

**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

**12 November 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, Martha Harwick, Mark Hlanak.

President Treasurer, Clint Warren called the meeting to order at 3:16 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 \$23,973.89.

**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**

The Board unanimously decided that the DTA contract will be terminated by the end of December 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 January 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 will draft a new contract, submit the contract to the Board for approval and have the contract executed by the end of January 2024.

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 will need to revisit all pending foreclosures, because we will no longer be affiliated with DTA.

---

**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

**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

**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 Sweeny 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 December 2023. David was also advised to request a key replica for Bertley.

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.

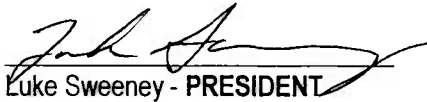
President Luke Sweeney informed he will continue reviewing pool insurance guidelines and cost to consider extending pool days for 2024.

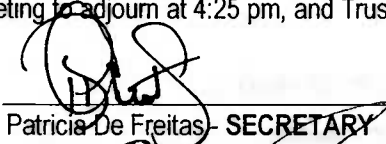
The Board assigned Patty De Freitas to reconfigure the Coldspring Terrace website and upload all pending documents. Ariel Guerrero advised that a new form specifying cost and guidelines needs to be created for the Pavilion area. Patty advised that she generate a new pavilion form and upload it to the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

The Board unanimously agreed to open a new bank account for Coldspring Terrace Association, since we will not be affiliated with DTA in 2024.

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

Vice President Ariel Guerrero called for the meeting to adjourn at 4:25 pm, and Trustee David Muecke seconded the motion.

  
Luke Sweeney - PRESIDENT

  
Patricia De Freitas - SECRETARY

  
Ariel Guerrero - VICE PRESIDENT

  
David Muecke - TRUSTEE

\_\_\_\_\_  
Clint Warren - TREASURER

---

**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