

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

**June 19, 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, Secretary John Goff, Directors Jack Eannarelli, Greg Gillis, Patty Inzana, Kristen Rickets and Nicole Loreth. Also in attendance was Sterling Association Services Inc. representative Gina Keller, homeowners and guests per the sign in sheet. Board member not in attendance was Linda Clarke.

Meeting Agenda

The agenda was reviewed by the Board. Two items were added to the "actions between meetings" since the agenda was published; the board approved payment plans via email vote for two homeowners on June 12, 2018 and June 15, 2018. With these two items added a motion to approve the agenda was made by Greg Gillis and seconded by Jack Eannarelli. All were in favor and the motion carried.

Meeting Minutes Approval and Actions between Meetings

- A. Meeting minutes for May 15, 2018 Board Meeting were approved by email vote on June 5, 2018.
- B. Actions between meetings:
 - On May 22, 2018 Mike Harris authorized Donald's Electric to replace a defective ground fault plug on the water cooler at the pool as an emergency repair. While on property, a broken electrical conduit was also repaired near the tennis court and an electric outlet was installed in the storage shed in the back park. Total cost for all three repairs was \$535.
 - On May 29, 2018 the Board voted unanimously to by email vote to not object to the defendant's motion to strip the Association's lien on account 18-31640 in a bankruptcy case. Information provided to the Board by legal indicated that the Defendant lacked sufficient assets to cover the lien notwithstanding the additional \$2,000+ it would take to file an objection.
 - On June 1, 2018 the Board voted unanimously by email vote to accept Absolute Groundscape's bid for \$1,000 to refurbish eight (8) picnic tables.
 - The Board approved payment plans by email vote for two Homeowners on the following dates: June 12, 2018 and June 15, 2018.

SECURITY REPORT

Officer Tomte was in attendance to present the stats from May 18th to present. Incidents such as burglary, criminal mischief, telephone harassment, computer crime and trespassing at the pool were noted. Officer Tomte noted that there is "buzz" going around about vehicles being broken into but there are more "reports" on social media than they are actually receiving from calls. If it's not reported, it doesn't count, per Tomte. In addition, there have been several incidents over the past month with juveniles entering/or attempting to enter the pool/park area without key fobs. Photos and video has been provided to the police. In cases where there are key fobs being used that can be identified, Greg Gillis has deactivated the key fob.

OLD BUSINESS

President Harris has wanted to get some information from an accountant or CPA about setting up an operating reserve. Gina had a conversation with Canady & Canady about this. She was instructed that an operating emergency fund might be a better idea. She will have more information at our next meeting.

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash accounts total \$275,402.66 which is comprised of New First checking and a variety of other New First accounts. Reserve Fund accounts total \$294,417.66 which are comprised of LPL Financial, New First MMA account and Woodforest Bank C.D. account. Total cash is \$569,820.61. Checks from the operating account totaled \$28,523.85 from the operating account and \$726.25 in debit expenses for month. Assessment percentages for 2015 are at 98.6%, 2016 are at 97%, 2017 are at 94.6% and 2018 are at 81.8% collected.

Deed Restriction Committee Report

D/R Summary – A total of 283 letters were sent out for compliance as follows:

Chickens – 2, Window A/C Unit – 2, No ACC or ACC Related – 7, Christmas Decorations – 1, Expired Tags – 4, Lot Maintenance/Exterior – 91, Garbage – 21, Landscaping Maintenance – 106, Boats, RV's, Trailers – 19, Parking violations – 10, Stored items – 18, and Temporary Structure – 2. There were 57 notes (which mean owners called in to provide updates, homeowner response sheets or the status of a specific project/violation) and we are currently "monitoring" 22 violations to see if they are going to cure within their requested time frame.

In addition, the Force Mow policy was discussed. It was noted that now that we have a policy in place and everyone has received a copy, we need to figure out how to make sure the system works. Gina suggested that on Friday afternoon she could email Jack Eannarelli a list of the properties that were sent force mow letters when the inspection was performed. If he or one of his Committee members could look at those specific addresses on the list sometime later in the day on Sunday to determine if the property still needs force mowed, they could email or text Gina on Sunday. She could then send the list over to Casey at Absolute Landscaping late Sunday or early Monday so he can get his force mow crew a list of the addresses. Casey had previously communicated to President Harris that the crew that works in the neighborhood is not the same crew that does his force mows. Gina or President Harris will contact Casey to see if he is going to be able to get to the forced mows in a timely manner or if we will need to get someone else to do the forced mows.

Audit 2013 – 2017 audit has been started. When time comes for a representative from the auditing firm to go review the files at Sterling home office, they will look for any outstanding 2013 files at that time. They already have all of the files that Linda Clarke and Greg Gillis downloaded off the system in the office.

Architectural Review (ARC): – Greg Gillis reported that there were (3) three requests submitted this month, one for a roof that was approved and one was for a patio cover that was approved and the third was for a fence that was denied.

Landscaping: No update at this time

Clubhouse Repair: President Harris reported that there are two owners that have contacted him and are willing to review the reports prepared, detailing the issues with the clubhouse.

Disaster & Emergency Planning: We are now officially in "hurricane" season. The Disaster & Emergency group has had one meeting and is planning on doing research about resources prior to and after a disaster. Someone noted that they want to identify anyone that might own a HAM radio.

Alarm Permit: – Gina has sent in the renewal application to Harris County for the permit, who claims they never received an address change. Renewal fee is \$10 but the lady at the office said we might have to pay \$35 (cost of a new permit) because it's over a year late.

Contract Update: AT&T considers the Association to be a commercial account; they only provide residential alarm systems. Nicole suggested that we might look at Smith/Thompson. She has her system through them and it is wireless. Gina will look into this and see if this might be something that would work at the clubhouse. Greg will need to look at the equipment as well to confirm that it will work with the camera systems installed.

Mosquito's Control: It was noted that there was a case of zika discovered in mosquitoes (not people) in the Woodlands and that the mosquitos are worse than ever this year. A motion to increase the mosquito spray applications from one per week to two per week for the next six weeks was made by Jack Eannarelli and seconded by Ken Clark. All were in favor and the motion carried. Patty Inzana mentioned that she has not been receiving her "tag" when they come out. Gina will notify NW Pest when she contacts them to increase the visits.

Phase III of front park project: Phase III has been completed. The last of the conduit was run two weeks ago and the last two cameras were installed over the past weekend.

Fence – Stain: The fence has been stained. PMS was unable to cover up the "zebra" stripes on the clubhouse, so they sprayed the entire building. Both projects are complete.

Entrance Sign: After several bids were reviewed the price for repairing the existing sign approached the purchase price for a new sign. John Goff and Jack Eannarelli suggested that they might be able to install a new marquee sign themselves and save the cost of labor. They will look at how the sign is mounted to the monument and report back to the Board.

The solar lights will not be installed at the marquee sign until the repairs have been done.

Volleyball Court: Volleyball court has new timbers, sand and a brand new net. This project has been completed.

Update on Picnic Tables/Benches: President Harris stated that Casey is going to power wash the picnic tables, replace the boards that need to be replaced, put the tables back together and stain them. Hopefully, all of this will be completed before July 4th party.

Landscape/ Yard of the Month: Kristen Rickets reported that this month the yard of the month will be selected from Telegraph Creek, Falling Waters or Sandy Knolls.

OLD BUSINESS

Pool Party was a great success. Several members noted that the kids had a great time. Jack Eannarelli hosted a basketball contest and the winner got a basketball.

The police are lined up to attend the 4th of July party (and monitor the parade). John Goff has placed an online request for the firetruck; has also called EMS but has not received a call back as of this evening. Residents will gather at the pool parking lot at 9:30 a.m. and the parade will start at 9:45 a.m. Jack Eannarelli noted that whoever is preparing the food should begin doing so around 10:30 a.m. Also, someone will need to be at the back park while the water slide is being installed. Patty Inzana and Jack Eannarelli will not be able to help the day of the party but they will go out and purchase all of the supplies, food any prizes a day or two before the event. The Boy Scouts will perform the flag ceremony again this year. Mike Harris, John Goff and Martha Buckner will be in attendance; both Patty Inzana and Nicole Loreth may be in attendance to help, depending on plans.

NEW BUSINESS:

President Harris wanted to discuss what poor shapes the sidewalks and concrete trails at the park are in. He would like to gather bids to get all of the areas that are broken and/or hazardous replaced. In order for Gina to obtain bids, she will need to know approximately how many feet of concrete will be needed for both areas. It was noted that there is an area at the front park that is broken up and is a major hazard; this needs to be a priority.

The board also discussed the sidewalks in the community and who owns them/who is responsible for maintaining these. There were several different opinions on this matter and will need to be looked into. We may even need to get a legal opinion from the Association's counsel.

Legal: The Members discussed sending the next "batch" of accounts to the attorney. After discussing options and noting how many people contacted Sterling or Gina after the last collection letters were sent out, Greg Gillis made a motion to send 14-day letters out to any owners that owe \$500 or more. The motion was seconded by John Goff and unanimously approved.

Greg Gillis noted that there were many people who came to pick up key fobs that had "small" outstanding balances, which were likely collection fees, certified fees or penalty and interest. This made handing out key fobs a bit difficult so instead of denying a fob for such small amounts of money, he inquired what the cost would be to send out statements to everyone that was not at the attorney but had a balance on the account. Gina will get with the corporate office to see what the cost would be to send out statements at least a couple times a year.

Open Forum: None.

NEXT MEETING IS SCHEDULED FOR JULY 17TH, 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

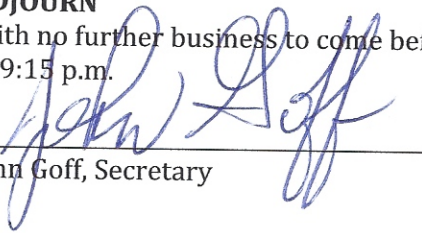
A motion was made, seconded and passed unanimously to move into executive session at 8:58pm.

A motion was made, seconded and passed unanimously to move out of executive session at 9:08 pm.

EXECUTIVE SESSION SUMMARY

ADJOURN

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



John Goff, Secretary