



## Neighborhood Services

285 Uptown Blvd.  
Cedar Hill, TX  
75104  
O. 469-272-2801  
F. 972-291-5199

### NOTICE OF MEETING CEDAR CREST NEIGHBORHOOD CEDAR HILL PUBLIC IMPROVEMENT DISTRICT #5 MINUTES

Government Center, Court/Multi-purpose Room  
285 Uptown Blvd Cedar Hill, TX 75104  
Thursday, November 2, 2023  
6:00 P.M.

**Board Members Present:** Bertha Middlebrooks, Joshua Stanton, Jackie Ivy, David Boerschlein

**Absent Board Member:** None

**City Staff Present:** Tia Brewer

**Others Present:** Jennifer Horton (1306 Hayes)

#### I. Call Meeting to Order

Bertha called the meeting to order at 6:02PM.

#### II. Invocation

David gave the invocation.

#### III. Citizens Forum

No one spoke.

#### IV. Approve October 12, 2023, regular meeting minutes

Jackie moved to approve the October 12th minutes, seconded by Josh. Motion passed unanimously.

#### V. Treasurer's Report

Jackie gave an update on the September 2023 financial report.

#### VI. Discuss and vote on the following projects:

##### a. Ornamental stop signs and poles

The board discussed and compared top candidates OnSight Industries and C Signs and Graphics quotes. Josh moved to approve C Signs and Graphics as the vendor for this project not to exceed \$63,320.00, seconded by David. The motion passed unanimously. Mailout notifications have been sent out to Cedar Crest residents regarding the project.

##### b. Runyan St. rest area

The board discussed an itemized quote from Whirlix Design Inc. for a bench and shade structure to be installed on Runyan St. provided by the Parks Dept for \$14,810.00. Jackie moved to approve Whirlix Design Inc. to carry out this project, seconded by Josh. The motion passed unanimously.



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### VII. Update on cluster mailbox project

Tia provided an update to the board that the purchase order has been processed and the vendor, Gomez Painting, will be preparing mailboxes to paint by sanding them on Monday, November 6<sup>th</sup>. The vendor's plan is to prepare mailboxes for painting Monday through Friday, and paint on Saturday afternoons and Sundays until all mailboxes are complete. Mailout notifications have been sent out to Cedar Crest residents regarding the project.

### VIII. Updates on Cedar Crest Christmas items

#### a. Christmas Gathering - Tuesday, December, 19, 2023

Tia gave an update that the Grady Lamb Police Building has been reserved for this gathering and individually boxed food has been ordered from Cotton Patch for 25 dinners at the total of \$325.00 and will be delivered by 5:30pm.

#### b. Décor Contest

Tia gave yard signs to the board for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place at the cost of \$165.29 from Fast Signs. The board agreed that the judging will take place on December 16<sup>th</sup> and winners would be recognized at the Christmas Gathering.

### IX. Election of officers

President: Bertha motioned to self-elect for President, David seconds the motion, and it is approved by all.

Vice President: Josh motioned to self-elect for Vice President, Bertha seconds the motion, and it is approved by all.

Secretary: David motioned to self-elect for Secretary, Bertha seconds the motion, and it is approved by all.

Treasurer: Jackie motioned to self-elect for Treasurer, David seconds the motion, and it is approved by all.

### X. Adjourn

Bertha adjourned the meeting at 7:41PM

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Tia Brewer, Neighborhood Services Manager

