

Gaywood Civic Club  
Minutes of Meeting  
Annual Meeting, Monday, October 25, 2021  
Memorial Drive Methodist Church

1. Directors Present

Jason Schultz, President

Melissa Schultz, Treasurer

Chuck Pierce, Secretary

Jim Petruzzi, Director

Tracie Pierce, Director

2. Attendance

There were 34 attendees providing a quorum for voting.

3. Constable: A Constable from Precinct 5 gave an overview of the Constable role and services. He stressed calling no matter what or how small. In addition, he recommended putting the Constable as the first call on your home security service. The Constable and the board urged homeowners to reach out to him and let him know if you have any special requests, including drive by checks while out of town. Harris County Constable Precinct 5, 281-463-6666, constablePCT5.com.

4. Motions Passed by Unanimous Vote

- a. Budget: The 2021 and 2022 budgets were passed, see attachment. Dues for 2022 were increase by 5% to \$397/year, as allowed by the deed restrictions, without a vote of the entire neighborhood and included in the 2022 budget.
- b. Sidewalk Waivers: The board will send a letter supporting waivers for new construction in Gaywood regarding the city requirement that sidewalks be built between the ditch and the street as a permit requirement for new construction in Gaywood. The new ordinance was meant to promote walkability but has caused issues as putting in sidewalks in ditch neighborhood in scattered new properties does not create a uniform look or more walkability and is not practical for all properties, especially corner lots.
- c. Traffic study: The board will request a traffic study from the city for East and West Gaywood with the purpose of determining if speed bumps and/or stop signs should be added. The issue is that Wilchester already has speed bumps and Wycliff (to the west) is apparently adding additional speed bumps, which will naturally direct more traffic into the already over used through streets East and West Gaywood.
- d. Board: The following board members were elected to a 1-year term
  - i. James R. McDonald, President (jrmcdonald@slb.com)
  - ii. Greg Apel, Vice President (gapel@att.net)

- iii. Tracie Pierce, Treasurer (Tracie.Pierce@garygreene.com)
- iv. Chuck Pierce, Secretary (capierce@unionresourcesllc.com)
- v. Jim Petruzzi, Director (jdpetruzzi@gmail.com)
- vi. Laura Marlow, Director (marlow@acm.org)
- vii. Stacey Merchant, Director (shagen4@yahoo.com)

## 5. Board Action Items and Discussion

- a. New Wall Committee. A New Wall Committee, to replace the wall along Memorial Drive, was formed by the board in 2021, as was previously authorized and Chuck Pierce is chairing the committee. The board approved the design and engineering phase of the work, which will be funded out of existing cash on hand. It is anticipated that the cost of phase 1 will be \$10,000 to \$15,000.

Design and Engineering Phase: The committee has hired Hoggatt, LP to conduct the first phase of the project which is Design and Engineering to produce deliverables providing: (1) a design and cost estimate that can be used to for a property owner vote to authorize bidding and construction of a new wall, (2) a scope of work that can be used to bid out the construction phase of the wall. The committee will bid out the construction to a minimum of three bidders. The design and engineering phase of the work commenced in October 2021 and is planned to be completed by December 2021 to January 2022. Note: Hoggatt is a long time Houston engineering and construction contractor who specializes in subdivision walls and has built over 200 such walls. Hoggatt is currently constructing the wall in front of Lakeside Country Club on Wilcrest.

Schedule and Neighborhood Engagement: Upon completion of the initial design the committee will engage with the neighborhood to get input on the design and anticipated cost and make changes as needed. The board will approve the final design and bid authorization. Once bids are received and a firm price for construction is established, the property owners will vote on authorizing the spending and assessment (see below). The wall construction will require an assessment (payment from each property owner) which will require a 60% vote of all property owners in Gaywood. The working schedule is to bid out authorize the wall construction in the first or second quarter 2022.

Cost Estimate and Assessment: Just to give everyone a general idea of the cost, the committee has received rough estimates from different contractors between \$120,000 to \$240,000 to demo the old wall and construct the new wall, including landscaping. This is a wide range and is very rough. Given this range an estimate of the individual property owner assessment would be very roughly \$1,000 to \$2,000 based on the 119 properties. This number will be firmed up through the design and bidding processes and voted on as described above. Please note this is a very rough estimate and given the current inflationary conditions prices may increase.

- b. City requirement for sidewalks in front of new construction: The new city ordinance requiring sidewalks in front of all new construction to promote “walkability” has been applied to neighborhoods with ditches, including Gaywood.
- c. Directory: The board will complete and issue a new directory.
- d. Collection of Delinquent Dues: The Treasurer has made progress in collecting delinquent dues, but some are still outstanding. The new Treasurer and the board will make an effort to collect the outstanding dues.
- e. Dues notice to be made by email: Going forward the Treasurer will issue request for dues payment by email. The board will collect and maintain a list of all property owner’s emails for such purpose, which may be part of the Directory project mentioned above.
- f. Pool: There was a discussion of making a mandatory pool fee to help support the Glen pool. Generally, the idea brought up was to make pool dues mandatory for Gaywood property owners so that the pool could be better maintained which would enhance the Gaywood neighborhood as well as Memorial Glen. The discussion ended with an apparent consensus that individuals from Gaywood can continue to join the pool, but a mandatory fee would not be pursued. There was no vote on the issue.

6. Attachments

- a. Meeting Agenda
- b. 2022 Approved Budget

Minutes prepared by:  
Chuck Pierce, Secretary

Minutes Approved by:  
The elected board

Attachment 1

# Gaywood Civic Club

## **Annual Meeting Agenda**

**October 25, 2021**

**6:30 PM**

**MDUMC**

1. Constable:
  - a. Review of Constable report
  - b. Overview of neighborhood monitoring
  - c. Q&A
2. Financial Statement update
3. Adoption of 2022 budget
4. Neighborhood improvement plans
  - a. New entrance wall – Chuck Pierce
  - b. Wall Committee
5. Discussion of architectural guidelines – Jim Petruzzi
6. Open discussion
  - a. Sidewalks
  - b. Traffic study / speedbumps
  - c. Other topics
7. Election of Officers and Directors (as indicated by \* below)

### **OFFICERS**

President: James McDonald \*

Vice President: Open for Election \*

Secretary: Chuck Pierce

Treasurer: Tracie Pierce \*

### **DIRECTORS:**

Jim Petruzzi, Architecture Review

Stacey Merchant, Communications \*

Laura Marlow, Website \*

Attachment 2

Gaywood Civic Club Budgets 2021 and 2022

	2021 Budget	2022 Budget	Assumptions
<b>Income:</b>			
Dues	44,604.00	47,243.00	119 homes at new rate of \$397 (W. Gaywood lot split in two)
COH Subsidy	8,280.00	8,280.00	115 homes at \$6/mo/home.
Review Fees	1,000.00	2,500.00	2 new home review fees of \$1000, 1 remodel at \$500
<b>Total Income</b>	<b>53,884.00</b>	<b>58,023.00</b>	
<b>Expenses:</b>			
Utilities	300.00	180.00	Reduced assumption rate to average of \$15/month
Trash Removal	34,859.38	36,401.79	\$2923.84 currently. Assume a 5% increase in April as in prior years
Lawn Service	1,440.00	1,440.00	\$120/month
Bank Charges	25.00	25.00	
Legal Expense	-	-	
Security - MGPO	12,966.58	13,614.91	Assume 5% increase from 2021
Insurance	1,441.00	1,441.00	Same as prior two years
Treasurer supplies	150.00	150.00	
Misc.	250.00	250.00	
<b>Total Expenses</b>	<b>51,431.96</b>	<b>53,502.70</b>	
<b>Net Income</b>	<b>2,452.04</b>	<b>4,520.30</b>	
<b>Approved at 10/25/2021 GCC Annual Meeting</b>			