

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

**August 21, 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, Nicole Loreth, Patty Inzana and Greg Gillis. 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 Ricketts & Linda Clarke.

**Meeting Agenda**

The agenda was reviewed by the Board. President Harris noted that there were two additional items he wanted added to the agenda; first was a discussion on purchasing new pool furniture and second was to review the policy statement for open meetings. Ken Clark motioned the agenda be approved after adding this to the agenda. Jack Eannarelli seconded the motion and the motion passed unanimously.

**Meeting Minutes Approval and Actions between Meetings**

- A. Minutes of the July 17, 2018 Board Meeting were approved by email vote on July 24, 2018.
- B. Announce Actions between meetings:
  - The Board approved the drainage project at the clubhouse for \$2,800 by email vote on July 25, 2018
  - The Board approved payment plans by email vote for two homeowners on the following dates: July 20, 2018 and July 31, 2018
  - The Board voted unanimously by email to keep the pool open weekends through the month of September for a price not to exceed \$2,000

**SECURITY REPORT**

John Goff was in attendance however he had not received the Security report from Deputy Tomte.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash accounts total \$174,294.32 which is comprised of New First checking, New First Money Market and LPL Financial account. Reserve Fund accounts total \$368,747.34, which are comprised of Amegy MMA, LPL Financial account and Woodforest Bank C.D. account. Total cash is \$543,041.66. Monthly expenditures from operating account totaled \$26,679.26. In addition, \$68,285.05 was transferred into the reserve account; this was the 2017 contribution, approved at the July meeting. Assessment percentages for 2016 are at 97.7%, 2017 are at 95.2% and 2018 are at 86.2% collected.

**Deed Restriction Committee Report**

D/R Summary - A total of 251 letters were sent out for compliance as follows:  
No ACC or ACC Related - 6, Christmas Decorations - 9, Expired Tags - 6, Lot Maintenance - 39, Garbage - 3, Landscaping Maintenance - 107 - 87 regular letters and 20 force mow letters, Lot Trailers - 18, Parking violations - 24, Stored items - 17, and Temporary Structure - 2. There are 8 violations currently on "hold" and 20 being "monitored" for compliance based upon calls or emails to the management company requesting

**Audit 2013** - 2017 is in progress; they will be finishing up the two together. The final for 2017 should be available by month's end for review.

**Architectural Review (ARC):** - Greg Gillis reported that there was seven (7) ACC request submitted since the last meeting four were approved, 1 was denied and 1 is still under review.

**Landscape:** Kristen Ricketts was not in attendance to update on Yard of the Month. It was reported that the Yard of the Month was on Huntbrook.

**Disaster Committee:** President Harris nothing to report regarding the committee this month.

**Alarm Permit:** Gina emailed the alarm permit to Mike Harris. The new permit is posted on the wall next to the key alarm pad.

**Contract Update:** Gina has sent several emails to Greg Gillis about security companies to monitor the clubhouse. Greg suggested that these be forwarded to the entire board for decision to be made.

**New Surveillance – Clubhouse:** Greg Gillis reported that he has installed three new cameras on one pole and that he went to install the final camera last week he realized that the pole is unsafe. There is a crack down the center of the pole and it needs to be replaced before he can install the final camera.

**Marquee:** Linda Clarke has found a place to purchase the two new marquee signs. A quote to install should be forthcoming from Casey. Gina has contacted 4D Signworx to have them return the deposit that was submitted when they were originally scheduled to perform the work. More information will be provided once there is an install cost submitted.

**Picnic Tables:** All of the picnic tables have been refurbished. There are a couple of tables in the front park that President Harris has requested a board vote that they be moved to the back park.

**Clubhouse Repairs:** No discussion; however, four Homeowners with construction backgrounds have reviewed the Engineering Report. Board members discussed bringing this before the membership at the annual meeting and possibly trying to put something together to get a vote at the 2019 annual Members Meeting. 67% of the membership is required to approve the project as well as to obtain a loan for the project.

**Sidewalk Repairs:** The sidewalk repairs will not be done until after the pool closes. No bids have been obtained at this point.

**2019 Budget and Assessment:** President Harris inquired if all members had the opportunity to review the 2019 budget presented at last meeting.

- **2019 Assessment:** The CPI (July 2017- June 2018) has increased 3%. Predictions are that the CPI will increase 4-6% in the upcoming year due to cost of fuel increase. Since Oakwood Glen may only increase the assessment by 3% each year, President Harris requested a motion to increase the budget 3% as noted. Greg Gillis made a motion to increase the 2019 assessment by 3%; the motion was seconded by John Goff. The motion passed with a majority in favor of increasing assessments.
- **2019 Budget:** The 2019 Budget assumes a 4% increase in the CPI for 2019. President Harris requested a motion to accept the 2019 Budget as presented. John Goff made a motion to accept the 2019 Budget; the motion was seconded by Jack Eannarelli. The motion passed unanimously.

**Drainage Project:** The piping portion emergency drainage project at the rear of the clubhouse has been completed. A bid was requested as part of this project to replace all of the gutters at the front and back park with leafguard gutters and to install gutter guards. Only one bid was able to be obtained at the time of the meeting. Bid was from PMS and cost is \$3500 for all work. Greg Gillis noted that he would prefer to have additional bids. Gina will get additional bids. Should the bids come in before the next meeting this item can be voted on by email.

## **OLD BUSINESS**



**Annual Meeting:** The annual meeting has been scheduled for October 20<sup>th</sup>. Notice of the annual meeting and solicitation for candidates has both been sent out via USPS mail and E-Blast. Gina noted that the ballots should go out just after Labor Day, as notice has already been met.

**Pool Wire:** There was no update on this matter tonight.

### **NEW BUSINESS**

There was a short discussion on keeping the pool open on the weekends during the remainder of the month of September. It appears there are enough resident/homeowners to warrant this, the board has decided that the pool will remain open on the weekends only during the remainder of September, at a cost not to exceed \$2,000. Since only a minimal discussion on this topic had previously been discussed in an open meeting a motion to affirm the email vote to keep the pool open was made by Greg Gillis and seconded by Ken Clark. All were in favor and the motion carried.

**Policy for Open Meetings:** The board is going to institute a policy for open meetings. If the homeowners cannot follow the policy, they will be asked to leave or the meeting could be adjourned. There were only four members in attendance; this will be discussed at the next meeting. There will be a vote on the policy next month.

**Discussion on new pool furniture:** Funds were allocated in the 2018 Budget to replace pool furniture. The intent was to wait until after the season to take advantage of sales and to look at commercial pool furniture that has a longer useful life and at least a ten year warranty. Gina will start getting prices.

**Open Forum:** One owner was in attendance to discuss deed restrictions.

### **NEXT MEETING IS SCHEDULED FOR SEPTEMBER 18<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 8:45pm.*

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

### **EXECUTIVE SESSION SUMMARY**

The Board approved moving forward with one violation matter if the owner will not make a specific concession.

One homeowner requested legal fees be waived and board voted unanimously to deny the waiver of legal fees.

### **ADJOURN**

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

  
John Goff, Secretary