

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OAKWOOD GLEN HOMEOWNERS ASSOCIATION, INC.**

July 18, 2017  
17902 Hawk Haven  
Spring, Texas 77379

**CALL TO ORDER**

With prior written notice by the President and a quorum of Directors present, the meeting was called to order at 7:06 pm. Board members in attendance were President Mike Harris, Vice President Ken Clark, Treasurer Linda Clarke, Secretary Patty Inzana, Directors Jack Eannarelli, John Goff and Kristen Ricketts, Sterling Association Services Inc. representative Gina Keller and homeowners and guests per the sign in sheet. Board members not in attendance were Greg Gillis and Nicole Loreth.

**Meeting Agenda**

The agenda was reviewed by the Board. Ken Clark motioned the agenda be approved as written, John Goff seconded and the motion passed unanimously.

**Meeting Minutes Approval and Actions between Meetings**

- A. Minutes for the June 20, 2017 Board Meeting were approved by majority vote via email on June 24, 2017.
- B. Announce Actions between Meetings:
  - The Board approved payment plans for two Homeowners by email vote on the following dates: June 26, 2017 and July 10, 2017.
  - Mike Harris approved an emergency expense of \$89.99 on June 26, 2017 to A+ Castel plumbing to repair a broken water line inside the club house.
  - On July 6, 2017, Mike Harris approved an emergency expense of up to \$400 to replace the broken flush valve on the urinal in the men's bathroom at the pool house.
  - The Board approved a motion by email vote on July 9, 2017 to approve the Canady Y Canady quote for the 2017 Financial Review for \$2,800.

**SECURITY REPORT**

Deputy Tomte was in attendance to report on the stats from May 1<sup>st</sup> through July 14th, 2017. There were a few questions asked by the homeowners in attendance, all were answered by the deputy.

**OLD BUSINESS**

**Deed Restriction Committee Report**

**D/R Summary** – A total of 94 letters were sent out for compliance as follows:  
No ACC – 2, Decorations – 1, Expired Tags – 2, Lot Maintenance – 56, Garbage – 7, Storage – 4  
Offense activity or nuisance – 3, Parking – 3, Vehicles/Boats/Trailers – 11  
There are also 36 violations currently on “hold” or being “monitored” for compliance based upon calls or emails to the management company requesting additional time.

**Architectural Review (ARC):** – Greg Gillis was not in attendance and the numbers were not available at the meeting. The total number of ARC request were five; three were approved, one was denied and one still is pending.

**Landscaping Committee Report:** – No report. President Harris reported that he had requested that a small pine tree on the sidewalk by the volleyball court be removed due to pine beetle infestation; the tree has already been cut down.

**Phase III of front park project. Installing additional security camera:** Greg Gillis has installed one additional camera at the front of the park.

**Replacement Security Camera for Clubhouse.** A discussion was held regarding replacing the old security camera system at the clubhouse. It was decided to purchase the equipment and replace the existing cameras with HD cameras for now. Bids could be requested to install the conduit needed to install the new camera equipment at

the desired locations could be discussed and approved in a later meeting. A motion was made by John Goff to approve up to \$3,500 for a new security camera system. The motion was seconded by Ken Clark and approved unanimously.

Phase IV of the front park project. Installing key fob equipment on tennis court: This project is complete.

Community Outreach Program: A letter was drafted but a final approved copy has not gone out yet.

Professional Association Community Manager (PCAM) Case Study: Sterling has submitted all information requested for the study. All board members and professionals (attorney, auditor and insurance agent) have been notified of the time and material they will need for the Study. Sterling Staff is also prepared to be in attendance at various times as noted on the finalized agenda.

Reserve Study: The Board requested Manager contact Reserve Advisors and see if additions/corrections can be made to the current format submitted to the community. Two specific requests were that the lights in the tennis courts were not replaced with LED lightning and the contribution amount from 2016 to the reserve had not been entered.

Paint Fence at Front Park. Work has begun and should be finished before the weeks end.

Stripe Both Parking Lots: All work has been completed on both parking lots.

4<sup>th</sup> of July Picnic & Parade: The parade and party were a success. It was noted that there was a really good “turnout” for the events.

National Night Out: It was decided that National Night Out will be held on October 1<sup>st</sup>, as this was the date that it is done in Texas because of the extreme heat in August.

Force Mow Policy: Discussion will be held following the outcome of the PCAM study.

Tree Trimming: Most of the tree trimming has been completed. There are a couple of branches that are hanging over the tennis courts that need to be addressed. This has been communicated to the vendor.

Financial Review 2015: The Financial Review for 2015 has been completed and finalized. A copy of the Financial Review can be reviewed by any homeowner on the Sterling website. A link was provided that will take owners directly to the Financial Review, all they need to do is login using their secure credentials.

CenterPoint Park Lights: M. Harris reported six of the nine CenterPoint guard lights in the back park have been repaired. CenterPoint claims to have no record of the remaining three lights. CenterPoint has taken the position that they are obligated to maintain the current 6 lights but since the guard light program was canceled in 2001 they have no obligation to maintain the remaining three lights.

## **NEW BUSINESS**

Financial Report: Gina Keller reviewed the financial report for the month ending June 30, 2017 which indicated an operating balance of \$267,617.85, a reserve account balance in the amount of \$210,711.56 and checks totaling \$25,357.00 from the operating account and \$7,695.00 from the reserve account for restroom renovations. The Association has outstanding maintenance fees in the amount of \$43,949.64 for 2017. Collection rate for 2017 is 88.5%.

Annual Meeting Date: The members discussed dates for the Annual Meeting. The date of October 21<sup>st</sup>, 2017 was chosen. Time will be 2PM. Solicitation for candidates will be mailed out and must be returned no later than August 31<sup>st</sup>, 2017. The ballot/proxy will go out the last week of September in order to comply with the bylaws which state that these must be sent no more than 30 days but no less than 10 days.

Transmittal Letter: President Harris began authoring the transmittal letter to send with the solicitation for

candidates. In its current form the letter is eight pages long; this will be reviewed by the members and placed on the website.

Budget 2018: The Board will begin the budget process in the upcoming month. The Associations governing documents allow for a maximum annual increase of 3%. Should the Board elect to exercise this option the assessment for next year would increase an additional \$12.60 per home for a total of \$435.95 for next year's assessment. Director Harris suggested that any vote on the matter be tabled until after the PCAM Study.

Deed Restriction Enforcement Policy: A policy was recorded and filed previously that stated Oakwood Glen had the authority to fine homeowners for noncompliance of deed restrictions. The current documents state that fines cannot be charged. This can only be changed with a vote of the entire membership. In accordance with the current CCR's the prior policy was amended. This policy was presented to be signed. A motion to execute the policy was made by Ken Clark; seconded by Jack Eannarelli and unanimously approved. The document was signed by Mike Harris and notarized by Gina Keller. This will be filed and replace the document currently posted on the website.

Legal: No discussion.

Open Forum: Homeowners in attendance voiced their concerns and opinions during the regular business meeting. No questions remained for the Open Forum.

**NEXT MEETING IS SCHEDULED FOR AUGUST 15, 2017**

In accordance with Texas Property Code Section 209.0051, the notice will be properly posted.

**MOTION TO MOVE INTO AND OUT OF EXECUTIVE SESSION**

*A motion was made, seconded and passed unanimously to move into executive session at 8:30 pm.*

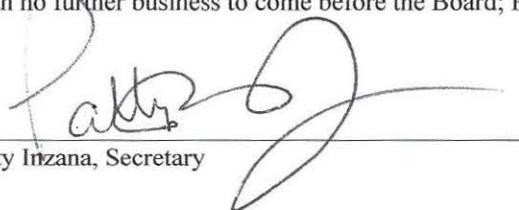
*A motion was made, seconded and passed unanimously to move out of executive session at 9:22 pm.*

**EXECUTIVE SESSION SUMMARY**

The Board discussed individual deed restrictions and homeowner accounts. One property that currently has an order of noncompliance which has been cured and noncompliance will be removed.

**ADJOURN**

With no further business to come before the Board; President Harris properly adjourned the meeting at 9:32 p.m.

  
\_\_\_\_\_  
Patty Inzana, Secretary