

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

**May 15, 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 7:00pm. Board members in attendance were President Mike Harris, Vice President Ken Clark, Treasurer Linda Clarke, Secretary John Goff, 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 Kristen Rickets and Nicole Loreth.

**Meeting Agenda**

The agenda was reviewed by the Board; a motion to approve the agenda was made by Ken Clark and seconded by Jack Eannarelli. All were in favor and the motion carried.

**Meeting Minutes Approval and Actions between Meetings**

- A. Meeting minutes for April 17, 2018 Board meeting were approved by email vote on May 1, 2018.
- B. Actions between meetings:
  - On April 20, 2018 the Board voted unanimously by email to approve the quote by Absolute Groundscape to replace the rails on the volleyball court and add 2 inches of sand for \$3200.
  - On May 4, 2018 Mike Harris authorized Donald Electric to install two three phase disconnects in the pool pump room and replace a faulty ground system for \$850 as an emergency repair.

**SECURITY REPORT**

Officer Tomte was not in attendance but emailed the stats to Secretary Goff prior to the meeting. Secretary Goff reported all of the incidents from 3/21/2018 to 5/4/2018.

**OLD BUSINESS**

Mike Harris had an occasion to speak with Stephanie Ferrante about an operating reserve. Her previous recommendation was to get with the Association's auditor and see if they had any recommendations. Gina is going to discuss this with Jeff Canady with Canady & Canady. Suggestion was made that Treasurer, Linda Clarke be part of this meeting.

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash accounts total \$279,522.09 which is comprised of New First checking and a variety of other New First accounts. Reserve Fund accounts total \$291,469.09 which are comprised of LPL Financial, New First MMA account and Woodforest Bank C.D. account. Total cash is \$570,991.18. Checks from the operating account totaled \$38,242.20 for monthly expenditures. Assessment percentages for 2015 are at 98.4%, 2016 are at 96.9%, 2017 are at 93.9% and 2018 are at 79% collected.

Secretary Goff inquired about the debit card returned to Sterling and when the new one would be sent out. Gina will get with accounting to expedite the process so that he has the debit card before the next event (July 4<sup>th</sup>).

**Deed Restriction Committee Report**

After having held a meeting with the members of the Deed Restriction Committee, Director Eannarelli met with Gina and they inspected/drove the community together. They reviewed some of the issues that were not being picked up. Gina will perform the first inspection of each month and will try and ride with Brittany a couple more times to make sure she is picking up the important violations on her inspections.

D/R Summary – A total of 206 letters were sent out for compliance as follows:

Window A/C Unit – 1, No ACC or ACC Related – 3, Christmas Decorations – 1, Expired Tags – 4, Lot Maintenance/Exterior – 85, Garbage – 9, Landscaping Maintenance – 52, Boats, RV's, Trailers – 23, Parking violations – 9, Stored items – 16, and Temporary Structure – 3. There were 28 notes (which means owners called in to provide updates on the status or ask for additional time) and we are currently “monitoring” 16 violations to see if they are going to cure within their requested time frame.

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

**Architectural Review (ARC)**: – Greg Gillis reported that there were two requests submitted this month, one for a roof on Briarfield that was approved and one on River Mill that was sent back as additional information was requested.

**Clubhouse Repair**: President Harris reported that he found a couple of people with construction engineering experience who are willing to review the architects report on the clubhouse and provide some feedback.

**Disaster & Emergency Planning**: As we are nearing Hurricane season, President Harris noted that Erica expressed that she had received some emails/interest on this issue. John Goff will reach out to Erica Kelley.

**Alarm Permit**: – President Harris inquired as to whether a copy of the most recent alarm permit has been received yet. Sterling has not received the invoice yet, Gina will contact Harris County Alarm Detail and see if she can get the invoice and expedite payment on the same.

**Contract Update**: Gina has contacted AT&T to see about bundling the alarm into the most recent AT&T agreement that was executed. A representative for commercial accounts was supposed to get back to her with a package deal. If she does not hear from AT&T, she will contact them again.

**Phase III of front park project**: Phase III has not been completed. Greg Gillis will be handing out key fobs at the pool this weekend. Director Gillis noted that he has planned to work on the pool but every time he has the time, it rains. He has been able to get some additional work done at the clubhouse when it's not been rented or after work.

**Fence – Stain**: The fence is on the list of items to be done before the end of May per Beth at Property Management Services. She will provide Gina with at least a day or two notice before they start the work but it should be next week.

**Entrance Sign**: After several bids on the marquee and varying “concerns” about the language, Gina contacted 4D Signworx and Allison sent out the install/repair manager to look at the sign. The most recent bid is in the packet. There were questions about what was being repaired and what was being replaced. Gina was unclear, as the proposal was not clear; she will contact Allison and email the board the answers to all of the questions they posed about the marquee sign.

President Harris reported that the solar lights for the marquee sign were purchased; we are just waiting on the repairs to be completed before having the lights installed.

**Volleyball Court**: Casey will be starting on the volleyball court this week. Gina can order a net and have it delivered if Director Eannarelli will select the net.



**Update on Picnic Tables/Benches:** President Harris inquired whether the Girl Scouts were going to be interested in taking on the project of repairing the picnic tables. Patty Inzana noted that she has not gotten an answer from them yet. Jack Eannarelli suggested purchasing some; he saw some at Lowe's for \$100 each. Patty Inzana stated that those are cheaply made and would likely only last one summer.

**Landscape/ Yard of the Month:** Kristen Ricketts was not in attendance to report on Yard of the Month but it was reported that the yard will be selected from either Windy Point or Five Forks this month.

### **OLD BUSINESS**

Pool Party is scheduled for May 26<sup>th</sup>. Jack Eannarelli reported that they will have pizza, snow cones, cookies, water and soda. He is also thinking about some sort of a basketball contest. Patty suggested purchasing gift bags but it's a bit too late for this event. She will look at doing that for the July 4<sup>th</sup> party.

### **NEW BUSINESS:**

President Harris inquired what the plan is for the July 4<sup>th</sup> party. John Goff will get with the fire department about getting the firetruck. Per the Board, it doesn't make sense to have the July 4<sup>th</sup> party at the pool. They get the slip 'n slide and put it back on the back playground. Additional information will be provided once the committee meets. There is always a parade that begins at the front of the community. The vehicles, bikes, etc. begin to assemble at 9:30am and the parade begins about 9:45am.

**Legal:** 35 Accounts had originally been sent out for the board to review (any over \$800) to send to legal. President Harris asked that Gina speak about the collections received after the 10-day letter was sent out. Gina noted that several owners had contacted Sterling office to get on payment plans. She was also able to collect three of the 35 accounts, each owing \$1060.45 this week. A motion to send all of the accounts over to the legal firm was made by Patty Inzana; the motion was seconded by Ken Clark. All were in favor and the motion carried. Because six accounts were pulled for payment in full or payment plan, Patty Inzana motioned that the next six accounts with the highest balances be sent over to the firm for collection. The motion was seconded by Greg Gillis and unanimously approved.

**Open Forum:** None.

### **NEXT MEETING IS SCHEDULED FOR JUNE 19TH, 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**

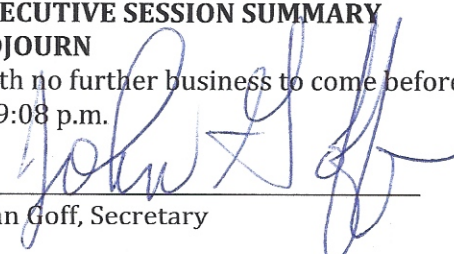
*A motion was made, seconded and passed unanimously to move into executive session at 8:52pm.*

*A motion was made, seconded and passed unanimously to move out of executive session at 8:58 pm.*

### **EXECUTIVE SESSION SUMMARY**

#### **ADJOURN**

With no further business to come before the Board; President Harris properly adjourned the meeting at 9:08 p.m.

  
\_\_\_\_\_  
John Goff, Secretary