



Meeting minutes for Canyon Gate HOA Board meeting for June 20th, 2019

CGNOA Board members and present: President Lee Stubbert, Vice President Sherry Carthane, Treasurer Greg Creel, Secretary Pat Kennedy. Not present: Member At Large Mike Ropers. Also present: Association Manager Tally Jenkins, CMCA, AMS, PCAM, and HOA assistant Anna Johnson, Deputy David Enstrom.

The meeting was called to order at 6:32 PM. Large member presence, most seats filled and some residents standing. Many topics covered with homeowners: some vehicles not opening the swing arm at the main gate, safety issues of tailgaters thorough back gate, cracked and/or uneven sidewalks and the expense and the need for extra time to repair (fully supported by CGNOA members), clarification of who owns which sidewalks in our community, front gates closure issues, size of speed bumps and “road pucks”, tennis court and monument cleaning, cleanliness of pool maintenance management company, resident suggestion of using local residents’ companies and pitfalls associated with such, shading options for child pool area, speed limit change to 30 MPH in non-gated section, procedures for requesting additional amenities within our community, sprinkler adjustments and need for resident reporting of said sprinklers, response time of HOA office.

Adopt agenda:

- motion to accept: Lee Stubbert
- second: Pat Kennedy

Minutes

- motion to accept: Lee Stubbert
- second: Greg Creel

Sheriff’s report:

- 1 BMV

Financial report presented by Greg Creel

- motion to accept: Pat Kennedy
- second: Lee Stubbert

Manager Updates: Tally Jenkins

- a). Texas Workforce Commission partnership to provide training and office experience for prescreened youth ages 16-24.
- b). Current open deed restriction violations: 587 (including multiple

violations at same address.)

c). CPR/First Aid class: TWO sessions, one afternoon and one evening on 7/23/19

d). HCSO Educational programs date TBD

e). New Resident Class date TBD

Interim decisions:

Approved tennis court and entry monuments power washing

Old business:

perimeter fence along Northpointe Blvd complete

reserve study: updated project information sent to Association Reserves to update reserve study prior to releasing final report.

fitness center: 1 treadmill and 1 elliptical trainer replaced

Street signs/stop signs, curb damage in gated sections audit revealed 64 double sided street blades, at 40 intersections and 14 stop signs in need of replacement, also several intersections where signs are missing or no pole exists. Recent repairs to one such sign was significantly more expensive than planned due to worn materials. There are no proposal updates.

New business:

Old treadmill requires repair or replacement (repair \$1600.00/replace \$4515.65).

Motion to replace: Lee Stubbert

second: Pat Kennedy

motion passed: unanimous

Del Norte Canyon Drive Wood Fence sections of Del Norte Canyon Fence are collapsing and been secured temporarily.

National Night Out: Board will begin discussing plans

Approved accounts for legal action: many, many, many accounts approved for legal action.

motion to approve: Pat Kennedy

second: Lee Stubbert

passed: unanimous

Adjourn: The Board adjourned into Executive Session at 8:05 PM
The minutes were approved at the August 29, 2019 Board of Directors Meeting.

IMPORTANT NUMBERS

CGNOA Recreation Center281-290-6723
Guard House.....281-357-4183

SCHOOLS

Tomball Independent School Dist.....281-357-3100
Willow Creek Elementary281-357-3080
Canyon Pointe Elementary.....281-357-3122
Northpointe Intermediate281-357-3020
Willow Wood Junior High281-357-3030
Tomball High School281-357-3220
Tomball Memorial High School.....281-357-3170

PROPERTY TAX

Harris County Tax.....713-224-1919
Mud #280 and Mud #15.....281-376-8802
NW Harris WCID.....281-376-8802

POLICE & FIRE

Emergency 911
Harris County Sheriff (Non Emergency).....713-221-6000
Klein Vol. Fire Dept.281-376-4449

MEDICAL

Tomball Regional Medical Center281-401-7500
Methodist Willowbrook Hospital.....281-477-1000
Houston Northwest Medical Center.....281-440-1000
Cy-Fair Hospital.....281-586-4700
Texas Sports Medicine Center281-351-6300
Poison Control800-764-7661
Cypress Creek EMS (www.ccems.com)281-378-0800

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The Manager's Corner

I have been involved in the Community Association Management industry for over thirty years. During this time I've managed communities in Virginia, Missouri and several in the Houston Metro Area. What I've noticed everywhere I've worked is that most owners have a basic understanding of community associations and also many things they don't understand about the operations and responsibilities of an association. I had huge misconception of what the purpose of an association was when I purchased my first home. It wasn't until I began working in this industry several years later that I realized I really didn't have a clue and there was so much I didn't understand.

In addition to managing your community, I volunteer to teach Board Leadership Development Classes in the Houston Metro Area for Community Associations Institute (CAI). Community Associations Institute (CAI) is a membership organization dedicated to building better communities. Founded in 1973, CAI and its 60 U.S. and international chapters provide information, education and resources to the homeowner volunteers who govern communities and the professionals who support them. CAI also provides seminars and education classes to managers, Board members and residents.

Last year, I developed a curriculum to teach at my church for homeowners and potential homeowners. My goal was to try and help others to understand what a Community Association is, how and why it's developed and what you should know as a homeowner.

Over the next few months, I will share the information I taught in the class in this newsletter. Below is the list of general information topics I will cover:

1. Legal Documents – The basis for the Association.
2. State Laws – Texas Property Code.
3. Board of Directors – What is a Board, what do they do, how are they elected?
4. Managers and Designations – What do those initials stand for and what are the requirements to earn them.
5. Resale Certificates – Why you should always request one if purchasing a resale.
6. Deed Restrictions – Why they exist, how they benefit you, consequences of not complying and what to do if you disagree?
7. Assessments – Why you need to pay them, what they pay for, why are they different for each community, what if I can't pay?
8. Architectural Control – Why am I required to apply for modifications to my home and what modifications must I apply for?
9. Budget and Financial Reports – Who sets the budget, how does it impact assessments, can I see our financial documents?
10. Rights and Responsibilities – What are the Rights and Responsibilities of the Board and the Homeowner?

This is my introduction for this series of articles. The article for some of the topics may extend into more than one newsletter. I hope that I will be able to offer some insight into some of the questions you may have regarding community associations.

Tally D. Jenkins, CMCA®, AMS®, PCAM®
On-Site Manager
Canyon Gate at Northpointe OA, Inc.

Join Us at Messiah Lutheran Church for Free Community Seed/Plant Exchange!

OCTOBER 5, 2019 • 12-2 PM

Our first community Plant/Seed Exchange will be held October 5 from 12 to 2 pm at Messiah Lutheran Church. This comes in time for the new growing season and allows fellow gardeners to discover new varieties and share knowledge and resources. Below are the guidelines for the exchange.

1. All seeds should be in an envelope, or plastic bag marked with the plant variety and date of harvest or sell by date. All plants should be in containers and labeled. Bulb's should be in bags and labeled.

2. No GMO or hybrids are allowed. Do not bring sickly plants or plants with bugs

3. If bringing bulk seeds have it clearly labeled. Only 20 to 30 seeds per person, labels and plastic seed bags will be provided.

4. You can either exchange or if you have excess plants or seeds you can share.

5. Please only take the amount of seeds or plants that you bring.

6. People who did not bring seeds or plants are limited to 2 items either plant or seeds.

If you are interested in participating in the seed/plant exchange,

please sign up at <http://www.messiahlc.org/current-events>

Messiah Lutheran Church is a Lutheran Faith Community, a congregation of the Evangelical Lutheran Church in America (ELCA). Messiah is located at 11522 Telge Road, ½ mile north of Highway 290. Regular Sunday worship times are: 8 am—Traditions; 9:30 am—The Gathering; and 10:45 am—The Crossing. The Discovery (education) Hour is 9:15-10:15 AM on Sundays. For more information, 281-890-3013 or www.messiahlc.org. All people are welcome at Messiah.



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CANYON GATE

Canyon Gate at Northpointe Owner's Association Budget Comparison Report 6/1/2019 - 6/30/2019

	6/1/2019 - 6/30/2019			1/1/2019 - 6/30/2019			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Income</u>							
40000 - Assessments - Current Yr	\$86,370.83	\$86,370.83	\$0.00	\$518,224.98	\$518,224.98	\$0.00	\$1,036,450.00
41100 - Fees - Pool Usage/Registr	\$0.00	\$41.67	(\$41.67)	\$110.00	\$250.02	(\$140.02)	\$500.00
41200 - DR Violation Fees	\$4,250.00	\$83.33	\$4,166.67	\$18,380.00	\$499.98	\$17,880.02	\$1,000.00
41300 - Gate Entry Transponders	\$175.00	\$208.33	(\$33.33)	\$1,410.00	\$1,249.98	\$160.02	\$2,500.00
41500 - Bank Interest Income	\$5.41	\$16.67	(\$11.26)	\$146.27	\$100.02	\$46.25	\$200.00
42300 - Transfer Fees	\$1,050.00	\$833.33	\$216.67	\$3,825.00	\$4,999.98	(\$1,174.98)	\$10,000.00
42500 - Late Fees	\$0.00	\$1,208.33	(\$1,208.33)	\$7,800.00	\$7,249.98	\$550.02	\$14,500.00
42600 - Interest Fees	\$814.91	\$916.67	(\$301.76)	\$6,261.67	\$5,500.02	\$761.65	\$11,000.00
42700 - Adopt a School Transfer a/c	\$0.00	\$208.33	(\$208.33)	\$0.00	\$1,249.98	(\$1,249.98)	\$2,500.00
43000 - Admin/Certified Letter Fee	\$1,930.00	\$433.33	\$1,496.67	\$9,645.00	\$2,599.98	\$7,045.02	\$5,200.00
44000 - Reimbursed Legal Fees	\$4,686.60	\$833.33	\$3,853.27	\$16,390.94	\$4,999.98	\$11,390.96	\$10,000.00
44500 - Force Mow	\$0.00	\$0.00	\$0.00	\$357.23	\$0.00	\$357.23	\$0.00
45000 - Reimbursed Patrol Contract MUD	\$5,784.00	\$5,916.67	(\$152.67)	\$34,581.00	\$35,500.02	(\$919.02)	\$71,000.00
46000 - Clubhouse Rentals	\$200.00	\$166.67	\$33.33	\$1,313.75	\$1,000.02	\$313.73	\$2,000.00
46500 - NSF Fees	\$0.00	\$25.00	(\$25.00)	\$100.00	\$150.00	(\$50.00)	\$300.00
47000 - Misc Income	\$55.00	\$41.67	\$13.33	\$388.25	\$260.02	\$128.23	\$500.00
47500 - Property Damage Reimbursement	\$0.00	\$416.67	(\$416.67)	\$10,349.65	\$2,500.02	\$7,849.63	\$5,000.00
Total Income	\$105,101.75	\$97,720.83	\$7,380.92	\$629,283.74	\$586,324.98	\$42,958.76	\$1,172,650.00
Total Income	\$105,101.75	\$97,720.83	\$7,380.92	\$629,283.74	\$586,324.98	\$42,958.76	\$1,172,650.00
Expense							
<u>Administrative</u>							
80160 - Legal Fees - Corporate	\$0.00	\$375.00	\$375.00	\$5,153.85	\$2,250.00	(\$2,903.85)	\$4,500.00
80170 - Collection - Legal	\$4,269.00	\$416.67	(\$3,852.33)	\$30,002.34	\$2,500.02	(\$27,502.32)	\$5,000.00
80180 - DR - Legal	\$0.00	\$83.33	\$83.33	\$0.00	\$499.98	\$499.98	\$1,000.00
80190 - Professional Consulting Svcs	\$0.00	\$250.00	\$250.00	\$1,550.00	\$1,500.00	(\$50.00)	\$3,000.00
80200 - CPA/Audit Fees	\$0.00	\$666.67	\$666.67	\$5,050.08	\$4,000.02	(\$1,050.06)	\$8,000.00
80250 - Software License	\$0.00	\$0.00	\$0.00	\$3,270.00	\$3,300.00	\$30.00	\$6,600.00
80260 - Property & Liability Insurance	\$1,606.50	\$2,083.33	\$476.83	\$9,701.00	\$12,499.98	\$2,798.98	\$25,000.00
80264 - D&O Liability	\$513.86	\$1,166.67	\$653.01	\$3,081.96	\$7,000.02	\$3,918.06	\$14,000.00
80304 - Computer Support	\$0.00	\$125.00	\$125.00	\$919.00	\$750.00	(\$169.00)	\$1,500.00
80305 - Northpointe LMA - Landscaping	\$0.00	\$2,500.00	\$2,500.00	\$28,690.20	\$15,000.00	(\$13,690.20)	\$30,000.00
80310 - Patrol - Contract	\$5,819.71	\$5,916.67	\$96.96	\$34,699.03	\$35,500.02	\$800.99	\$71,000.00
80330 - Office/Board Education	\$0.00	\$208.33	\$208.33	\$342.23	\$1,249.98	\$907.75	\$2,600.00
80356 - Property Taxes	\$0.00	\$41.67	\$41.67	\$167.94	\$250.02	\$82.08	\$500.00
80360 - Staff Payroll Expense	\$8,624.87	\$9,458.33	\$833.46	\$58,002.07	\$56,749.98	(\$1,252.09)	\$113,500.00
80362 - Temp Staff	\$819.36	\$1,500.00	\$680.84	\$10,020.49	\$9,000.00	(\$1,020.49)	\$18,000.00
80363 - Gate Attendants - Contract	\$12,797.53	\$13,750.00	\$952.47	\$82,309.39	\$82,500.00	\$190.61	\$165,000.00
80414 - Office/Amenity Furniture	\$0.00	\$41.67	\$41.67	\$0.00	\$250.02	\$250.02	\$500.00
80415 - Office/Amenity Equipment	\$0.00	\$83.33	\$83.33	\$794.34	\$499.98	(\$294.36)	\$1,000.00
80418 - Billing & Accounting	\$0.00	\$1,250.00	\$1,250.00	\$7,350.00	\$7,500.00	\$150.00	\$15,000.00
80430 - Miscellaneous Expense	\$0.00	\$33.33	\$33.33	\$1,370.14	\$199.98	(\$1,170.16)	\$400.00
80435 - Bank Charges	\$0.00	\$16.67	\$16.67	\$60.00	\$100.02	\$40.02	\$200.00
80440 - Meeting Expense	\$0.00	\$125.00	\$125.00	\$550.16	\$750.00	\$199.84	\$1,500.00
80460 - Newsletter Production	\$0.00	\$325.00	\$325.00	\$999.95	\$1,950.00	\$950.05	\$3,900.00
80470 - Web Site Expense	\$0.00	\$100.00	\$100.00	\$497.60	\$600.00	\$102.40	\$1,200.00

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St. Peters Anglican Church

Biennial Rummage Sale & Bake Sale

The women of St. Peter's Anglican church will be hosting their biennial rummage sale and bake sale on Friday and Saturday, November 1 and 2, 2019. Hours are 8:00 AM to 3:00 PM each day, and will be held in the church rectory at 19915 Cypress Church Rd., Cypress, Texas 77433. This is the perfect time to put holiday baked goods in the freezer, so come on out and help the ladies fund their projects.

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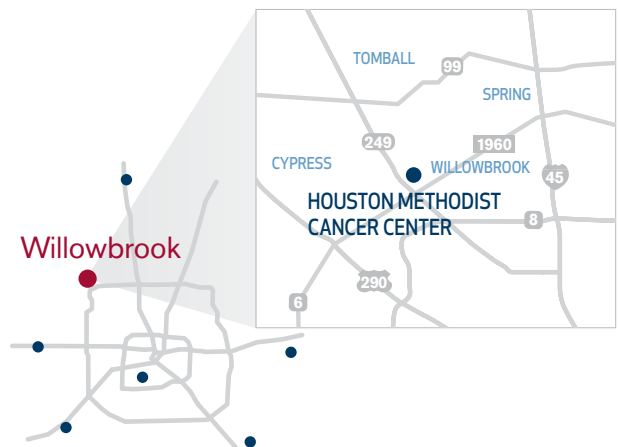
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