

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

**August 15, 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 7:03pm. Board members in attendance were President Mike Harris, Vice President Ken Clark, Treasurer Linda Clarke, Secretary Patty Inzana, Directors Jack Eannarelli, John Goff, Greg Gillis and Nicole Loreth, Sterling Association Services Inc. representative Gina Keller and homeowners and guests per the sign in sheet. Board member not in attendance was Kristen Ricketts.

Meeting Agenda

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

Meeting Minutes Approval and Actions between Meetings

- A. Minutes for the July 18, 2017 Board Meeting were approved by majority vote via email on July 28, 2017.
- B. Announce Actions between Meetings:
 - Mike Harris approved an emergency expense of \$129.99 on August 3, 2017 to A+ Castle Plumbing to replace the tank seal in the women's bathroom at the clubhouse

SECURITY REPORT

Deputy Tomke was not in attendance but provided the information to John Goff to report. Director Goff reported the statistics for the month of July and for the first couple weeks of August. Statistics were a variety of issues such as trespassing, theft, fraud, hit and run and several instances of criminal mischief. In addition, the Sheriff's Department is beginning a new program called "If you see something, say something." Flyers were circulated regarding an app that can be downloaded to smart phones that connects directly to their office.

OLD BUSINESS

Deed Restriction Committee Report

D/R Summary – A total of 158 letters were sent out for compliance as follows:
No ACC – 4, Decorations – 1, Expired Tags – 4, Lot Maintenance – 70, Garbage – 4, Landscaping Maintenance – 39, Nuisance – 4, Parking – 8, Vehicles/Boats/Trailers – 18, Unauthorized signs - 6
There are also 47 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 reported that there were two fence requests submitted to the committee. One was approved and one was denied. There is also an issue regarding ARC that needs to be discussed in executive session.

Landscaping Committee Report: – No report. President Harris reported that Casey will be putting up the handicap signs once the poles come in.

Phase III of front park project. Installing additional security camera: Greg Gillis noted that he needs to install some conduit around the front area. This will be done when the weather is a bit cooler. Regarding the cameras at the clubhouse, most have been installed, there is some work required to get the remainder of the cameras hooked up.

Phase IV of the front park project. Installing key fob equipment on tennis court: Fobs are available.

Community Outreach Program: Information was mailed out with the recent mailer. The intent is to have the clubhouse available to the seniors on the first Wednesday of each month at about 10AM, so they have a place to get together and meet with regularity. If this is successful, notices will be placed on the corkboard at the clubhouse. Nicole Loreth has ordered signs, which will be placed strategically around the neighborhood.

Professional Association Community Manager (PCAM) Case Study: The PCAM Study was performed at the clubhouse on July 27th and 28th. There were 14 Managers from various states in attendance to receive their PCAM designation. President Harris, Treasurer Clarke, Director Goff and Manager G. Keller were all in attendance at various times throughout the process. President Harris and Manager G. Keller believe that the Association will benefit from allowing the study to be performed at Oakwood Glen. Once the tests are graded, the top two, with all recommendations will be forwarded to the Association for their use.

Reserve Study: The finalized copy of the reserve study will be placed on the Sterling website for homeowners to access and review. President Harris explained the changes that needed to be made. One was the addition of the 2016 contribution to the reserve fund (which was deposited in May 2017) and the correction regarding the LED lights. The study stated that all lights were converted to LED however the ones at the tennis courts were not changed out. The Board has a responsibility to adequately fund the Reserve Account. If the suggested annual contributions can be met sufficient funds will be available to maintain the community assets identified in the study as scheduled. The Reserve Study "does not" address potential construction issues at the clubhouse. One option would be to hold a vote of our Membership for a Special Assessment to replace the clubhouse. President Harris explained costs associated with these projects and how this would affect each owner's future assessments.

Budget 2018: Budget was discussed but numbers/budget worksheet has not been completed. Once actuals from 2015 are received and input, spreadsheets will be emailed to Treasurer and committee members.

Assessment 2018: The Board's responsibility to adequately fund the Reserve Account as well as the latest statistics from the Bureau of Labor Statistics which reports a 1.6% increase in the CPI for the previous 12 months in the Houston area was discussed. The BLS also reported a 16% increase in the cost of electricity in the Houston area in the same time frame. There was no official discussion regarding the 3% increase that is permitted annually in the DCCR's (Declaration of Covenants, Conditions and Restrictions).

Paint Fence at Front Park. Work has been completed.

National Night Out: John Goff has registered the Association with Harris County. The sheriff's office will have representatives in attendance. The date for the event is Tuesday, October 3rd. An event similar to what was done on the 4th of July or possibly a "movie night" will be held. An email will be sent out detailing the event and approving a budget for the same. Upon approval, a flyer will be added to the website and an EBlast will be sent out with the details.

Force Mow Policy: Force mow policy is being tabled until the PCAM study results are received.

Tree Trimming: Most of the tree trimming has been completed. Work was to commence last week but due to the rains was put off. This should be complete in the upcoming week.

Annual Meeting: The notice of solicitation for candidates to run for the Board was sent out from Sterling offices on August 3rd. It was noted that some owners have received the mail out, while others have not. The information is also available on the website and Manager Gina Keller, EBlasted the information out on Friday, August 11th.

Annual Meeting Date: The date for the Annual Meeting is October 21st, 2017. Time will be 2PM. Board Members currently up for re-election are Ken Clark, Nicole Loreth and Kristen Ricketts. Any other interested parties, who submit the certification of candidate for Director, will be placed on the ballot that will be sent out in September.

NEW BUSINESS

Financial Report: Gina Keller reviewed the financial report for the month ending July 31st, 2017 which indicated an operating balance of \$193,205.32 a reserve account balance in the amount of \$259,618.65 and checks totaling \$35,749.40 from the operating account. The Association has outstanding maintenance fees in the amount of

\$36,037.91 for 2017. Collection rate for 2017 is 91%.

Pending Foreclosure: There is one foreclosure pending. Owners owe for several years and have not entered into a payment plan or made arrangements to clear up the account.

Legal: No discussion.

Open Forum: No questions.

NEXT MEETING IS SCHEDULED FOR SEPTEMBER 19TH, 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 8:41 pm.


A motion was made, seconded and passed unanimously to move out of executive session at 9:18 pm.

EXECUTIVE SESSION SUMMARY

The Board discussed individual deed restrictions and homeowner accounts. One property that currently is in violation of deed restrictions was discussed; the board wants the homeowner to cure the violation or a lien noncompliance will be placed on the title. A non-corporate resolution was executed by all officers for banking purposes.

ADJOURN

With no further business to come before the Board; President Harris properly adjourned the meeting at 9:34 p.m.



Patty Inzana, Secretary