

# WATERHILL HOMES ON COMMERCE STREET



## AGENDA Board Meeting

January 13, 2019

AHH, Coffee!

2018 Rusk St A, Houston, TX 77003

### I. Call to Order & Establish Quorum

### II. Business:

- **Transition**
  - Status of documents from CMS
  - How to store documents
  - Any Outstanding business with CMS
  - Do we need a board Laptop?
- **PayHOA**
  - Status of residents sign up
  - Payment date of assessment
  - Budget in system
  - What documents to be uploaded
- **Communication status**
  - PO box
  - Phone Number
  - Email list
  - Facebook
  - How to communicate with residence
  - How to communicate with vendors
- **Written policies**
  - What's needed?
  - Where we post them
  - Do they need to be filed with city
  - To be written at meeting?
  - Decided on division of responsibilities
- **Account and Payments**
  - Review Chase account
  - Who has access?
  - Review current contracts
  - Review payment approval in PayHOA

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- How to create monthly statements
- Credit card for expenses (limit >\$100)?
- Monthly responsibilities
  - What needs to be done every month
  - Who does that work
- Cameras
  - Decision by 1/31/19
  - Installed 2/28/19

## III. Adjournment