

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

January 16, 2018
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 7:15pm. Board members in attendance were President Mike Harris, Vice President Ken Clark, Secretary John Goff, Directors Jack Eannarelli, Kristen Ricketts and Greg Gillis. Also in attendance via telephone, due to weather conditions was Sterling Association Services Inc. representative Gina Keller, homeowners and guests per the sign in sheet. Board members not in attendance were Linda Clarke, Patty Inzana and Nicole Loreth.

Meeting Agenda

The agenda was reviewed by the Board. Jack Eannarelli motioned the agenda be approved after adding renewal of website domain and accounts 21603890, 21603893, 21603804 and 21505650 from legal, John Goff seconded and the motion passed unanimously.

Meeting Minutes Approval and Actions between Meetings

- The Board approved a payment plan by email vote for a Homeowner on the following date: December 05, 2017.
- On December 02, 2017, after consultation with available Directors, Mike Harris authorized Patty Inzana to spend up to \$500 to replace the damaged Christmas wreaths as an emergency operating expense.
- Mike Harris authorized A+ Castle Plumbing to make an emergency repair of a water line on the kitchen sink in the club house on December 13, 2017 for \$125.
- In accordance with paragraph 8, (4) of Oakwood Glen Association's "Policy Regarding Board Actions via Email", the Board voted unanimously by email vote on December 28, 2017 to proceed with the lawsuit on account 217725DRV due to potential safety issues created by this deed restriction violation. This action will be ratified in the Board Meeting scheduled for January 16, 2018.

SECURITY REPORT

Director Goff provided a report of the statistics provided to him by Deputy Tomte. Per the officer, it has been a quiet month in Oakwood Glen.

OLD BUSINESS

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash accounts total \$265,571.65 which is comprised of New First checking, New First Money Market Amegy checking, Amegy Money Market and LPL Financial account. Reserve Fund accounts total \$195,923.24, which are comprised of LPL Financial account and Woodforest Bank C.D. account. Total cash is \$461,494.89. Checks from operating account totaled \$24,385.32. Assessment percentages for 2015 are at 98%, 2016 are at 96% and 2017 are at 92%.

Deed Restriction Committee Report

D/R Summary - A total of 110 letters were sent out for compliance as follows:
No ACC or ACC Related - 2, Animals (chickens/loose dogs) -1, A/C unit - 1, Expired Tags - 2, Lot Maintenance - 53, Garbage - 3, Landscaping Maintenance - 17, Lot Trailers - 19, Parking violations -3, Stored items - 8, Decorations - 1 and Temporary Structure -2. There are 9 violations currently on "hold" or being "monitored" for compliance based upon calls or emails to the management company requesting additional time. Director Eannarelli requested that inspectors concentrate on getting resolutions to some of the violation issues on Seven Pines. Gina will thoroughly inspect Seven Pines to make sure compliance letters are going out upon next few inspections. Directors would like to

have "contact gina@sterlingasi.com" added to the violation letters if this is possible.

Audit 2013 – 2013 Audit is in progress. Files will be pulled after the holidays so that Canady & Canady can send a representative over to review the information in the boxes.

Architectural Review (ARC): – Greg Gillis reported that there were two ACC request submitted since the last meeting, one for fencing and one for painting. One request was approved and one is tentatively moving forward.

Contract Update: The ADT account has been terminated. Bids are currently being obtained for a new service provider. Information will be required from Director Gillis about the current equipment in order to secure the proper bid specs.

Pool Bids – Additional bids have been requested. Due to the snow and ice storm, Darlene with Sweetwater was unable to get to the community pool before the meeting to provide a bid. Bid from TAE was received and forwarded to the board.

Phase III of front park project: Phase III has not been completed as of yet.

New Surveillance – Clubhouse: Installation of the cameras at the clubhouse has been started.

Pest Control: The contract to spray for mosquitoes has been received. Rates are the same as prior year; \$75 per visit to spray the community and \$45 per visit to spray the park. A motion to accept the bid was made by Greg Gillis and seconded by Jack Eannarelli. All were in favor and the motion carried.

Harris County Sheriff Contract: The 2018-2019 contracts were received. President Harris noted that the cost had increased 3%; there have been no increases in three years. A motion to accept and sign the contracts was made by John Goff and seconded by Jack Eannarelli. All were in favor and the motion carried. Gina will bring contracts out to be signed and Deputy Tomte will deliver them to the courthouse.

Garage Door: A bid was presented to replace the garage door on the storage building. Cost was \$579 and includes installation. A motion was made by Jack Eannarelli and seconded by Ken Clark to accept the bid and have the work done. All were in favor and the motion carried.

Update on Pavilion Painting and painting metal gates: Gina contacted Property Services, who has been contracted to do repairs and paint the pavilion. They stated that they will get the work on the schedule but it must be at least 50 degrees outside in order for them to paint.

Christmas Party: Director Ricketts was asked to update the board on the Christmas party that was held in December. Kristen Ricketts stated that the party was a "huge success" and they even had to order more pizza. She suggested that next year the hours of the event should be changed because of the time change; it started to get dark before the party ended.

Basketball Goal Replacement: The board is in the process of deciding whether to repair or replace one or both of the basketball goals at the front park. This decision was tabled until March.

Clubhouse Repairs: No discussion; tabled for this month.

Wood Fence: A third bid was received from Absolute Landscaping for fence work to be done at the pool and the back park. The bids were reviewed and discussed. President Harris stated that in the

interest of full disclosure and even though his vote only counted to break a tie, to avoid any potential appearance of a conflict of interest that he had recently used the services of Ace Fence. A motion to accept the bids from ACE Fence to install the fences as per the specification without the removal of the underbrush or hauling off the old fence was made by Jack Eannarelli. The motion was seconded by Kristen Ricketts; all were in favor and the motion carried. The fence bid from Absolute Landscaping included line items to remove the underbrush and haul off the old fence. ACE Fence did not include removal of underbrush on their bid. A motion to have Casey with Absolute Landscaping perform the removal of the underbrush, tear down and haul off the fence was made by Greg Gillis and seconded by Ken Clark. All were in favor and the motion carried. Gina will contact ACE Fence to see when they can get the project scheduled. President Harris requested that they “start” in the back, in order to give Casey the opportunity to remove the underbrush and old fence at the pool.

Website Domain: Director Greg Gillis reported that the website domain is set to expire and he received an invoice in the amount of \$20.00 for hosting fees until 2019. Greg Gillis motioned that the fees be paid; the motion was seconded by Ken Clark. All were in favor and the motion carried.

Force Mow Policy: There have been discussions regarding the amount of notice the Association must “legally” provide to a homeowner before they may force mow. In order to be in compliance with the law and the deed restrictions, the Board has requested an opinion from Holt & Young so that they can come up with a policy for force mows that will be filed, before the spring. Suggestion was that upon receipt of the certified letter, owners have 72 hours to cure or the Association will force remediate and bill the homeowner.

Yard of The Month: Kristen Ricketts brought up the “Yard of the Month” which was previously discussed. Options such as “most improved street” were discussed. More information will be provided at next meeting.

NEW BUSINESS

Marque Repairs: The sign at the entrance, where the letters can be changed out is in need of repairs. The type of sign is considered a “specialty” sign and not all sign companies will repair or build this type of sign. Gina contacted the owner of 4D Signworx and sent photos of the sign. He did a site visit and provided bids to replace the sign as well as add LED lighting. Per the board, the LED lighting bid was a bit expensive. President Harris has reached out to another electrician to obtain a competitive bid. There was a question about whether a lock could be added to the sign. Gina will contact 4D and get that answer.

Legal:

- Board voted via email that covenant violation matter number 217725 be sent to the attorney for additional action due to hazardous conditions. A motion to ratify the vote was made by Greg Gillis and seconded by Ken Clark. All were in favor and the motion carried.
- Four accounts were presented to the board by legal to proceed with legal action, (account numbers 21603890, 21603893, 21603804 and 21505650). Ken Clark motioned for the Board to proceed with all four accounts; the motion was seconded by Kristin Ricketts. All were in favor and the motion carried.

Open Forum: Owner in attendance questioned a letter she received with a fine (certified) fee. Gina will look into this matter and advise accounting to remove the fees.

MOTION TO MOVE INTO AND OUT OF EXECUTIVE SESSION

A motion was made, seconded and passed unanimously to move into executive session at 8:43 pm.

A motion was made, seconded and passed unanimously to move out of executive session at 8:51 pm.

EXECUTIVE SESSION SUMMARY

The Board discussed individual deed restrictions and homeowner accounts that needed action.

ADJOURN

With no further business to come before the Board; President Harris properly adjourned the meeting at 8:52 p.m.

NEXT MEETING IS SCHEDULED FOR FEBRUARY 20TH, 2018

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



John Goff, Secretary