

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

**March 20, 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 7:05pm. Board members in attendance were President Mike Harris, Vice President Ken Clark, Secretary John Goff, Treasurer Linda Clarke, Directors Jack Eannarelli, Greg Gillis and Patty Inzana. Also in attendance was Sterling Association Services Inc. representative Gina Keller, homeowners and guests per the sign in sheet. Board members not in attendance were Kristin Ricketts and Nicole Loreth.

**Meeting Agenda**

The agenda was reviewed by the Board. President Harris noted that there were two items he wanted added to the agenda; those being a discussion to move money and the acquisition of website domain [www.oakwoodglen.com](http://www.oakwoodglen.com). Greg Gillis motioned the agenda be approved after adding both money issue and acquisition of website domain, Ken Clark seconded and the motion passed unanimously.

**Meeting Minutes Approval and Actions between Meetings**

- The Board authorized the installation of two basketball goals and posts in the front park for \$4,211, unanimously by email vote on February 28, 2018
- The Board approved a payment plan by email vote for a homeowner on 03/03/2018.
- Mike Harris authorized CTS to make emergency repairs to the lock on the clubhouse on 03/03/18 in the amount of \$199.26.

**SECURITY REPORT**

Officer Tomte was not in attendance. With all that had recently occurred in the neighborhood, Director Goff was not in receipt of a copy of the stats for the last month. Only events that were discussed were a couple of BMW's.

**OAKWOOD GLEN WEBSITE**

It was brought to the attention of President Harris by prior homeowner Al Zolli that the website [www.oakwoodglen.com](http://www.oakwoodglen.com) was available for the Association to acquire; cost will be \$15.17. Greg Gillis made a motion to pay Mr. Zolli for the cost to obtain the website; he will link the website with [oakwoodglen.net](http://oakwoodglen.net). Ken Clark seconded the motion. All were in favor and the motion carried.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash accounts total \$310,061.74 which is comprised of New First checking, New First Money Market Amegy checking, Amegy Money Market and LPL Financial account. Reserve Fund accounts total \$282,004.35, which are comprised of LPL Financial account and Woodforest Bank C.D. account. Total cash is \$592,066.09. Checks from operating account totaled \$11,261.85 and from reserves \$12,816.25 for total monthly expenditures of \$24,078.10. Assessment percentages for 2015 are at 98.2%, 2016 are at 96.9%, 2017 are at 93.2% and 2018 are at 72% collected.

Treasurer, Linda Clarke motioned to close all of the Amegy accounts in the operating fund and move the monies to the New First checking account. Ken Clark seconded the motion; all were in favor and the motion carried. Linda Clarke motioned to close out the Amegy account in the reserve fund and move the money to another bank where the Association is able to get better rates. The motion was seconded by Ken Clark. All were in favor and the motion carried.

President Harris inquired if more money should be placed in the reserve fund since the return on

delinquent assessments and legal fees have been higher this year. This will be discussed later. In addition, President Harris suggested putting together an "Operating Reserve" for projects that may need to be done but are not meet the criteria as a reserve expenditure and should not be funded from the reserves. A policy on how the money is allocated to the fund and what and how it should be used needs to be developed for future boards.

Greg Gillis noted that since all assessments that are outstanding are now delinquent, that he will be turning off the key fobs sometime in the upcoming week for any owners that have not paid or gotten on a payment plan.

#### **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, Christmas Decorations – 4, Expired Tags – 2, Lot Maintenance – 40, Garbage – 6, Landscaping Maintenance – 17, Lot Trailers – 9, Parking violations – 3, Stored items – 8, Decorations – 1 and Temporary Structure – 2. There are 6 violations currently on "hold" or being "monitored" for compliance based upon calls or emails to the management company requesting additional time. In the month of February, Oakwood Glen requested [gina@sterlingasi.com](mailto:gina@sterlingasi.com) be placed on the letters; this is not something that can be done. If there are issues with non-responsiveness from the Sterling office, all we need is a telephone number where the owner called from to reverse search to see who answered the call.

**Audit 2013** – 2013 Audit is in progress. Kara with Canady & Canady has requested some added information to try and finish the 2013 audit before beginning the 2017 Audit.

**Architectural Review (ARC)**: – Greg Gillis reported that there was one (1) ACC request submitted since the last meeting, which was approved.

**Landscape**: Kristin Ricketts was not in attendance but had reported that she had contacted Casey at Absolute Groundscape and is waiting on a bid for spring flowers and to replace the knock out roses. When we receive the bid the Board can vote on this via email.

**Contract Update**: The ADT contract was terminated. Bids for security are not going well. A suggestion as made to contact AT&T and see about adding security to the account. Gina will make the call to see if this can be done.

**Phase III of front park project**: Phase III has not been completed; Greg Gillis will be laying the last of the conduit this weekend if all goes well. In addition, he plans to add a couple cameras to the backside of the park later.

**New Surveillance – Clubhouse**: Installation of additional cameras at the clubhouse has been done by Greg Gillis. More cameras will be installed inside and outside in order to view the park/playground and possibly the gate at the entrance the parking lot. If the camera resolution is good enough to produce license plates, this could be beneficial moving forward.

**Basketball Goal**: Jack Eannarelli had said at the February meeting that he would look into a plan for the basketball court. He searched around and found someone that was able (Hoops, Inc.) to install two brand new basketball goals and haul off the old ones for a cost of \$4,211. The Board approved the expenditure in an email vote detailed in actions between meetings and the new goal posts have been installed. All members of the board agreed that the courts look great!

**Update on Pavilion Painting**: There were some "issues" with the pavilion painting. We were



notified that PMS had staff out painting the pavilion but nobody noticed painters at the pavilion. It turned out that they had begun caulking the storage building and community room instead at the park. The pavilion has now been power washed, damaged boards replaced and painted. The community building and storage building will be painted at PMS expense as it was their mistake.

**Wood Fences:** The wood fences have all been replaced; this project is complete. PMS sent over a bid to stain the rail fences at 17902 Hawk Haven. Members reported that there were so many colors they didn't really get the chance to decide. A motion to approve the bid was made by Jack Eannarelli and seconded by Patty Inzana. All were in favor and the motion carried. President Harris will select a couple of colors and send those around to get an approval of the color via email.

**Marquee:** Approval has been given to rebuild the marquee at the front of the community. This is a specialty item and Gina will check on the status of the constructed items. The LED solar lights and components have been acquired and will be installed after the marquee work is complete.

**Force Mow Policy:** The HOA attorney has drawn up a formal policy on force mowing properties in Oakwood Glen. There was a discussion about getting the information out via email, to those who we can confirm we have addresses for and mailing out notice to those that we don't show any email information on. Gina will have IT try and get us the information on both.

**Clubhouse Repairs:** No discussion; tabled for this month. President Harris is still looking for qualified people with engineering or contracting experience in construction to get on the clubhouse committee.

**Yard of the Month:** Kristin Ricketts was not in attendance but a representative of the committee stated that Kristen has some ideas for how she plans for the project to go.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

President Harris stated that he felt the Memorial Day "kickoff" pool party hosted and Chaired by Jack Eannarelli was a great success and thinks that events such as this help to bring out a "sense of community." He inquired if Jack would be interested in putting something together for Memorial Day. The date will be May 28<sup>th</sup>. Last year they ordered pizza and had a snow cone machine. More details will be discussed at the next meeting.

**Legal:** President Harris brought two potential foreclosures and one authorization to appoint a trustee before the board to be voted on. Due to some concerns with prior foreclosure (2150641) members of the board discussed the concerns with this account. No discussion or vote was brought forth on the foreclosures or appointment of trustee at this time.

**Open Forum:** Owner in attendance discussed a letter she received for a trailer in the driveway. She wanted to explain that her and her neighbor's driveways are side by side and it was his trailer that was stored there. Gina will correct this matter and see that the neighbor receives a letter. Per DRV Committee Chairman, this RV/Trailer has been there for quite some time and needs to be moved.

### **NEXT MEETING IS SCHEDULED FOR APRIL 17<sup>TH</sup>, 2018**

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 8:50pm.*

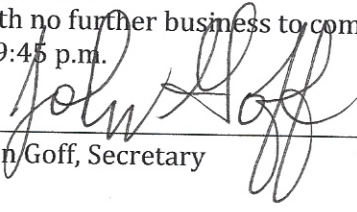
*A motion was made, seconded and passed unanimously to move out of executive session at 9:42 pm.*

**EXECUTIVE SESSION SUMMARY**

The Board approved one payment plan (in house) and discussed updating legal accounts.

**ADJOURN**

With no further business to come before the Board; President Harris properly adjourned the meeting at 9:45 p.m.

  
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John Goff, Secretary