

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

**September 19, 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 7:11 pm. Board members in attendance were President Mike Harris, Vice President Ken Clark, Directors Jack Eannarelli, John Goff, Kristen Ricketts and Nicole Loreth (left meeting at 8:15 pm due to family emergency), Sterling Association Services Inc. representative Gina Keller and homeowners and guests per the sign in sheet. Board members not in attendance were Treasurer Linda Clarke, Secretary Patty Inzana and Director Greg Gillis.

Meeting Agenda

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

Meeting Minutes Approval and Actions between Meetings

- A. Minutes for the August 15, 2017 Board Meeting were approved by majority vote via email on August 28, 2017.
- B. Announce Actions between Meetings:
 - * Mike Harris authorized Absolute Groundscape on August 22, 2017 to remove a tree that fell on the basketball court as an emergency expense.
 - * The Board voted unanimously via email vote on August 28, 2017 regarding a matter on a Homeowners account.
 - * The Board voted unanimously via email vote on September 02, 2017 to increase the mosquito spraying to twice a week for a month for a cost not to exceed \$750.
 - *The Board voted unanimously via email vote on September 15, 2017 to approve a payment plan for one homeowner.
 - *The Board approved a Motion to spend up to \$2,000 for National Night Out by majority vote on September 16, 2017.

SECURITY REPORT

Deputy Tomte was in attendance along with contract supervisor Sargent James Romine. Deputy Tomte reported the statistics for the month of August and the first couple weeks of September. Deputy Tomte reported that the number of criminal mischief reports have dropped since school started. President Harris inquired with Sargent Romine about the possibility of getting the radar trailer back in the neighborhood and if they had "signed permission" could they place the trailer on homeowner property. Sargent Romine stated that the radar trailers were underwater during the storm. They are still waiting to see if they're operational once they dry out. In response to placing the trailer at a homeowner's house, he stated the trailer can be placed at a resident/homeowner's property but he warned that there have been "shots fired" at radar trailers in the past.

OLD BUSINESS

Deed Restriction Committee Report

D/R Summary – A total of 110 letters were sent out for compliance as follows:

No ACC – 6, Animals (chickens/loose dogs) – 3, A/C unit – 1, Expired Tags – 2, Lot Maintenance – 45, Garbage – 1, Landscaping Maintenance – 21, Lot Storage – 2, Offensive Activities/Nuisance – 6, Parking – 7, Unauthorized Signs - 1, Trailers/ATV, RV, Trailers – 15. There are also 14 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. Manager G. Keller reported that only one application had been submitted since the last meeting. Application was for a fence replacement and was approved. Three homeowners have done work without approval and were sent letters to submit application. Board requested one "cease and desist" letter be hand delivered to homeowner who was doing an addition to the home without approval. Notice was delivered to homeowner, who stopped work and has submitted an ACC

application since receiving the notice.

Landscaping Committee Report: – No report.

Contract Update: The ADT contract expires on December 3, 2017. Bids for security will be obtained in the next couple months. In addition, the Board requested AT&T be contacted to discuss lines at the clubhouse (both phone and fax lines are still active) to see what is needed to continue monitoring security equipment on site.

Phase III of front park project. Installing additional security camera: Greg Gillis was not in attendance; an update will be provided at next meeting.

New surveillance camera system for the club house: The equipment has been purchased.

Community Outreach Program: Information was mailed out with the recent mailer. Per Director Kristen Ricketts, three homeowners have responded via email to the mail out. More information will be provided once received.

Professional Association Community Manager (PCAM) Case Study: The top two papers were received from the PCAM study. These were emailed to the Board early in the week to read and review.

Budget 2018: Budget was discussed. Year end balances were input into the spreadsheet for fiscal years 2015 and 2016. Year to date numbers were input for 2017 through August 31, 2017. The form has been prepared and emailed to Treasurer Linda Clarke who provided the information requested to Sterling. In addition, the Board needs to decide what “projects” they would like to have done in 2018. President Harris stated that the fence at the pool needs to be replaced, the railing outside of the clubhouse by the park needs to be replaced, the pavilion should be primed and painted so that future work will be on the same schedule as the of the pool house.

Assessment 2018: Assessment 2018 was discussed. A motion to increase the assessments 3% (maximum amount permitted per the Association’s documents) was made by John Goff. The motion was seconded by Ken Clark and approved unanimously.

National Night Out: The Board had received a request to hold “movie night” at the park for National Night Out from Erica Kelley. Erica was in attendance to discuss what she had done since receiving approval for the event. The screen and projector have been ordered along with a popcorn machine and popcorn for 200. The movie will be PG, “family friendly” and will be voted on by the homeowners via Facebook. There will be a table where security information is passed out and representatives from the security committee and sheriff’s office have confirmed attendance. Erica is also going to see if the ice cream truck or one or two food truck vendors would like to “park” in the park during the event. Erica inquired if the Board knew if there were any specific vendors who would donate for the event. It was noted that HEB, Chick-Fil-A, Target and Academy all participated in the past to NNO Events.

Force Mow Policy: Force mow policy is being tabled until PCAM results have been reviewed and discussed among the members.

Tree Trimming: Most of the tree trimming has been completed. There are still a couple of limbs that need to be trimmed. This should be done in the upcoming week.

Annual Meeting: The Annual Meeting has been scheduled for Saturday, October 21st, 2017 at 2PM and the notice of meeting and proxies have been created and will be printed next week. Manager G. Keller confirmed that either she or a staff member from Sterling will deliver the mail to the local post office as requested by the Board.

NEW BUSINESS

Financial Report: Gina Keller reviewed the financial report for the month ending August 31st, 2017 which

indicated an operating balance of \$171,371.90 a reserve account balance in the amount of \$260,361.19 and checks totaling \$23,599.61 from the operating account. The Association has outstanding maintenance fees in the amount of \$35,755.72 for 2017. Collection rate for 2017 is 92%.

In the absence of Treasurer Linda Clarke, Manager G Keller noted that the Amegy Money Market account is currently classified as an operating account but needs to be reclassified as "reserves" as per her phone conversation with Linda Clarke earlier in the month. A motion to reclassify the Amegy Money Market account as a reserve account was made by Ken Clark, seconded by Jack Eannarelli and approved unanimously.

Discuss Wood Fence: Bids will be obtained to replace fence at the pool and railing in front of the clubhouse.

Discuss Disaster & Emergency Planning Committee: The Board would like to create a committee to put together information and action for future disaster/emergencies. Because no other homeowners were in attendance tonight, this discussion was tabled.

Legal: No discussion.

Open Forum: No questions.

NEXT MEETING IS SCHEDULED FOR OCTOBER 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 9:02 pm.

A motion was made, seconded and passed unanimously to move out of executive session at 9:12 pm.

EXECUTIVE SESSION SUMMARY

The Board discussed individual deed restrictions and homeowner accounts.

ADJOURN

With no further business to come before the Board; President Harris properly adjourned the meeting at 9:15 p.m.


Patty Inzana, Secretary