

MINUTES OF THE PINE MILL RANCH HOA BOARD MEETING  
OF THE BOARD OF PMR  
KATY, TEXAS

**Date:** July 7, 2015  
**Time:** 7:02 pm  
**Location:** Christ Church, PCA  
10818 Gaston Rd, Katy, TX 77494  
**Attendance:** (President) Daryl Brister, (V.President) Ramana Kondapalli, (Treasurer) Jingyi Kong,  
(Secretary) Kathleen Welch, (Asst. Secretary) Tony Cornwell

**I. Determination of Quorum and Call Meeting to Order**

The meeting was opened by Daryl Brister, President of PMR HOA. Resident attendance was not recorded and a quorum was not necessary since this was not an annual meeting.

**II. Financials:**

The Pine Mill Ranch HOA May financials were available in hard copy for residents at the meeting. Mrs. Erica Morgan of Principal Management Group of Houston led a review of the May financials. Work on the 2016 budget will begin in the next several weeks and must be finalized by October of 2015. The HOA board previously selected an independent firm to conduct an audit of the PMR HOA financials through December of 2014. The total operating funds reported were \$537,761.39. Total reserve funds reported were \$399,153.66. Total accounts receivable reported were \$71,732.02. It was noted that the balance of accounts receivable was mostly due to past years' outstanding collections. The current collection rate on assessments for 2015 is 98.57%. The capitalization fee was explained as a fee collected at the closing of a new home and is equal to 50% of the year's assessment. The capitalization fee was approximately \$2100 under budget, and with only 12 lots left, the fee will mostly likely be budgeted at \$0 for the 2016 budget.

Under expenses, General Administrative expenses are expenses of PMG, including copies, etc. Billing/Collections includes any late fees, legal reimbursements, cost of title searches etc. for past due accounts. Postage is almost \$6000 over budget due to the duplicate annual meeting notices sent out earlier in the year. Under Utilities, Erica Morgan noted that PMG was shopping other electric companies to seek out lower electric rates for PMR. It was noted that the actual landscaping costs are much lower than originally budgeted, due to MUD 57 assuming ownership and maintenance of a majority of common areas within the PMR HOA. Erica Morgan noted the \$35,104.75 expense under Fence Repair & Maintenance (for fence staining) would be re-classed as a capital expense in the June financials. The total budget variance reported was \$43,301.74, but with the \$35,104.75 expense re-classed in June 2015, the budget variance would actually be approximately \$8000.

Q1. What does the Safety and Security line item pay for?

A1. PMR pays for two officers to routinely patrol the neighborhood.

Q2. What is the \$9,723 power washing expense?

A2. Unknown at this time but will report back at next meeting.

Q3. Are the officers patrolling the neighborhood? We never see them?

A3. Sometimes the officers patrol at night and during high crime times. They also vary their schedule in an effort to keep the neighborhood safe. Erica is happy to check up on their schedule.

Q4. Is there an incident report for Pine Mill Ranch that shows recent crimes etc.?

A4. There is no official crime report put out by the HOA. The board will check with Fort Bend County Sherriff's office to see if they create any reports specific to the neighborhood. (A resident suggested that anyone interested visit [www.raidsonline.com](http://www.raidsonline.com) to sign up for crime reports for our specific area. The website also has a phone app.)

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### III. Committees

The board has formed several committees, each with a board member as a focal point of communication between the committee and the board. Each committee is working on creating formal guidelines to shape committee structure and decision making moving forward. Mrs. Erica Morgan has example guideline templates from other HOAs for the committees to review.

**A. Architectural Review Committee:** Tony Cornwell is the board focal point for the Architectural Review Committee, and he spoke on the committee's progress. The committee will be using the builder guidelines as a guide to review the architectural submissions until formal guidelines are approved by the board and put in place. The committee now has access to the PMG database, which holds the applications for residential changes, and review of applications will begin tomorrow (July 8, 2015).

**B. MUD 57 Committee:** Tony Cornwell and Daryl Brister are joint board focal points for the MUD 57 Committee. PMR is in a unique situation in that the entire MUD 57 exists within PMR, and the HOA board and MUD 57 board are working hand-in-hand to better serve PMR. MUD 57 meetings are scheduled one Monday a month at 10 AM, and Tony Cornwell and Daryl Brister will coordinate between themselves to ensure a PMR HOA board member attends the MUD meetings. Additionally, the MUD will be invited to sit in on future HOA board workshops. The diagrams displayed at the meeting show 1) the land the HOA owns and the land the MUD now owns and 2) the MUD's future plans to develop the walking trails and green space through PMR. Since the MUD now owns most of the common areas including the retention ponds, the HOA's landscaping budget has been drastically reduced.

Q5. Does the HOA own the retention ponds?

A5. The retention ponds are now owned and maintained by MUD 57.

**C. Neighborhood Aesthetics Committee:** Daryl Brister is the board focal point for the Neighborhood Aesthetics Committee. The committee is in the early planning stages and will focus on deed restrictions and maintaining property values. Currently, PMG conducts monthly ride-arounds and sends out notices for violations, but this is not a sustainable model. The committee hopes to address this issue and maintain the aesthetics of the neighborhood. If anyone would like to volunteer for the committee, please see Daryl Brister.

**D. Newsletter Committee:** Katie Welch is the board focal point for the Newsletter Committee. The committee is in the early planning stages of newsletter development and working on a few key items including: frequency of printing, format, cost, and vendor selection. The board has recommended that the newsletter start with quarterly printing, and Mrs. Erica Morgan has submitted several example newsletter templates from other HOAs to the committee for review. If anyone would like to volunteer for the committee, please see Katie Welch.

**E. Social Committee:** Jenny Kong is the board focal for the Social Committee. The social committee was established before the HOA take over, and the committee has a line item in the budget. The committee is responsible for several events including: spring/fall garage sales, Easter Egg Hunt, National Night Out, Harvest Festival, and Cookies with Santa. Currently the committee has over 30 volunteers.

Q5. Who is the current social committee president?

A5. Jenny Kong is the liaison between the social committee and the HOA board. The current social committee president is Cherry Davis.

**F. Swim Team Committee:** Tony Cornwell is the board focal point for the Swim Team Committee. The swim team committee has operated independently from the HOA for the past four years and takes \$0 from the HOA. The team uses the pool and schedules meets for when the pool is closed to residents. The committee is working to create formal guidelines on operations and will submit the guidelines to the HOA board for review and approval.

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**G. Website Committee:** Ramana Kondapalli is the board focal point for the Website Committee. The committee has received the credentials for the website [www.pinemillranch.com](http://www.pinemillranch.com), and is working to develop the website, as nothing has changed on the website in 3.4 years. The “Homepage Store Team” originally created the website using the tool Dreamweaver. The plan moving forward is to have a resident webmaster that will make minor changes to the website and update important documents and information such as meeting minutes or meeting notices. Any major website changes will be outsourced. The committee will review the current PMG website for recommendations on what changes need to be made to make the pinemillranch.com website more useful. The website will serve as the official communication page, rather than the PMR Facebook page etc. If anyone is interested in volunteering to be the webmaster or a committee member, please see Ramana.

**Question and Answer Section**

Q6. How much is the capitalization fee per lot?

A6. The fee is 50% of the assessment, due at closing (approximately \$320).

Q7. Is now the only time that we can volunteer for committees?

A7. You can always contact Mrs. Erica Morgan at [emorgan@pmghouston.com](mailto:emorgan@pmghouston.com), and she will let the board focal point know of your interest.

Q8. Do you know anything about the construction on the sewage treatment plant and the smell?

A8. That is MUD 57 and the HOA board is not involved.

Q9. Now that the MUD 57 owns a lot of area within the HOA, how is the board going to keep them accountable? For example, keeping the landscaping looking nice and taken care of. Both entrances to the neighborhood look nice, but the middle 1/3 looks terrible.

A9. The members of the MUD 57 board are all PMR residents and they care about keeping our neighborhood looking nice. In order to keep MUD accountable, a member of the HOA board will attend MUD meetings and the MUD will attend HOA board workshops. At these meetings, failures that residents have brought up can be presented. Also, at the next HOA board workshop, the board will be meeting with all of the contract leads from all of our contract companies (landscaping, pool company, lake company etc.), as well as with MUD 57 board members to discuss how to handle issues moving forward.

Q10. What is included in the pest control budget item?

A10. The board approved mosquito fogging biweekly through October. The next date of fogging is Thursday, July 9.

Q11. There is a builder sign on Turtle Canyon that makes it difficult to see oncoming traffic. When will this sign be coming down.

A11. The signs will all be removed when the build-out is complete. There are only 12 lots left as of July 7, 2015.

Q12. The school zone is too small, and people drive way too quickly within the area near the school which is dangerous for kids arriving and leaving school. Can we extend the school zone?

A12. The individual who brought this to the board noted that she had confirmed with KISD and we would need a majority of residents to individually petition the KISD board with a request to expand the current school zone.

Q13. Received the email about closing the pool on a Saturday morning for the swim team to use for a meet and concerned that the swim team might be receiving preferential treatment?

A13. The swim team had to cancel a meet halfway through due to bad weather. The swim team committee asked if they could use the pool from 8AM-12PM on Saturday morning. This would mean closing the pool to

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the residents from 10AM-12PM. The swim team couldn't reschedule the meet for a later date than that Saturday because of a meet of champions already scheduled for the following Monday. The board voted and a majority decided to allow the swim team to use the pool for the specified 2 hour window. The swim team was out of the pool by 10:30 AM Saturday morning. The swim team had never asked to use the pool during resident hours before, and the board assures the residents that the swim team does not receive preferential treatment.

Q14. The tennis court lights are on all night. Can we fix that?

A14. PMG is currently obtaining pricing to put timers on the lights so that they will turn off automatically at 10 PM every night.

Q15. Concerned about people painting fences all different colors and now painting their driveways. Who is doing inspections and we need stronger guidelines?

A15. Currently, PMG conducts monthly drive-arounds to inspect properties, but this is not a sustainable model. The Architectural review committee and neighborhood aesthetics committees will work together to address this issue.

Q16. Cars are parked all over the streets and it makes our neighborhood look terrible.

A16. The streets are owned by the county, and we cannot tow people for parking in the streets. County law supersedes HOA rules. The newsletter committee will add a reminder about no-street parking in the first newsletter.

Q17. The elementary school only has recycling for newspapers, and you have to go all the way to Thompkins to recycle plastics, glass, etc. Can we ask the elementary school to get a second recycling bin?

A17. PMR has curbside recycling that picks up every Thursday morning.

Q18. What is the status on the entrance at 1463 and the playground in the area near 1463?

A18. Both are still being developed by Mr. Kim. Erica Morgan would be happy to keep emailing Mr. Kim about the status of both.

Q19. Now that there are so many areas owned by MUD, does the HOA still fix issues that come up or do we contact MUD?

A19. The fences are owned by homeowners. Trees and landscaping are owned and maintained by MUD. Please keep sending all issues to Erica Morgan at PMG or bring them up at the quarterly HOA meetings.

Q20. What can we do to get a 4-way stop near the splash pad?

A20. The county came out and conducted 2 surveys and both determined there was not enough cross traffic to warrant a 4 way stop. Residents could keep voicing their concerns to the county, if desired.

Q21. The iron fences along the retention ponds/lakes are rusting.

A21. The fences are property of the homeowners and are to be maintained by the homeowners. As the Neighborhood Aesthetics committee gets up and running, letters will be mailed out more consistently regarding this issue.

Q22. Trash cans are overflowing at the parks and around the lakes.

A22. We are working with the MUD (since these are all MUD owned and maintained land) to get bigger trash cans and to establish a more consistent trash pick-up schedule.

Q23. What can we do to encourage dog owners to pick up after their pets?

A23. The newsletter committee will put a reminder about picking up pet waste in the first issue.

Q24. Will we be getting new pool furniture this year or in the near future?

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A24. We have not budgeted for new pool furniture in the 2015 year. However, major pool repairs and pool replastering will be budgeted for next year, and new pool furniture can be addressed at the same time.

Q25. Can we build a volleyball court in the open space near the 1463 entrance?

A25. This issue was brought up at the Board Meet and Greet, and the board asked for a petition of resident signatures in order to properly gauge interest. Now that the petition has over 100 signatures, the board will discuss this idea with the MUD (since the MUD owns the land). Many other issues must be addressed at the same time including parking, restrooms, seating areas, picnic tables, trash cans etc.

Q26. The lifeguards at the pool let people in without a key card. Isn't this a security concern?

A26. Erica Morgan will talk to Greater Houston Pool Management and remind lifeguards that people cannot enter without keycards.

Q27. The pool (especially the kids splash pool) is filthy.

A27. Erica Morgan discussed with Greater Houston Pool Management Company about this several weeks back and it was pressure washed and cleaned last week. Mrs. Morgan noted that the reason for this was that the pad was installed improperly and PMG is working with the manufacturer on what can be done to fix the issue of the pad holding water, which is causing the scum buildup. Once we have a recommendation on repair, we will work with MUD to fix the pad.

Q28. What is the status of the broken window at the pool?

A28. The lifeguards locked their keys in the building, and they broke a window to gain access. The broken window is being fixed by and paid for by the Greater Houston Pool Management Company. Erica Morgan will call and update on status.

Q29. I tried to register my kids for the PMR swim team but I received no response.

A29. See Tony Cornwell after the meeting is adjourned.

Q30. Could we possibly print editions of the newsletter in other languages to accommodate the diversity of the neighborhood?

A30. Absolutely. The issue will be referred to the Newsletter Committee for consideration.

Q31. The splash pad is dirty and needs to be power washed.

A31. Previously, the splash pad was only power washed twice a year. Erica Morgan is getting bids to have it power washed monthly. \*See A27.

Q32. Cinco Ranch is promoting our splash pad as a public area. What can we do about that?

A32. The splash pad is owned by MUD, and they cannot restrict access to their property because they are a public entity.

#### IV. Old Business

**A. Bylaws:** The board is discussing changing the quorum percentage in the bylaws. Currently a quorum constitutes 20% of residents, and this was a major issue at the last election.

**B. Discuss By-law compliance and the effect on our community**

**C. Posting Documents on the HOA Website:** As soon as the website is up and running, the board will be posting minutes, bylaws, etc. on the website.

**D. Report of MUD 57 Improvements:** Please refer to the boards at the front to get a closer look at the improvements the MUD is making in our neighborhood. The MUD is developing walking trails and landscaping around the drainage ditch, which will greatly improve the look and feel of the neighborhood.

**E. Review of Community Security:** Looking into information with the Sheriff's department in order to start a neighborhood watch within the community.

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**F. Discuss Pool Repair late 2015:** The pool is due for maintenance and re-plastering at an estimated cost of \$65,000-\$80,000. The pool has a number of cracks and pop-ups that pose a major liability issue for the HOA. Erica has re-plastered several pools in other HOAs recently, and the quality of plastering now is much better than in years previous and with a longer warranty. The board will heavily visit this topic this fall, and it will be in the budget for next year.

**G. Discuss Remaining Items from Community Meet & Greet:** Katie Welch updated on the status of items presented to the board at the meet and greet. Please see attached spreadsheet for detailed list and status of all items.

**V. New Business**

- A. How much time is remaining until the MUD 57 bond is fully paid out?
- B. Ask the MUD about allowing the Homestead exemption.
- C. Address the major water clogging issue in the new section being developed (mosquito breeding ground)
- D. There are no street lights on Pine Mill Ranch Drive from Winding Point to Morning Crest (in front of the elementary school).
- E. Homeowners who have lots backing up to 1463 were promised brick fencing by the builder.
- F. Volleyball court petition now has 100+ signatures. What is the status of this issue?
- G. Create a way to reserve the tennis courts online like other neighborhoods?
- H. The speed limit on Winding Point Lane is too high (right now it is 30 MPH and people speed). Suggest lowering the speed limit to 20 MPH?
- I. The electrical area of the splash pad needs to be locked at all times. It was open and unlocked once last week.
- J. Weeds growing in the concrete joints along Pine Mill Ranch Drive
- K. Look into getting an electronic speed sign to help with the constant speeding in the neighborhood?
- L. Get more "No Soliciting" signs and place around neighborhood.
- M. Publish speed limits in the first newsletter, as well as news about new capital projects.

The meeting was adjourned by unanimous vote of the PMR HOA Board at 8:57 PM.

Respectfully submitted:



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Kathleen Welch - Secretary PMR HOA