

Brookglen Community Improvement Association

January 9th, 2025 HOA Meeting

www.BrookglenCIA.com

Brookglen Community Improvement Association

Brookglen123@yahoo.com

www.BrookglenCIA.com

January 2025 Board Meeting Agenda

at Brookglen Park Community Center

Thursday, January 9th – 7:05pm

7:05pm – Announce Results of 2025 HOA Board Election

1. Call to order and affirmation of board members

2. Review and Approve minutes from the December Board Meeting

3. **Old Business / Items previously discussed:** 1) Project Update on Sewer Lines and Gutters currently under construction on South end of Brookglen 2) Project update on Flood Retention Basin in North Brookglen

4. **New Business / Items Not Previously Discussed:** 1) Flock Cameras to replace existing cameras on Somerton & Brookwood and City of LP will pay half 2) Restructuring of ACC Chair contract for application reviews 3) Renew Deed Restriction drivers contracts

5. **Architectural Control Committee Reports:** Update on applications and violations

6. **Finance Report:** Update on monthly income and expenses received/paid by the HOA. Annual Report included for 2024

7. **Upcoming Events:** 1) Heavy Trash January 13-14 and February 3-4

8. **Public Comment from Residents** * *Each resident is limited to a 5 minute maximum during the public comment period. Board Members are not required to respond during the Public Comment period..*

9. Meeting Adjourned

Election Results and Affirmation of Officers

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December 2024 Meeting Minutes

Thursday December 12th, 2024 – 7:00pm

Brookglen Community Center

7:00pm – Call to Order. **Board Members Present:** David Amyx, Debra Lopez, David Turnquist, William Davis **Board Members Absent:** Lee Mason

7:02pm – Read and approved minutes from the November 2024 meeting

7:04pm – Old Business: 1) City of LP sewer line replacement is underway and there are yards and sidewalks torn up. This will continue for another 18 months until the project is complete but is necessary to replace the old lines and prevent flooding in the neighborhood 2) The HCFCD North Basin is about 75% complete and construction on the South Basin will begin in the Fall of 2025 after all right of ways have been cleared. 3) Santa & Gingerbread even will be held on Friday, 12/13 from 5:30-8:00

7:12pm – New Business: 1) Names needed for the ballot on HOA Board Election for January. Ballots mailed in December with annual statements. Residents can mail their ballot in along with their annual dues payments or hand deliver it on January 9th between 6:00pm-7:00pm before the monthly HOA meeting

7:14pm – ACC Report: No applications for improvements. 9 violations for yard infractions, inoperable vehicles, RV on property

7:16pm – Treasurer Report: Of the 709 properties in Brookglen 625 have paid dues for 2024 while 84 have still not paid the \$50 annual dues. 15 properties have over \$1,000 in back dues and fines. The HOA has brought in \$30,377 so far in 2024

7:19pm – Upcoming Events: 1) Santa & Gingerbread Event at Brookglen Community Center December 13th 5:30pm-8:00pm

7:20pm – PUBLIC COMMENT: 1) several street lights out while utilities are being moved for construction 2) We need to file a report with the IRS by December 31st as a new federal requirement. Will look into CPA's

7:26pm – Meeting Adjourned . Next meeting will be on January 9th, 2025 and the annual election will take place from 6:00pm-7:00pm before the meeting

DocuSigned by:

Dave Turnquist 12/27/2024

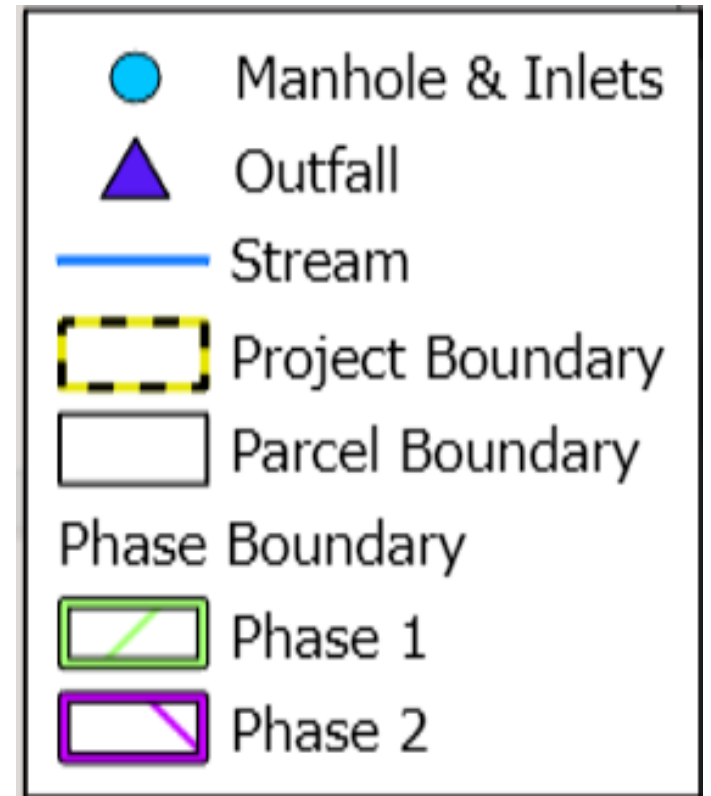
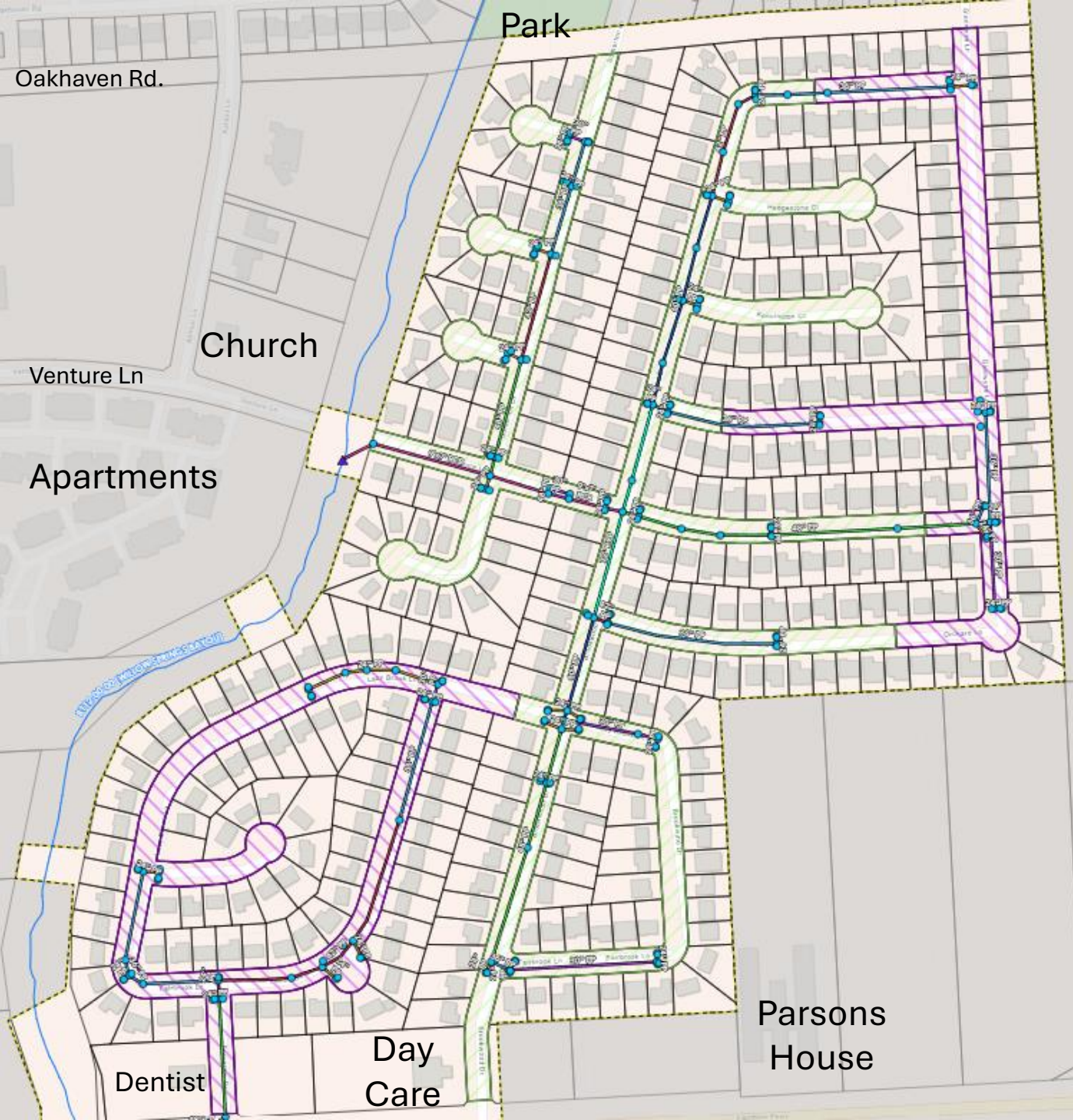
of people attending = 7

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David Turnquist (Secretary)

City of La Porte Sewer/Drain Line Replacement Project for Brookglen 2024-2025

Phase 1 is set to begin in November of 2024



Q. *My driveway is already cracked and buckling. Will I get a new driveway?*
A. The City will replace driveway approaches that are required to be removed by the project design. If the driveway approach (the segment within the right of way) will be replaced only as far as the Right-of-Way line. The City cannot go onto private property to repair or replace the driveway. Approaches will be replaced with street pavement whenever possible to reduce the inconvenience as much as possible.

Q. *Will access to my driveway and home be impacted?*
A. The City will work to minimize any inconveniences. Still, you will most likely be asked to park on the street or around a corner for a week to ten days and deal with temporary ONE-WAY traffic on the street while demolition and reconstruction occur. The City envisions the demolition and reconstruction taking place on half of the street width at any one time, leaving the other half in a one-way condition to access homes on that side of the street. Once the new pavement is in place and cured, access will be restored to the first side, and the second side will be removed and replaced. However, existing broken pavement may create situations where this intended procedure temporarily leaves old pavement in poor condition. The contractor will be aware of that and will work to mitigate it as much as possible.

Q. *Will construction affect my yard and landscaping?*
A. Every provision will be made to work around landscaping safely. However, landscaping within the right-of-way may be impacted. Before the start of construction, the Project Team will walk the site to discuss options. If landscaping is irreplaceable, please mitigate the impact by removing it before construction.

Q. *How will I know what will happen and when to expect these changes?*
A. During the Construction Phase, the Project Team uses the following to provide project information:

- o The Contractor or Construction Manager may utilize door hangers to provide notice of short-term localized action.
- o The contractor or Construction Manager may schedule front-yard meetings to convey scheduling or activity-type information.
- o The contractor will use Electronic Message boards on site.



City of La Porte

Established 1892

2963 N 23rd Street, La Porte, TX 77571

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Brookglen

January 2025

**Sewer Line
Replacement
Project**



Somerton Dr. facing SOUTH



Intersection of Somerton
And Venture

Brookglen - January 2025

Sewer Line Replacement Project



Gladwyne
at Venture



Brookwood facing North

Harris County Flood Control District – Brookglen Project 2024-2025

Brookglen Stormwater Detention Basin

- Two compartments
- North: 4.4 acres
- South: 9 acres



Brookglen Stormwater Detention Basin

Project ID: B512-02-00-E001

Bond ID: C-06



North Basin is about 80% complete and will be finished by March 2025

South Basin construction will begin in the Fall of 2025 and be completed by the Fall of 2026



Watch later Share



Brookglen Stormwater Detention Basin

- Two compartments
- North: 4.4 acres
- South: 9 acres









Flock Cameras

The City of La Porte has a program that will pay for 50% of our camera operating costs if we install Flock cameras.

Flock cameras are a national company that use technology to identify license plates on vehicles and report back to law enforcement immediately. Police can review footage and identify a vehicle suspected of criminal activity and enter the plate into the system and then track where that vehicle went / is going . The success rate of capturing criminals is greatly increased because vehicles can be found quickly and efficiently

Police DO NOT track everyone's car. If your plate is not entered into the system as suspected of being involved in criminal activity then it is not tracked and you are not impacted in any way. Police can enter specific license plates to search for in an area and wait for the system to get a hit. They only do this for elevated offenses.

ACC / Deed Restriction Chairs and Drivers

New contracts for 2025 - Discussion and Approval

BROOKGLEN CIA

Job Description for ACC Applications Review Chairperson

1) The ACC Applications Chair will review applications from residents requesting to make physical changes to their home or property, such as new fences, room additions, driveway widening, paint colors, solar panels, new roof, storage shed, etc. The ACC Applications Chair will make sure the application is in order and that the request complies with our exterior guidelines and deed restrictions (posted on our website) and that a permit (if required) has been obtained. The ACC Applications Chair will also verify that the contractor (if any) doing the work is licensed or certified to perform that type of work. Once the request is verified to be in compliance, the ACC Applications Chair will notify the applicant, in writing, that the request has been approved. The ACC chair will then check to make sure the applicant follows the guidelines and does not alter their improvements in any way from those indicated on the approved request. A Before and After photo are required to complete the file. The ACC Applications chair will keep records of all applications (by date and address) in case of an audit or legal action against a resident needs to be taken. If an application is not compliant with our guidelines, the ACC Application chair will respond to the applicant with a letter of denial with the reasons for the denial. The applicant can re-apply if they are willing to make the changes to comply to our exterior guidelines and/or deed restrictions. Applications should be processed within 72 hours whenever possible. Only when documents or photos are missing should there be a delay in any processing of the application and the applicant should be notified immediately what is needed in order to move forward with the application. Only in extreme circumstances (a new home being built from the ground up) should the entire 45 day review period need to be used.

2) At the end of each month, the ACC Applications Chair will prepare a report of each application that was received for that month, with the address, and what the status of the project is (under review, approved - in progress, approved - completed, denied). This report will be sent to the BCIA Board by email by the 7th day of the following month so it can be presented at the next HOA Meeting. The BCIA Board reserves the right to receive copies of any applications that were received from residents.

3) The pay for this position will be \$50 per application reviewed (capped at \$300 per month if more than 6 reviewed). If the ACC Applications Chair decides to step down OR if the BCIA Board decides to eliminate or replace the position, either party must give 30 days notice to the other party in advance.

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Signature of ACC Application Chair / Date

Signature of BCIA Board President / Date

UPDATED January 3rd, 2025

BROOKGLEN CIA

Job Description for ACC Deed Enforcement Chairperson

- 1) The role of the ACC Deed Enforcement Chair is to monitor and enforce Deed Restriction violations under BCIA jurisdiction. Standardized forms are available for use to notify residents of any violations. In urgent situations, a letter can be posted to the door of the resident, otherwise a letter is mailed to the resident using the standard form notifying the resident of the violation and a timeline to correct it. If a violation is not corrected within the allowable time frame, a 2nd notice is sent by mail. If the resident fails to correct the violation after the 2nd notice, a 3rd and Final Notice will be sent by Certified Mail and a fine issued. If the violation is still not corrected, we turn the issue over to our attorney for legal action against the resident. The BCIA Treasurer will reimburse the ACC Deed Enforcement chair for any postage and mailing expenses. Some violations are considered more urgent than others and need an immediate response from the resident. Other violations are more of just a "friendly reminder". The ACC Deed Enforcement chair and the enforcement drivers are responsible for driving the neighborhood on a monthly basis and identifying violations and documenting them (usually a photo is needed as well). The ACC Deed Enforcement Chair will keep written records on a spreadsheet (Excel or comparable software) of each property in Brookglen with a chronological history of their violations in case we need to submit our records to the attorney for legal action.
- 2) At the end of each month, the ACC chair will prepare a report of each violation that was recorded for that month, with the address, and what the status of the violation is (address, violation, letter sent, 2nd letter sent, 3rd letter sent, resident responded, resident did not respond, status, recommendation). This report will be emailed to the BCIA Board no later than the 7th day of the following month so it can be discussed during the monthly HOA meeting.
- 3) The pay for this position will be \$400 a month because the ACC Deed Enforcement Chair will have to drive by Brookglen properties at times to verify compliance after a violation has been issued. If the ACC Deed Enforcement Chair decides to step down OR if the BCIA Board decides to eliminate or replace the position, either party must give 30 days notice to the other party in advance.

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Signature of ACC Deed Enforcement Chair / Date

Signature of BCIA Board President / Date

UPDATED January 3rd, 2025

BROOKGLEN CIA

Job Description for ACC Deed Enforcement Driver

- 1) The role of the ACC Deed Enforcement Driver is to monitor and enforce Deed Restriction violations under BCIA jurisdiction. The ACC Deed Enforcement Drivers are responsible for driving their assigned portion of the neighborhood on a monthly basis and identifying violations and documenting them (usually a photo is needed as well). Drivers will be required to submit violation reports and photos to the Deed Enforcement Chair at least twice a month. Drivers will also be expected to post notices / warnings of violations on the door to the home in violation OR have the Deed Enforcement Chair mail a letter to that home within 24 hours that the violation occurred and include a photo of the violation
- 2) Deed Enforcement Drivers will follow up on homes that received violations to ensure the homeowner is in compliance. Repeat violators will require an escalation of consequences by the Deed Enforcement Chair.
- 3) The pay for this position will be \$100 a month. If the ACC Deed Enforcement Driver decides to step down OR if the BCIA Board decides to eliminate or replace the position, either party must give 30 days notice to the other party in advance.

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Signature of ACC Deed Enforcement Driver / Date

Signature of BCIA Board President / Date

UPDATED January 3rd, 2025

ACC/Deed Restrictions Report for November 2024

There were 2 applications for ACC Review

Roof Replacement on Ashwyne - APPROVED

Solar Panels on Brookwind - APPROVED

Deed Restriction Violations

Yard Violations = 7

Boat/Trailer Violations = 3

Inoperable Vehicle = 2

Fence = 1

Peeling Siding = 1

Financial Report as of December 31st, 2024

of Homes who have paid 2024 HOA Dues = 627 out of 709

of Homes who have not paid 2024 HOA Dues = 82 out of 709

of Homes with a balance owed = 87 out of 709

of Homes who owe over \$1000 in back dues and fines = 15 out of 709

\$29,317 owed to HOA

Annual Financial Report for 2024

Brookglen Community Improvement Association 2024 Annual Financial Report

INCOME

INCOME FROM HOA DUES= \$33,725

INCOME FROM LATE/TRANSFER FEES = \$9,222

TOTAL INCOME = \$42,947

EXPENSES

UTILITIES = \$2,444

LEGAL FEES = \$500

SECURITY CAMERAS= \$5,906

HOA INSURANCE = \$4,896

ENTRANCE MAINTENANCE = \$7,200

BOOKKEEPER = \$7,200

ACC / DEED RESTRICTION CHAIR = \$7,200

DEED ENFORCEMENT DRIVERS = \$3,600

OFFICE SUPPLIES & MAILING = \$2,797

MAILBOX WRAPS = \$660

IRRIGATION REPAIRS = \$1,555

WATER LINE TIMER REPAIR = \$502

TREE TRIMMING @ ENTRANCES = \$12,500

CAMERA ELECTRIC BOX REPLACEMENT = \$3,583

NEIGHBORHOOD EVENTS/PARTIES = \$3,092

TOTAL EXPENSES = \$63,635

TOTAL INCOME: \$42,947

minus **TOTAL EXPENSES: \$63,635**

2025 Budget Deficit = \$20,688*

BCIA has a reserve surplus of over 1 year of operating funds

8. Public Comment from Residents * *Each resident is limited to a 5 minute maximum during the public comment period. Board Members are not required to respond during the Public Comment period..*

**Note: The BCIA Board will not address individual violations during the monthly meeting. If you have a concern about a violation letter you received or you wish to discuss an issue on another property that needs to be looked into, please stay after the meeting to voice your concerns or contact the board through the BCIA email at Brookglen123@yahoo.com or to the Architectural Control Committee at Brookglen_ACC@yahoo.com . Copies of the HOA rules / restrictions can be found on our website at www.BrookglenCIA.com or you can request that a copy be mailed to your home. Please refrain from using profanity or singling out specific board members or other residents that you may have an issue with. The HOA Board Meetings are not a place for name calling or personal attacks, they are held to provide residents with updates and information about what is going on in our neighborhood. Questions about the Brookglen CIA Finances/Budget can be asked after the meeting and the Treasurer will speak to you to address your question. Requests for financial records/expenses must be submitted in writing to the Treasurer, who will have 30 days to respond to your written request.*

Meeting Adjourned

Thank You For Your Attendance

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Next meeting is on February 13th

HOA Meeting at 7:00pm