

Braeburn Valley Civic Association

Meeting Minutes

Date: April 28, 2026

Time: 6:30 pm – 8:00 pm

Location: University Park Baptist Church, Fellowship Hall

Presiding: Bert Ruiz, President

Attendees: Hans Hawyer, Derek Hee, Kris Cain, Darren Spriggs, Niki Nikoleou, Rita Wilhite, Rachelle Shaver, Bryan Shaver, Miraya Ramirez, Bob Matthew, Lance Rosborough, David Mathew, Martha Mathew, Bert Ruiz, Ted Holubec, Christine McKeon, Brian Pendleton, Sharif Riff, Ron Russel, Ernestine Ramirez, and Thuraya Altgi.

1. Call to Order

President Bert Ruiz called the meeting to order at 6:39 pm and welcomed attendees.

2. Roll Call and Quorum Confirmation

Board Members Present:

- Bert Ruiz, President
- Ted Holubec, Vice President
- Christine McKeon, Treasurer
- Barbara Haney and Tristan Russo were not in attendance

Additional Attendees:

- Residents of Braeburn Valley Sections I & II
- Brian Pendleton, Harris County Precinct 4 office

3. Approval of January 2026 Minutes

Motion: A motion was made by Lance Rosborough to approve the January 2026 meeting minutes as presented.

Second: The motion was seconded by Rita Wilhite.

Discussion: No additional discussion.

Vote: Motion carried unanimously.

4. Treasurer's Report

Presented by: Christine McKeon

- Reviewed 2026 year-to-date financials.
- Provided update on annual dues collection.
- Discussed outstanding balances and encouraged timely payments.

No formal motions were made during this report.

5. Neighborhood Waste Services

Presented by: Bert Ruiz and Board

- Discussed current vendor performance.
- Discussed City of Houston reimbursement program and opportunity to explore increase in the monthly reimbursement amount.
- Residents asked questions regarding cost and service reliability.
- Board shared current exploration with another vendor.

Action: Board to continue evaluating vendor performance and report back with updates.

6. New Business and Announcements

Attorney Services Update:

Presented by: Bert Ruiz

Bert shared that as discussed in prior meetings, the board recently met with an attorney to review our governing documents and overall structure of the association. The purpose of this engagement is to ensure we are operating appropriately and to identify any areas where updates or clarification may be needed. Bert addressed inquiries regarding the process, input from property owners, previous communication and enforcement, and request for continued updates.

Key Areas Reviewed:

- Overall legal status and authority of the association
- Review of our deed restrictions to identify areas that may need clarification, updates, or modernization
- Governance structure, including bylaws and compliance with applicable Texas property code requirements
- Enforcement of deed restrictions and the importance of consistency
- Assessment collection and financial practices
- Potential legal risks and areas where we may want to strengthen protections

Additional Considerations:

- The need to ensure our entity status and filings are current
- Opportunities to improve how we document processes such as enforcement and decision-making
- Identifying any outdated or unenforceable language that may need to be revised over time

The attorney will be providing recommendations, and if any updates are needed, those will be brought back to the board and shared with the community.

Board Insurance Update:

Presented by: Bert Ruiz

- Discussion of current coverage and considerations for board protection. Bert shared that

the association now has a comprehensive insurance policy that includes general liability, property coverage, and Directors & Officers (D&O) liability, which helps protect the association and board members from financial risk related to accidents, property damage, and decisions made in their leadership roles.

Coverage includes:

- \$1M general liability (injuries/damage)
- \$1M D&O coverage (board decisions/legal protection)
- Property coverage for association assets
- Includes auto-related liability for association activities

Braeburn Country Club Wall Construction Project:

Presented by: Bert Ruiz

- Update on construction progress and anticipated impact to neighborhood was provided. Removal of the fence is still scheduled to take place in 2026. Removal and clean-up of trees may stretch into 2026.

Property Maintenance:

Presented by: Board

- Reminder to residents regarding compliance with deed restrictions and upkeep standards.

Neighborhood Safety:

Presented by: Bert Ruiz

- Shared safety updates and encouraged reporting of concerns.

Open Forum:

- Residents provided feedback and raised general neighborhood concerns.

7. Action Items and Next Steps

- Board to follow up on waste service and reimbursement program.
- Continue coordination with legal counsel.
- Review and confirm insurance coverage.
- Provide updates on wall construction project.
- Reinforce property maintenance standards.
- Share safety updates and resources with residents.

8. Adjournment

Motion: A motion to adjourn was made by Niki Nikolau.

Second: The motion was seconded by Derek Hee

Vote: Motion carried.

The meeting was adjourned at approximately 7:27 pm.