

Grand Lakes Maintenance Committee

Meeting Dates: October 29, 2021 (11-1pm) and October 31, 2021 (2-3:15pm) (Rock Pool Park)

Committee Members in Attendance: Leigh Anne Goerland, Ron Minks, Carla Brownlee

Meeting Minutes

Leigh Anne met with Ron on October 29 and Carla on October 31.

October 29, 2021

In the October 29 meeting, Ron and Leigh Anne discussed next steps regarding the brick work maintenance items presented by Leigh Anne at the October 25, 2021 monthly HOA meeting. Ron shared research he had done regarding best practices for crafting solid vendor scope of work statements and evaluating vendor capabilities. We will look to apply these practices as we assist the HOA with the brick work maintenance item. Ron also shared information regarding a national non-profit organization called the Community Association Institute (CAI) that deals with best practices home/condo associations, for which there is a Houston chapter.

Two potential brick work vendors, both members of the Houston CAI, have been identified by Ron; they both give free assessments and quotes. Leigh Anne will review the aforementioned vendors and follow up with PMG to see who they have identified. We aim to discuss and then give a recommendation to the Board on who to get assessments and quotes from. Leigh Anne will work on a document PMG can send to vendors, being sure to clearly identify the monuments we want addressed.

We briefly discussed maintenance issues with the Grand Lakes playgrounds. A thorough inspection was conducted in May, but no action was taken on the issues identified. Ron volunteered to lead this issue.

October 31, 2021

In the October 31 meeting, Carla and Leigh Anne discussed the general state of maintenance in Grand Lakes, the committee's purpose and key responsibilities, and what asset data has been collected and mapped to date. Ron's best practice research was also mentioned

We briefly touched on next steps for the brick and stone work maintenance. Leigh Anne took an action item to find out if the un-color matched mortar repair from the October 25 presentation slide was done during completion of the new brick fence.

Carla noted the large amount of deferred maintenance and that a prioritization of the issues along the lines of frequently used assets and safety would be beneficial. All committee members are in agreement with playgrounds as a high priority. We briefly discussed the GL budget, and that our deferred maintenance may need to be spread out over budget years, depending on funds availability, and whether an issue is a reserve or operating expenditure.

Carla shared her availability, other Grand Lakes commitments, and willingness to help with portions of maintenance committee work items as needed. We touched on a power washing map and schedule for Grand Lakes, and Carla volunteered to assist with finding out which sidewalks are HOA vs. county managed.

Next Steps:

Next meeting TBD.