

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

April 17, 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 7:20pm. Board members in attendance were President Mike Harris, Vice President Ken Clark, Directors Jack Eannarelli, Kristen Ricketts 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 Linda Clarke, John Goff, Greg Gillis and Nicole Loreth.

**Meeting Agenda**

The agenda was reviewed by the Board. President Harris noted that there was one additional item that needed to be added to the agenda. There are some electrical issues going on with the pool pump and discussion of installation of a pool circulator for \$530 needs to be added to the agenda. A motion to add the discussion/vote to the agenda was made by Ken Clark, seconded by Jack Eannarelli and unanimously approved.

**Meeting Minutes Approval and Actions between Meetings**

- A. Meeting minutes for March 20, 2018 Board meeting were approved by email vote on March 29<sup>th</sup>, 2018.
- The Board authorized the planting of spring colors and four (4) new rose bushes for \$1,051 unanimously via email on March 22, 2018.
  - The Board approved payment plan by email vote for a homeowner on March 29<sup>th</sup>, 2018.
  - The Board authorized replacing the pool circulation pump motor for \$2,035.45 unanimously by email vote on April 10, 2018.

**SECURITY REPORT**

Neither Officer Tomte nor Secretary Goff were in attendance at the meeting. Per President Harris, the month has been relatively quiet. There were no major incidents to report.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash accounts total \$293,729.10 which is comprised of New First checking and a variety of other New First accounts. Reserve Fund accounts total \$288,340.44, which are comprised of LPL Financial, New First MMA account and Woodforest Bank C.D. account. Total cash is \$582,069.54. Checks from operating account totaled \$28,124.37 and from reserves \$794.50 for total monthly expenditures of \$28,918.87. Assessment percentages for 2015 are at 98.2%, 2016 are at 96.9%, 2017 are at 93.2% and 2018 are at 75.5% collected.

President Harris inquired if 2017 financials have been closed out and verified. The board would like to look at the balances and determine the amount to be allocated to the reserve fund for the annual contribution. Gina will send over final 2017 financials once completed and verified.

President Harris noted that he had reached out to Stephanie Ferrante, of CAI Services to discuss putting together an operating reserve policy. Stephanie had no information but Gina will reach out to Canady & Canady and see if this is something they might be interested in assisting the Association with creating.

### **Deed Restriction Committee Report**

Director Eannarelli held a meeting of homeowners who will now make up the DRV committee that will be chaired by Director Eannarelli. The committee will meet periodically and make recommendations, send photos and communicate with the Manager in hopes that some of the violations that are more visible on the weekends and in the evening will be able to be captured by the group and forwarded to the management company so letters can be sent out to cure these violations.

D/R Summary – A total of 224 letters were sent out for compliance as follows:

No ACC or ACC Related – 6, Christmas Decorations – 14, Expired Tags – 6, Lot Maintenance – 115, Garbage – 7, Landscaping Maintenance – 26, Boats, RV's, Trailers – 25, Parking violations – 11, Stored items – 11, and Temporary Structure – 2. There were 24 notes (which means owners called in to provide updates on the status or ask for additional time) and we are currently “monitoring” 14 violations to see if they are going to cure within their requested time frame.

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

**Architectural Review (ARC)**: – Greg Gillis was not in attendance but reported that there were no ACC requests since the March meeting.

**Landscape**: Kristen Ricketts reported that spring colors have been planted and a small irrigation leak was repaired.

**Contract Update**: The ADT contract was terminated. Bids to include security in the AT&T are being procured. Management is trying to find the best deal/bundle. AT&T is working with us. Hopefully, we will have the service secured before May meeting.

**Alarm Permit**: – President Harris inquired as to whether a copy of the most recent alarm permit has been received yet. He does not recall seeing the invoice; Gina will look into this.

**Phase III of front park project**: Phase III has not been completed; the weather has not been conducive to the installation of the conduit.

**New surveillance camera system for club house**: Greg has installed two additional cameras this month.

**Fence – Stain**: In March meeting, a dollar amount had been approved for staining the fence. Because there were too many colors to choose from, the general consensus was a color would be selected and an email would be circulated to the board to approve the color. The color chosen was Woodbriar; PMS has been notified and will let Manager know when the work is scheduled. Manager will inquire about the “zebra stripes” on the clubhouse and what PMS intends to do to correct this.

**Entrance Sign**: Upon discussing the sign at the entrance, with 4D Signworx, Gina was told that the sign itself is still in excellent condition. The issues are with the panels, zip tracks and the vinyl header. They proposed getting the sign in order by replacing the white panels, and adding new zip tracks and vinyl headers. In addition, there were two options for the rods that hold the sign open. One was for manual lifts and the second was for hydraulic lifts. The board discussed both and weighed the pros and cons of both. Jack Eannarelli motioned that the sign be refurbished as per the initial bid and that they purchase the hydraulic arms for a total of \$3,045.00. The motion as

seconded by Patty Inzana; all were in favor and the motion carried.

**LED LIGHTS:** President Harris noticed that one of the LED lights at the front park is out and needs to be replaced. The light fixture is under warranty but not the labor to change out the fixture.

**Update on Picnic Tables/Benches:** Patty Inzana has had the opportunity to look at the benches and picnic tables. Since both the front and back parks are refreshed with all of the recent work, she believes it's time to repair/replace or repaint the benches and picnic tables. It has been 5-7 years and she believes the costs would be reasonable. Jack Eannarelli agreed to look into the matter and see what the best way to refurbish the benches and tables would be. He will come back to the board with his recommendations.

**Force Mow Policy:** The Force Mow Policy has been on the agenda for discussion for 11 months. With that input our HOA attorney has drawn up a formal policy on force mowing properties in Oakwood Glen. The proposed policy was e-blasted out via the Sterling website, placed on oakwoodglen.net website and a mail out explaining the new policy was sent to ALL homeowners. A motion to accept the policy as written and begin enforcement was made by Kristen Ricketts. The motion was seconded by Patty Inzana. All were in favor and the motion carried.

**Yard of the Month:** Kristen Ricketts and her committee had posted something on all of the social media sites that this month they would be focusing their selection for "Yard of the Month" on Seven Pines. From all appearances, owners have been cleaning up and getting their yards into shape. It will be a difficult decision. A gift card in the amount of \$25 and a plant will be given to the owner who wins and the sign will be placed in their yard for a month. Kristen will continue updating the owners as to what section will be focused on each month.

**Disaster & Emergency Planning:** President Harris has received some interest from a couple of owners to volunteer to work on the project. More information will be forthcoming.

#### **OLD BUSINESS**

An email had been sent out regarding "upgrading" the volleyball court. New timbers will need to be installed, at least one load of sand and a new volleyball net. President Harris has requested a bid from Casey at Absolute Landscaping. Manager will request a bid from PMS.

#### **NEW BUSINESS:**

**POOL PARTY:** President Harris inquired if Director Eannarelli would be interested in putting together a pool party for Memorial Day "opening weekend" on May 26<sup>th</sup> from 11am - 4pm. He will need some volunteers but is thinking pizza, snow cones, soda and maybe a "hoops" contest.

**Legal:** President Harris brought two potential foreclosures (218058), (217768), one authorization to appoint a trustee (18-31640) before the board to be voted on and one file to combo as and assessment/DRV file (217725). Files were discussed last month and all histories were emailed to members for any potential questions on the matters. A motion to move forward with all four accounts as noted was made by Kristen Ricketts and seconded by Jack Eannarelli. The vote passed by majority vote. One member abstained.

**Open Forum:** Owner in attendance discussed a letter she received for a trailer in the driveway. She wanted to explain that she 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 MAY 15TH, 2018**

In accordance with Texas Property Code Section 209.0051, the notice for the next meeting 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 8:52pm.*

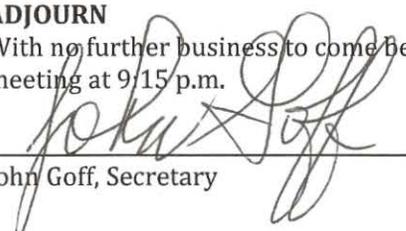
*A motion was made, seconded and passed unanimously to move out of executive session at 8:55 pm.*

**EXECUTIVE SESSION SUMMARY**

The Board approved sending all accounts who owe \$800 or more to the attorney for a first demand letter.

**ADJOURN**

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

  
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John Goff, Secretary