

Action #	Action Date	Action	Action Area	Assigned	Status	Current Activity	Closure Results
1	6/17/2010	Evaluate and restructure FOFHOA financial reports	Financial	Lynn	Closed	8/21 - Lynn has established a method of analyzing the budget to be able to determine the current available cash. A budget projection profile was also developed. This was presented to the board for review. 6/20 - KC setting up meeting with CFO 6/17 - Peachtree format provided to KC	
2	6/17/2010	Evaluate current bank statements compared to report	Financial	Lynn	Closed	8/10 - Analysis has shown a pattern of charges that are currently being assessed by the board. 6/17 - KC provided Lynn with the last 6 months of bank statements for both accounts	
3	6/30/2010	EPO Entrance camera bid	Safety and Security	Lynn	Closed	the system is fully operational. 2/28/11 - Camera's are installed and going through testing. Awaiting notification signs. 1/18/11 - Permit issue resolved. Awaiting EPO start of construction 1/11/11 - Working issue with permits 12/31 - Installation is being planned to start the week of 1/3/11 11/9 - The bid has been signed and materials are being purchased and installation is being planned 8/7 - A walkthru of all the entrances for placement of the cameras was performed with Terry, Billie, and the EPO contractor. Placement was agreed to as well as some landscaping plans. 7/12 - Lynn presented the total cost for the camers including the monthly monitoring, data gathering, and repair protection. After review the board approved proceeding once the updated quotes have been recieved. 7/4 - After discussions with EPO and the removal of the eletrical dependancy EPO agreed to submit a new quote. Details were also provided on recurring costs 7/1 - Received copy of Centurion quote from EPO. Requested Billie and Landscape to review requirements and to work contract seperately	System Implemented

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4	7/1/2010	Electrical contract for lighting at Melody entrances	Landscape	Terry	Closed	<p>12/15 - Electrical work has been completed</p> <p>11/1 - Bid has been accepted. Vinco will do the electrical work</p> <p>8/24 - Terry has recieved new quotes for the electrical with a recommendation. This will be planned as part of the camera installation.</p> <p>7/12 - Terry recommended that we get some additional quotes and confirm the requirements. Terry will work the additional quotes.</p> <p>7/8 - -Eugene Hammett (Centurion Electric) did get back with Billie today. He is not interested in sending another bid to us. He said that he would do the work for the same price (\$6,000) for each entrance.</p>	
5	6/29/2010	800 xxxxxxxx, tree/fence issue	Landscape	John	Closed	<p>8/15 - All repairs and cleanup have been completed.</p> <p>7/1 - VanZandt removed trees at risk as well as other debris in the area. The fence repair still needs to be worked.</p> <p>6/30 - John negotiated price with VanZandt</p> <p>6/30 - John reviewed area</p> <p>6/29 - Issue reported with risk of trees falling on owners fence as well as extensive debris</p>	
6	6/17/2010	Management Certificate is not in place	Governing Rules	Mira	Closed	<p>8/1 - confirmation has been received.</p> <p>7/12 - The management certificate has been filed.</p> <p>Confirmation has not been received at this time.</p>	

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7	6/17/2010	Detention Pond inspection	Infrastructure	Terry	In Work	<p>8/24 - Awaiting for the cover to grow and then the GCDD will review again.</p> <p>7/12 - Issues need to resolved. GCDD is reviewing the plans and is currently expected to accept maintaining the detention pond with a one time fee. There are currently questions on the hike and bike trail damaged by the contractor.</p> <p>7/10 - Inspection of the detention pond with the GCDD. Galveston County Drainage District is sending Al Lentz (engineer) to inspect the pond for us on Sat. at 9am while Haddock and Jason are here.</p> <p>6/29 - Haddock is finished with his work. JKC was the engineering firm that drew the plans. Jason (the son, not the father) was the engineer. We have asked that he come out and inspect the pond before we pay the money to Haddock. He is going to do this. He will call Bud Goza and me when he is going out to do the inspection. We will go out there at the same time. When we find out the day that JKC can come out we will also try to get the city and county inspectors to come out at the same time.</p> <p>6/17 - Work on Detention pond has been completed. Need to coordinate inspection by Galveston County Water District</p>	
8	6/17/2010	Monthly Board Meeting location	Misc.	Billie	Closed	<p>10/13 Board meetings will be held at the Chamber of Commerce due to size of room</p> <p>Board meetings to be held at Gary Greene Realtors</p>	
9	6/17/2010	New Bank Signature Card required	Financial	KC	Closed	<p>7/15 - Cards for one of the accounts have been completed. Need to work the other account.</p> <p>6/30 - KC provided new signature card to John to sign and gather information from other board members (SSN, DL, 3rd ID)</p>	

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11	6/17/2010	Update Website	Communications	Mira	Closed	<p>10/15 - Mira and Lynn visited the current contractor for the FOFHOA Website. During this meeting it was determined that all of the functionality needed for the site was already implemented and that the new design was completed. Mira and Lynn were given access to be able to manage the content on the site</p> <p>7/7 - KC provided information on website redesign requested by previous board through Asset Web. Information currently being reviewed. Requirements from the board and the communications committee need to be gathered and compared against the design</p> <p>6/17 - Need current information on website contract and any information on feedback provided for the update</p> <p>6/17 - Lynn to work on updating the current website with improved communications and services</p>	
12	6/17/2010	Review/recompete Landscape contract	Landscape	Chris	Closed	<p>4/11/11 - The Board awarded a two-year landscaping contract to Van Zant Landscape Management</p> <p>3/8/11 - Bids recieved and currently being reviewed by the board.</p> <p>1/10/11 - Additional requirements and clarifications were added to the landscape contract requirements.</p> <p>12/15 - Request for quotes has been sent out. Response packages are currently being reviewed by the Landscape committee</p> <p>10/14 - Has not been sent out for bids. Verifying requirements to address common areas.</p> <p>8/30 - Billie has put the contract out for bids</p>	Contract Awarded
13	6/17/2010	Review current deed violations and make recommendations	Governing Rules	KC	Closed	<p>8/24 - KC provided an updated status and plan at the Executive session for violations. These are proceeding.</p>	
14	6/17/2010	Evaluate and implement brick fence resolution	Infrastructure	John	Closed	<p>1/18/11 - All identified issues have been repaired</p> <p>9/1 - Section 1 has been completed</p> <p>8/20 - Fence repairs have begun</p> <p>7/19 - According to Ed Jackowski, who performed the inspections of the fences, determined that there 70 in need of repair.</p> <p>7/12 - Repair of 17 sections has been approved and are currently in work with reviews every 3rd one.</p> <p>7/1 - Contract with Brick Restorations setup to begin fence repairs</p> <p>6/18 - Survey of brick fences that needed repaired was provided to the board</p>	
15	6/17/2010	Assess and plan forensic audit of financials	Financial	Lynn	In Work	<p>7/2 - Need to review what has currently been done on the audits and develop forward plan</p>	

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16	7/8/2010	Northfield builder Brentwood custom homes issue	Misc.	Billie	Closed	8/15 - Builder can not continue. FOFHOA and city are addressing the lots maintenance 7/8 - Discussion with legal on issue with Brentwood builder and how to proceed	
17	7/8/2010	Pecan trees in Gazebo park area	Landscape	John	Closed	Sept - Completed 8/20 - Deep root feeding and trimming of the trees has been setup. 7/8 - There are some dead limbs about 200ft.(my guess) up in the Pecan Trees in the park. We need to decide if we want to have these dead limbs removed before they fall. VanSant said that it would cost us \$200 per tree for him to remove them. If you all think that the limbs need to come out I will get other estimates on this.	
18	7/8/2010	FOF Decorations	Landscape	KC	Closed	Decorations are now being stored by the Landscape contractor. 7/12 - It was agreed by the board to request the landscaping contractor to store. This is at no cost to the HOA. 7/8 - -Christmas Decorations – The HOA owns the Christmas Decoration that are placed at our entrances. Most HOA's store their decorations in a storage unit.	
19	7/8/2010	FOFHOA Tax exemption certificate	Financial	Mira	In Work	1/10/11 - Tax exemption submitted and recieved by IRS on 12/31/10. Awaiting decision 12/15 - Mira is current working to process the tax exemption paperwork 8/24 - This is currently on hold. 7/9 - 501, no, nothing has been done. Caren Canady ( Canady and Canday) said she could do this for us quickly	
20	7/12/2010	Trash cans at hike and bike trail entrances	Infrastructure	Terry	Open	7/12 - During the meeting it was brought up by one of the homeowners that the board approved trash cans at the hike and bike trail entrances 4 years ago and never purchased or installed them. After discussion it was agreed that the action would be captured and prioritized in the open work.	
21	7/12/2010	Gazepo roof in need of repair	Infrastructure	John	Closed	12/15 - Roof repairs completed 11/14 - Bid accepted 10/14 - Request for ACC to evaluate proposals and come to the board with a recommendation 7/12 - 3 bids have been received and are currently being reviewed	
22	10/14/2010	Add Rain Sensors on sprinklers	Infrastructure	Chris	In Work	10/14 - Proposal received on adding sensors	

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23	10/14/2010	Boulders or protection for corners of entrances that are getting ruts	Landscape	Chris	In Work	7/1/11 - Board was informed that boulders are in the city right-of-way. The board is evaluating options, including possible removal. 6/10/11 - Boulders were installed. 5/17/11 - Landscaping committee currently evaluating how to install the boulders as well as the rock base 4/11/11 - The Board voted to allocate funds for boulder placement. The Board is awaiting contract with the bolder contractor for final placement. 10/14 - Request to Landscape committee to evaluate options	
24	10/14/2010	Slow, Children at Play signs	Safety and Security	Troy	In Work	5/17/11 - Number and placement of signes has been confirmed by the SCC. Work to purchase and install is planned 1/10/11 - SCC provided recommendation for signs. Board requested SCC to evaluate placement options and provide recommendation at Feb. board meeting 10/14 - Requested SCC to evaluate and develop a recommendation for the board on number and installation of signs	
25	10/14/2010	Hike and Bike Trail repairs	Infrastructure	Terry	In Work	5/17/11 - Board approved bid for repair of current identified damaged areas and addition to connect to extended trail 10/14 - Need to assess current damage and issues with Hike and Bike trail. Work to get proposal for repairs	
26	10/14/2010	Hike and Bike Trail completion/expansion	Infrastructure	Terry	Open	10/14 - Work with the Infrastructure committee on additional hike and bike trail requirements for project next year	
27	10/14/2010	Back Park upgrade	Landscape	Chris	Open	10/14 - Request landscape committee to assess the back park and develop a proposal for upgrading it to correct current issues such as lighting, landscape, drainage	
28	10/14/2010	Sprinkler system expansion and controller replacement	Infrastructure	Terry	Open	10/14 - Evaluate options for expanding the sprinkler system to cover areas not current being watered and to look at replacing controllers	
29	10/14/2010	Brighton Plans Reviewed and Approved	Infrastructure	John	closed	MR. Henry reviewed plans and made changes and approved	
30	10/14/2010	Officer Crouch will continue to patrol the Forest and Northfield	Safety and Security	Troy	Closed		
31	10/14/2010	Northfied Estates mowing an clean up	Infrastructure	John	Closed	Mowing was worked as needed for Northfield Estates. Items added to the new landscape contract requirements	
32	1/18/2011	Issue with cars/trucks driving into yard on Northview Dr and Melody	Landscape	Chris	Closed	5/17/11 - Boulders to be placed per action 23 4/11/11 - The Board will be placing boulders at the location of concern. The construction of Melody Lane will ultimately resolve this issue.	