpoi.ai.com) | [Coldspring-Terrace-Board@GoogleGroups.com](mailto:Coldspring-Terrace-Board@GoogleGroups.com)

## Board Meeting Annual Meeting Minutes

**June 6, 2026 | 10:00 a.m. | Pavillion Office**

**APPEARANCE:** Gene Lewis (President), Sid Smith (Vice President), & Aki Morita (Treasurer)

- President Gene Lewis called the Annual Meeting of the Coldspring Terrace Property Owners Improvement Association, Inc. to order at **10:06 a.m.** He welcomed all property owners and guests, followed by the registration of members. President Lewis introduced the current Board of Directors, recognized the departing Board members for their service to the Association, and introduced the candidates seeking election to the Board. He announced that the next regular Board meeting would be held on **Sunday, July 12, 2026, at 3:00 p.m.** The Secretary verified that a quorum was present, either in person or by proxy, and certified that all proxies had been properly received and validated in accordance with the Association's governing documents. The Board then paused for an **In Memoriam** to honor and remember community members who had passed away during the past year, recognizing their lasting contributions to the neighborhood. In observance of the anniversary of **D-Day**, President Lewis also recognized and expressed appreciation to all veterans and first responders for their courage, sacrifice, and dedicated service to our nation and communities.
- Declaration of Quorum was established.
- A motion was made to approve the May 2026 Board Meeting Minutes. The motion was seconded and approved.
- The election process for the 2026–2027 Board of Directors term was conducted. Ballots were collected, election volunteers were appointed, and the votes were tabulated.
- The Treasurer's Report was presented by Aki Morita for the period of April 30, 2026, through May 29, 2026. The report reflected a beginning balance of **\$7,017.43** and an ending balance of **\$4,223.25**. The report was reviewed and accepted by the Board.
- Committee reports and volunteer opportunities were discussed. The Board recognized Renny Hardwick for his dedicated service during the 2025–2026 term and his valuable role in supporting the Architectural Control process, helping preserve and enhance the appearance and integrity of the community. Lisa Brewer-Lewis was recognized for her compassionate service through the Coldspring Terrace Neighbor Care Committee and for extending sympathy and support to neighbors during times of loss. Patricia Smith was recognized for her outstanding leadership and volunteer spirit in creating and maintaining festive holiday decorations that enhanced the community. The Annual July 4th Golf Cart Parade was announced and scheduled for Saturday, July 4, 2026, at 10:00 a.m. Residents were encouraged to participate by decorating golf carts, ATVs, scooters, or vehicles, with an award to be presented for the best-decorated entry. Participants were asked to assemble at the boat ramp no later than 9:45 a.m. for lineup and instructions. Residents were also encouraged to volunteer and participate in community committees and special events, as their involvement was essential to the continued success and improvement of the neighborhood.
- The Board reviewed the actions and accomplishments completed during the 2025–2026 term. Special recognition and sincere appreciation were extended to Robert Davenport for his generous donation of materials and to Renny Hardwick for donating his valuable time, knowledge, and experience to assist with pool repairs and maintenance efforts. The Board also expressed appreciation to David Muecke for his initiative, coordination, and assistance in facilitating the replacement of the community entrance sign. The mailbox area was repaired and restored to full functionality. Necessary repairs to the pavilion roof, including patching, were completed to ensure the continued safe use of the facility. Additional maintenance was completed, including the spreading of gravel and repairs to surface areas, to improve conditions around the mailbox and boat ramp areas.
- Community operations and reminders were discussed. Information regarding community amenities and pavilion reservations was provided. The Board noted that a reservation fee of \$100 is required for pavilion rentals, consisting of a \$50 rental fee and a \$50 refundable security deposit. Reservation forms are available on the Association website at [www.ctpoi.ai.com](http://www.ctpoi.ai.com). Architectural Control Committee applications, including home and lot improvement request

forms and related guidelines, are also available on the Association website. Property owners were reminded to allow up to 45 days for the review and approval process.

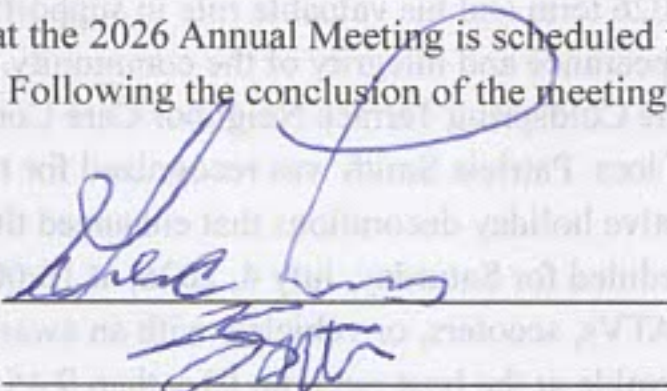
- The Board reviewed community safety and compliance reminders, including adherence to leash laws, respect for private property rights, golf cart and ATV safety, and the community speed limit of 20 mph. Property owners were encouraged to maintain current and accurate information in their PayHOA accounts for billing and communication purposes. The PayHOA portal remains available for account access, and residents needing assistance were directed to contact Patty Rosado at (281) 773-0016 or email Coldspring-Terrace-Board@GoogleGroups.com.
- The Board also discussed the importance of proper recordkeeping and security and stated that communications would only be addressed from identifiable email addresses that could be verified as associated with Association records and confirmed property ownership. The Board's responsibility remains to serve property owners of record.
- Strategic priorities and future community initiatives were discussed. The Board reviewed the continued collection of delinquent assessments, including the consideration of foreclosure actions and the use of third-party collection services when necessary. Future enhancement projects were discussed, including improvements to the boat ramp, fishing pier, common areas, and the mailbox area beautification project. The Board also discussed the development of emergency preparedness and continuity planning, including the creation of emergency response procedures, utility maps, key-holder records, and emergency contact resources.
- The Board reviewed the need to evaluate rental property policies, including issues related to long-term rentals, short-term rentals, Airbnb properties, and bed-and-breakfast operations. To improve security and access control, the Board announced that all amenity areas, including the pool and boat ramp, would be rekeyed effective July 1, 2026. Amenity keys would be available for purchase at a cost of \$25 per key. Property owners needing assistance or additional information were directed to contact Patty Rosado at (281) 773-0016 or email the Board at Coldspring-Terrace-Board@GoogleGroups.com.
- An open forum was held for property owners to address the Board and discuss community-related matters. Speakers were limited to two (2) minutes each to allow all participants an opportunity to provide comments.
- The election results for the 2026–2027 Board of Directors term were announced. Jessica Fowler and Kristina House Torres were elected to serve as Directors on the Board for the 2026–2027 term. The Board welcomed their service and looked forward to their contributions to the continued success of the Association.
- The Board expressed its sincere appreciation to Mark Hlanak, Renny Hardwick, Bruce Shields, Aki Morita, and Benita Malone for generously providing lunch for the meeting. Their continued support, generosity, and commitment to the community were greatly appreciated.
- President Gene Lewis announced that the 2026 Annual Meeting is scheduled for Sunday, July 12, 2026.
- The Annual Meeting was adjourned. Following the conclusion of the meeting, attendees were invited to join together for lunch.

Gene Lewis – **President**

Sid Smith – **Vice President**

Aki Morita – **Treasurer**

David Muecke – **Trustee**

The block contains four handwritten signatures in blue ink, each written over a horizontal line. The signatures are: Gene Lewis (top), Sid Smith (second), Aki Morita (third), and David Muecke (bottom). The signatures are stylized and cursive.