

**CLAYTON HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MEETING
OCTOBER 26, 2017**

MINUTES OF MEETING

The monthly Board of Directors' meeting of the Clayton Homeowners Association, Inc. was held on Thursday, October 26, 2017 at 6945 Addicks Clodine.

DIRECTORS IN ATTENDANCE

Directors: Tracy Jones, Donna Kinerd, Sylvia Marinez, Janice Little and Harold Braun were in attendance.

OTHERS IN ATTENDANCE

Jodi Rohrer representing Property Masters, Inc.. Homeowner Jay Sorrenson and Rose Stephens were in attendance.

CALL MEETING TO ORDER

Tracy Jones called the meeting to order at 7:00 p.m.

FINANCIALS

Keith Green was not in attendance so Tracy Jones read the financials, Harold Braun moved to approve the bills presented and have the checks signed. Tracy Jones seconded the motion and all approved.

SECURITY UPDATE

Donna gave a report on activity over the past month that was obtained from crimereports.com. There were two crimes reported over the last 30 days. One was a theft and the other a drug arrest.

Nextdoor.com now has 223 Clayton residents and about 2963 neighboring residents available to connect with.

GMBAC

A Town Hall meeting will be held on November 18th at the fire station on Bellaire, the meeting will be held from 10am until noon. Both the Ft. Bend and Harris county sheriff's department will have a representative and commissioners have been invited to attend. Issues addressed will be crime and expected improvements to the area.

MINUTES OF PAST MEETING

Minutes of September 28, 2017 were reviewed, there were three corrections. Donna Kinerd motioned to accept the minutes as read. Harold Braun seconded and all approved.

ROUND TABLE DISCUSSION – OLD BUSINESS

Clubhouse:

The status of the clubhouse was discussed. Jeremy with Jara Construction presented a bill for \$6,171.46 for HVAC work. He is requesting a payment of \$3,500. Tracy moved to pay \$3,500 now. Harold seconded and all approved.

Donna, who attended the Wednesday construction meeting at the clubhouse reported that a light on the building be installed to shine on the flag that will be installed.

It was suggested that a cage be built to cover the AC unit to protect it from copper thieves. Tracy moved that bids be obtained to install this cage. Harold seconded the motion, all approved.

Annual Meeting:

Annual meeting is scheduled for November 15, 2017 and will be held at the Mission Bend clubhouse since the new clubhouse will not be ready until December. Tracy motioned that instead of giving away a Home Depot card to an owner that shows up in person at the meeting that Family Pack tickets be given out to those that attend in person. Donna seconded the motion and all approved.

Tracy discussed the open meetings act and she will review the statute regarding what is required and what the association is providing and determine if any additional information must be provided by the HOA.

Clubhouse Rental Contract: Discussion was held regarding the development of a rental contract for the clubhouse. Board members have reviewed the Mission Bend clubhouse contract that Property Masters provided. Tracy motioned the following:

Rental Rates:

- All day rental will be at \$200, hours will be 10am until 10pm (work days) or 12am (Friday or Saturday nights).
- Morning rentals \$100 (10am until 3pm)
- Evening rentals \$125 (3pm until 10pm (weekdays) or 12am (Friday and Saturday nights))

Deposit will be \$200 and will be made by blank money order so that it can be returned to the owner once the clubhouse has been checked after the rental and will be refunded within 5 business days after the rental. Reservations must be made at least 7 calendar days prior to the event and only upon receiving a signed contract with the deposit will the rental be considered booked.

Tracy motioned to approved 100 chairs (able to hold heavier people) and 6 six foot tables be purchased for the clubhouse. Harold seconded and all approved. All approved. Chairs are available at Sam's Club for \$19.95 each and tables can also be purchased from Sam's Club.

NEW BUSINESS

The 2018 proposed budget was reviewed. There is no increase in the annual maintenance fee. Tracy moved to accept the budget as presented. Sylvia seconded and all approved.

NEXT BOARD MEETING: November 15, 2017

ADJOURN

There being no further business to discuss, Tracy moved to adjourn and Donna seconded, all approved. The meeting was adjourned at 8:15 p.m.

Signature of Secretary or President

Date