

NEWS FOR THE RESIDENTS OF PARK CREEK

MAY 2018

VOLUME 3, ISSUE 5

PARK CREEK HOMEOWNERS ASSOCIATION, INC.

Minutes of the Board Meeting Tuesday, March 23, 2018

CALL TO ORDER: The Park Creek Board of Directors met on the above date at 14415 Barker Cypress, Cypress, TX 77429. Danny Nastek called the general session of the Board meeting to order at 6:05 pm.

PRESENT:

Lance Nolan

Danny Nastek

Blanca Galvan, SCS Management Services, Inc.

Cathy Jensen, SCS Management Services, Inc

ABSENT: Dave Juers

ELECTION OF OFFICERS

Due to the 2018 Annual Meeting, the Board needed to elect officers. A motion was made by Director Nastek and seconded by Director Nolan for Director Nastek to be appointed as President,

Director Nolan appointed as Vice President and Director Juers to be appointed Treasurer/Secretary. All were in favor.

BOARD ORIENTATION

Ms. Galvan held a short Board orientation in which she went over the role the Board plays in different aspects of managing the association, as well as the duties of each officer.

GUESTS TO ADDRESS THE BOARD

There were no homeowners to address the Board.

MINUTES OF PREVIOUS MEETINGS

The minutes of the January 23, 2018 Board meeting were presented and reviewed. Director Nastek made a motion to approve the minutes as presented. Director Nolan seconded the motion.

COMMITTEE REPORTS:

Decorations Committee: Director Nastek proposed putting the

(Continued on Page 2)

Upcoming COMMUNITY EVENTS

- **Next Garage Sale Weekend is April 28th & 29th**
- **Summer Bash/Get Together is on August 4th**



Would you like to see holiday lights for the Halloween and Thanksgiving season?

Got to SCSGo.com and give us your opinion.

IMPORTANT NUMBERS

ASSOCIATION MANAGEMENT CO.:

SCS Management Services, Inc.

Phone:..... 281-463-1777

Fax: 281-463-0050

..... 7170 Cherry Park Drive Houston, TX 77095

Website:www.scsco.com

Association Manager

Blanca Galvan 281-500-7107

Service Manager

Patty Weber 281-500-7139

Deed Restriction Coordinator

Susan Spratley 281-500-7118

FIRE DEPARTMENT:

Cy Fair VFD 281-550-6663

HARRIS COUNTY SHERIFF

Sheriff Dispatch 713-221-6000

SCHOOL DISTRICT:

Cy Fair ISD 281-897-4000

WATER DISTRICT

MUD 10 832-467-1599

HEALTH DEPARTMENT

Harris County 713-274-6300

CYPRESS POINT RECREATION ROOM RENTAL

Voicemail 281-256-1579

ELECTRIC COMPANY/ OUTAGES

Centerpoint 713-207-2222

<http://www.centerpointenergy.com/en-us/residential/in-your-community/electric-outage-center/report-streetlight-outages>

GARBAGE SERVICE

Best Trash 281-313-2378

*(Service is contracted through the MUD and trash pickup is on
Wednesday and Saturday)*

Board Meetings are the 3rd
Tuesday of every month at
the Cypress Point Recreation
Center beginning at 6:00pm

(Continued from Cover)

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COMMITTEE REPORTS:

Decorations Committee: Director Nastek proposed putting the "Smart Lights" up on or close to October 1st and using Halloween colors through October, Thanksgiving colors through November, and Christmas colors through December.

Newsletter Committee: The Board reported there is a vacancy for the Newsletter committee since Mrs. Nastek has stepped down. The Board asked Ms. Galvan to submit an ad in the upcoming newsletter for volunteer.

Yard of the Month Committee: The Board reported there is a vacancy for the YOM committee since Mrs. Nastek has stepped down. The Board asked Ms. Galvan to submit an ad in the upcoming newsletter for volunteer. In the Director Nolan will be driving the community and selecting Yard of the Month.

Garage Sale Committee: The Board reported there is a vacancy for the Garage Sale committee since Mrs. Nastek has stepped down. The Board asked Ms. Galvan to submit an ad in the upcoming newsletter for volunteer. In the meantime the Board will be putting out the signs for the upcoming Yard Sale.

Neighborhood Events Committee: Veronica Cunningham went

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over the Easter event details. She reported there are currently 3000 eggs being stuffed with candy by several volunteers. She has also booked face painters, has activity tables planned, and has ordered sandwich trays.

MANAGEMENT REPORT:

Ms. Galvan noted that as of February 28, 2018 the association is 82% collected on current year assessment income, 78% on total income and 15% on budgeted expenses.

The action item list was presented and reviewed. Several items were removed and others were added.

The February 28, 2018 financials were presented and reviewed with no additional questions. The Board unanimously agreed to accept the financials as presented.

OLD BUSINESS:

A. Ms Galvan updated the Board on the negotiations of the mosquito contract. NW Pest was not willing to add in the Thursdays after 10pm guarantee without an additional premium however, FX Pest was. The Board asked Ms. Galvan to check if FX Pest would match the \$55 per trip price that NW Pest had offered.

NEW BUSINESS:

A. Mrs. Jensen discussed the Fining Policy with the Board. She explained guidelines would need to be set for what would be fined for SCS to follow.

B. Ms Galvan presented bids for the 2018 Pool Tags. After discussion a motion was made by director Nastek and seconded by Director Nolan to approve the bid from Halo for 700 tags with pin in the color purple.

RESIDENT FORUM:

Director Nastek opened the floor to residents.

A homeowner asked about the process to increase the number of Board members from 3-5. Ms. Galvan explained per the bylaws it would take a vote of majority quorum of a meeting of the membership.

A homeowner asked about the newsletter and how we ensure it is being mailed to all homeowners. The Board asked Ms. Galvan to request Peel Inc to send an email the day the newsletters are mailed out so a post could be made on SCSGo letting homeowners know it was on its way.

There being no further business the meeting adjourned into executive session at 7:31 pm.

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Returned to homeowner for information _____

Forwarded to Committee for approval: _____

ARCHITECTURAL REVIEW APPLICATION

In an effort to maintain property values, deed restrictions require that **exterior changes be approved by an Architectural Review Committee prior to commencing work**. Their evaluation addresses architectural harmony, color, location, minimum construction standards and restrictions. Please consult your deed restrictions for additional information. If your change has not been approved, the Committee will have the right to ask the homeowner to remove the improvement and/or change from the property. If you have questions on what to submit for your project, please contact our office. **COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED IT CANNOT BE PROCESSED AND WILL THUS BE RETURNED AND OR DENIED.**

Subdivision: _____

Start Date: _____ End Date: _____

Owner Name: _____

Home Phone: _____

Mailing Address: _____

Work Phone: _____

City: _____ State: _____ ZIP: _____

Property Address: _____

Please check the improvements and/or circle the item applicable to your request. Please see the below for additional information that may be required:

- | | | |
|--|---|---|
| <input type="checkbox"/> Install Storage Shed | <input type="checkbox"/> Replace Mailbox- Detail Type | <input type="checkbox"/> Paint- Residence or Trim Only |
| <input type="checkbox"/> Install Pool | <input type="checkbox"/> Install Windows/Storm Doors | <input type="checkbox"/> Exterior Paint for Shutters/Doors/Accents |
| <input type="checkbox"/> Replace/Install Fence | <input type="checkbox"/> Stain Dock/Fence/Other | <input type="checkbox"/> Room Addition/Above Garage Addition |
| <input type="checkbox"/> Replace Garage Door | <input type="checkbox"/> Extend Driveway/Walkway | <input type="checkbox"/> Install Patio/Patio Cover/Pergola/Arbor/Gazebo |
| <input type="checkbox"/> Replace Front Door | <input type="checkbox"/> Replace Roof | <input type="checkbox"/> Replace/Repair Siding, Wood or Brick |
| <input type="checkbox"/> Landscaping : circle what applies - fountains, plant or remove trees, permanent flower bed structure, etc. *Backyard landscaping for a lake lot requires a survey map with location and a list of materials, plants and or trees. | | |
| <input type="checkbox"/> Additional Requests: (Carport, Outdoor Kitchen, BB Goal, Jungle Gym, Solar Panels, Generator, Flag Pole etc.) | | |
| <input type="checkbox"/> Other: _____ | | |

INSTRUCTIONS

Please include photographs, sales literature, brochure pages, etc. Your application will be returned if samples of paint, roof information and the survey map are not attached if required for project. Only applications that do not require samples can be faxed or sent by email. Please make sure to sign the form before returning it to SCS MGMT.

INFORMATION REQUIRED:

1. Exterior Painting - attach **2** samples of your color choice to the back of this page in the Base & Trim area. **Note: Paint samples cannot be faxed or sent by email. Please mail or deliver by hand.**
2. Roofing Materials - Attach a small sample of shingle or color photo on the reverse side. **State manufacturer name, color of shingle and years of warranty.**
3. Submission of fence, driveway, walkway, storage shed or other structure (fort/jungle gym, satellite dish, BB goal, etc.) - draw location of improvement on **survey map** and give dimensions including height, length, width and distance from each fence; list construction materials to be used and include samples of paint and roofing materials.
4. New Construction and Room Additions – include the **survey map** with location of new construction and /or addition drawn in plus elevation and side view; show windows, doors, pitch of roof, etc. Indicate all construction materials for exterior walls and roof. **Blue Prints and Plans will not be returned.**
5. Pool requirements – submit **survey map** showing planned location of the pool. Include distance from pool decking to each fence and pump equipment location. Include approval letters from MUD District and/or County permit if they are required per your neighborhood. A monetary deposit may be required in some neighborhoods, please check before submission.

I request a response as quickly as possible but agree not to begin the project until a response is received. I understand the Committee members are not architects and do not endorse any products or services.

SIGNATURE OF HOMEOWNER

DATE

ATTACH TWO SAMPLES OF MATERIALS HERE

_____ BASE COLOR

ROOF SHINGLE INFORMATION

_____ TRIM COLOR

FOR COMMITTEE USE ONLY

SUBMISSION APPROVED

Thank you for submitting your plans for exterior changes. Your application has been **approved** for the specified modifications. Any revisions or alterations require re-submission prior to commencement. Approval denotes compliance with the deed restrictions and carries no warranty regarding structural fitness, compliance to building codes, assurances against encroachments, etc. Once work has begun, completion must be within (30) days unless otherwise noted.

Comments: _____

Authorized Association Representative: _____ Date: _____

Authorized Association Representative: _____ Date: _____

SUBMISSION DENIED

Your application for exterior changes has been **denied**, as it does not meet guidelines as presented. Please re-assess and resubmit your plans.

_____ a. color selection is not an approved shade

_____ b. height or size limitations are exceeded

_____ c. placement on lot appears to violate front set-back lines or side/rear easements

_____ d. construction materials are not in accordance with guidelines

_____ e. other; _____

Authorized Association Representative: _____ Date: _____

Authorized Association Representative: _____ Date: _____

ADDITIONAL INFORMATION REQUIRED

_____ Committee requests **additional information** prior to processing your request.

Comments: _____

Authorized Association Representative: _____ Date: _____

Authorized Association Representative: _____ Date: _____

RETURN TO: SCS Management Services, Inc., 7170 Cherry Park Drive, Houston, Texas 77095

Telephone: (281) 463-1777 - Fax: (281) 463-0050 - E-mail: acc@scsmgmt.com

PARK CREEK

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EXECUTIVE SESSION:

CALL TO ORDER: The executive meeting was called to order at 7:35 pm.

The Board reviewed the March 2nd Board Referral report but no action was taken.

With no further business to discuss the meeting was adjourned at 8:13 pm



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