

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

**22 October 2023 General Meeting Minutes
Pavilion Office**

APPEARANCE: Luke Sweeney – PRESIDENT, Ariel Guerrero – VICE PRESIDENT, Patty De Freitas – SECRETARY, Clint Warren – TREASURER, David Muecke – TRUSTEE.

VISITORS: Renny Hardwick, Bertley Taylor.

President Luke Sweeney called the meeting to order at 3:02 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

Luke Sweeney shared Treasury Report status.

RECEIVABLES

DTA Community Management Services is utilizing Axela Collection Services to help recover funds for delinquent HOA accounts.

REPORT OF OFFICERS/COMMITTEES

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

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

OLD BUSINESS

Ariel Guerrero informed the total outstanding accounts as of October 2023 is \$20,832.25.

Patty De Freitas removed 1 property lien for the month of October 2023. Ariel Guerrero advised he will contact the Coldspring Court House regarding this lien and verify if our association can reclaim what was previously owed.

The Board unanimously decided that the DTA contract will be terminated by the end of November 2024. David Muecke, Patty De Freitas, along with other residents have expressed that payments made via money orders/cashier's checks are missing and never posted to their accounts. Luke Sweeney advised he will be looking into this matter. Ariel Guerrero mentioned that DTA has not completed taxes for our development and that it is behind schedule. The Board also revealed that customary site inspections have not been performed by DTA in months. The Board furthermore expressed concern over whether Deed Restriction Violation Letters were being mailed out by DTA.

The Board reviewed and signed a two-year maintenance contract agreement 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 October 2023.

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 will draft a new contract, submit the contract to the Board for approval and have the contract executed by the end of November 2023.

Coldspring Terrace Board of Trustees

Luke Sweeney - Vice President - 713-906-5748
Ariel Guerrero - Secretary - 713-598-5548
Bernadette Aham-Neze - Managing Agent 832-364-6880

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

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The Board previously voted unanimously in favor of escalating the collection process and commencing foreclosure proceedings on properties currently delinquent. Patty De Freitas advised she spoke with attorney. Attorney stated that she will email new foreclosure approval forms to be reviewed by Board members.

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 advised he will work on getting quotes for shingles replacement. David Muecke advised he will contact TRA regarding the dredging of the pier area. David Muecke and Clint Warren will provide updates on materials and costs for mailbox replacements.

The Board discussed providing DTA with a map showing the location of any main utility shut offs and the names and numbers of at least two members on site with keys. David Muecke has been assigned to review our emergency preparedness plan and will provide this information before December 2023.

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.

On October 1, 2023, the Board posted an Administrative Assistant Position in our main bulletin board. After much consideration, the Board has motioned to hire Patty De Freitas as the new Administrative Assistant for Coldspring Terrace. Ariel Guerrero made the motion; Clint Warren seconded it. This position will start January 1, 2024.

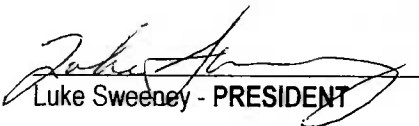
President Luke Sweeney informed he will continue reviewing pool insurance guidelines and cost to consider extending pool days for next year.

The Board assigned Patty De Freitas to reconfigure the Coldspring Terrace website and upload all pending documents. Ariel Guerrero advised that a new form specifying cost and guidelines needs to be created for the Pavilion area. Patty advised that she will generate a new pavilion form and upload it to the Coldspring website.

President Luke Sweeney presented the Board a receipt totaling the amount of \$264.00. Luke purchased lumber and concrete for the reinforcement of the pier. The Board unanimously voted to pay Luke Sweeney and was advised to submit receipts to DTA for reimbursement.

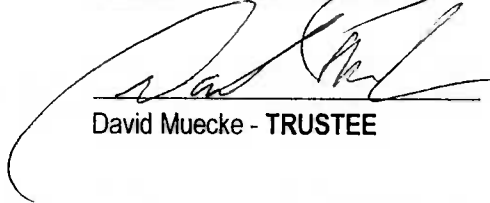
Next Meeting is Sunday, [redacted], at 3pm in the Pavilion Office.

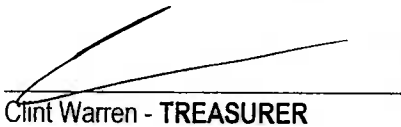
President Luke Sweeney called for the meeting to adjourn at 4:43 pm, and Vice President Ariel Guerrero seconded the motion.


Luke Sweeney - **PRESIDENT**


Patricia De Freitas - **SECRETARY**


Ariel Guerrero - **VICE PRESIDENT**


David Muecke - **TRUSTEE**


Clint Warren - **TREASURER**

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