

TWIN HARBORS ON LAKE LIVINGSTON  
PROPERTY OWNERS ASSN., INC.  
BOARD OF DIRECTORS MEETING  
September 14, 1985

The regular monthly meeting of the Board of Directors of the Twin Harbors on Lake Livingston Property Owners Association was held at 2:00PM Saturday, September 14, 1985 at the Pool Recreation area in Twin Harbors.

Meeting was called to order by President Ray Carlson. Directors present were Carlson, Kinsey, Brown, Anderjeski, Austin and Heckler. Absent were Witherspoon and Derr. Jim Anderson, visitor, was present.

Minutes of previous meeting was read by Brown. Motion was made by Austin, seconded by Kinsey, that the minutes be accepted as read and motion passed.

Financial report was presented by Austin (copy attached). Motion was made by Austin, seconded by Brown, to accept the report as presented and the motion carried.

Old Business:

As to Directors and Officers liability insurance quote, Carlson says still no reply from Myron Steves Co. Will make contact with Steves Co. prior to next meeting.

Austin pointed out that the Secretary is supposed to keep an up-to-date mailing address list of lot owners. Wanda Weideman has given Carlson an updated mailing list and Jim Anderson says will go over it and make any corrections he notes and then Kinsey says he will make copies of list for each Director.

As to a possible charge for those keeping RVs, Boats, etc. at the Recreation area lot, after considerable discussion, it was decided that the Architectural committee should come up with some costs for fencing some area and cost of doing some work to keep the area from becoming muddy.

As to again considering paying for Security for the addition, Jim Austin suggested getting some more of the magnetic stickers for sides of cars or trucks and various lot owners put them on their vehicles. Consensus of opinion was that in house groups, like those on Whisperwood and in other groups should practice "neighbor watch" and just watch after others houses. It appeared that no one wanted, at this time, to again pay for security.

As to the unsightly condition of Peveto property at entrance to our addition, Vick Wickers has cleaned it up and Carlson says he will see to moving the items still there to the other side of the building so can't be seen when entering the addition. Property sure looks good . . . and will look better.

New Business:

President Carlson says "old committee" makeup will remain the same for now. Mrs. Kinsey is now an addition to the Pool Committee.

Files: Jim Anderson has gone thru all past files and set up a new good system, including a new maintenance fee ledger and is about to do year's final audit and it will be ready within six weeks.

Various bills were presented for payment approval and Motion was made by Brown, seconded by Kinsey, to pay the bills. Motion carried.

Committee Reports:

Sewer: Carlson will have Rene Dausen give him name (s) of attorney for us to contact in Houston, as mandated by the membership at our recent annual property owners meeting. Him Anderson says Bar Ass'n of Houston maintains a list of attorneys with their particular specializations and maybe we can get a copy of that list if needed. When names are known, the committee will meet and report to the Board on action taken.

Road: Road repair has been made at the addition's entrance, and the new light has been installed. Jim Austin says he will investigate the cost to "dress up the entrance". Kinsey and Brown will come up with plans to work over the entrance flower-bed area and see about getting various members to do some weed-eater work, etc..

Pool: Nother to report except that the Pool closes end of September 1985.

Architectural: Austin presented a map showing every lot that has ever been cleared/mowed and soon violation notices will go out to those who are delinquent in keeping those lots cleared. Will do this as soon as mailing list is updated. He also reported that there are some more deed violations and will send notices as soon as mail list is updated.

Comments:

Carlson says he will check with some people who have been Treasurer before and try and find someone who will agree to be our Assistant Treasurer.

There has been some flak from some persons about the change in routing of the school bus. Board members were asked to think about this and at next meeting we will take it up and see if our last decision should be altered. It was noted that none of those who have complained were here at our Board Meeting.

There being nothing more to come before the Board, motion was made by Brown, seconded by Austin that the meeting adjourn, which motion carried and meeting adjourned at 3:30PM.

Respectfully submitted,



Roy M. Brown, Secretary

# PROGRESS REPORT ON ACCOUNTING & AUDITING FUNCTIONS

## ACCOUNTS LEDGER

- BANK RECONCILIATIONS COMPLETED + CHECKED FOR EACH MONTH
- LEDGER POSTINGS ON CASH <sup>RECEIPTS</sup> & DISBURSEMENTS CHECKED AGAINST CHECKS + DEPOSITS thru 8-28-85; ERRORS CORRECTED
- POOL FUND RECORDS OBTAINED (84-85 & EARLIER)
- TRACTOR RECORDS OBTAINED (84-85 & EARLIER)
- DOCUMENTATION (RECEIPTS) TRAIL NOT STARTED

## MAINTENANCE FEES LEDGER

- ENTIRELY NEW LEDGER SYSTEM ALMOST COMPLETE
- AUDIT OF JUNE, JULY, AUGUST PARTIALLY COMPLETE

## MEMBER RECORDS

- DETAILED CROSS-CHECK OF MEMBERS. ALMOST COMPLETE - AND ENTERED INTO NEW MAINTENANCE FEE LEDGER & ON ROLDEX.

## AUDIT FILES

- COLLECTION OF SUPPORTING DOCUMENTS COMPLETED (NOT AUDITED)
- COPIES OF MINUTES & FINANCIAL REPORTS
- BANK STATEMENTS
- NEW CHART OF ACCOUNTS DEVELOPED
- INTERNAL CONTROL STUDY STARTED; AUDIT COMMITTEE NOT APPOINTED

## TAX WORK

- NOT STARTED

## FILES

- FILES FOR LAST 4 YEARS COLLECTED & PUT IN CHRONOLOGICAL ORDER (IN ONE BOX)

TWIN HARBO PROPERTY OWNERS ASSOC ON, INC.

FINANCIAL STATEMENT

SEPTEMBER 14, 1985

BALANCE IN CHECKING 8-31-85 (AS RPTED ANN. MTG)	\$ 26 639.71
DEPOSITS SINCE ANNUAL MEETING	330.00
CHECKS WRITTEN SINCE 8-31-85	(403.70)
INTEREST PAID ON CHECKING 8-30-85	165.03
<u>BALANCE IN CHECKING 9-14-85</u>	<u>\$ 26 731.04 (audited)</u>

PAST DUE MAINTENANCE 8-31-85 (AS RPTED ANN MTG) \* 5160 - (unaudited)

<u>EXPENSES THROUGH 9-14-85</u>	\$	
POOL MAINTEN. & SUPPLIES	\$	209.10
UTILITIES		<u>25.00</u>
	\$	234.10
ROADS		0.00

ADMINISTRATIVE

ANN. MTG. NOTICES

TOTAL EXPENSES TO DATE

	\$	<u>169.60</u>
	\$	<u>403.70</u>

<u>ADJUSTED BALANCE IN CHECKING (ESTIMATED)</u>	\$	26 731.04
ON RECEIPT OF AUGUST MAINT FEES (NLG)		<u>2590.-</u>
ADJ. BAL. (EST) 9-14-85	\$	<u>29 321.04 (est.)</u>