

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

**September 18, 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 7:10 pm. Board members in attendance were President Mike Harris, Vice President Ken Clark, Treasurer Linda Clarke, Secretary John Goff, Directors Jack Eannarelli, Greg Gillis and Kristen Ricketts. 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 Nicole Loreth and Patty Inzana.

Meeting Agenda

The agenda was reviewed by the Board. A motion to accept the agenda was made by Jack Eannarelli and seconded by John Goff. All were in favor and the motion carried.

Meeting Minutes Approval and Actions between Meetings

- A. Minutes of the August 21, 2018 Board Meeting were approved via email vote on September 2, 2018.
- B. Announce Actions between meetings:
 - The Board voted unanimously via email on August 26, 2018 to spend \$2,000 to replace an unstable pole in the back park.
 - The Board approved payment plans by email vote for 2 homeowners on the following dates: August 23, 2018 and August 25, 2018

SECURITY REPORT

John Goff reported that Deputy Tomte had not sent the stats prior to the meeting but things have been quiet in the community.

OLD BUSINESS

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash accounts total \$139,413.02 which is comprised of New First checking, New First CD and Debit card account. Reserve Fund accounts total \$371,825.32, which are comprised of Amegy MMA, LPL Financial account and Woodforest Bank C.D. account. Total cash is \$511,238.34. Monthly expenditures from operating account totaled \$43,511.71. Assessment percentages for 2016 are at 97.8%, 2017 are at 95.6%, 2018 are at 90% collected.

The board having had the Operating Reserve Fund Policy reviewed by both the Auditor and Attorney to ensure policy was correctly stated was presented for a motion to approve. The motion was made by Linda Clarke and seconded by Jack Eannarelli. All were in favor and the motion carried.

Deed Restriction Committee Report

D/R Summary - A total of 81 letters were sent out for compliance as follows:

No ACC or ACC Related - 4, Christmas Decorations - 1, Expired Tags - 3, Running a Business - 2 Lot Maintenance - 17, Garbage - 1, Landscaping Maintenance - 28, Lot Trailers -10, Parking violations - 2, Stored items - 3, and Temporary Structure -2. There are 8 violations currently on "hold" and 6 being "monitored" for compliance based upon calls or emails to the management company requesting. Kristen expressed her concern that some issues were not being addressed, Gina assured they will be addressed.

Audit 2013 - 2017 is in progress; Canady and Canady will have drafts of both by as soon as possible after all remaining items have been addressed.

Architectural Review (ARC): – Greg Gillis reported that there were (4) ACC request submitted since the last meeting one for solar screens, paint and one for tree removal, which is not required in Oakwood Glen.

Landscape: Kristen Ricketts selected the Yard of the Month and has delivered the gift card and plant to the owner.

Disaster Committee: No update.

Contract Update: Linda suggested that we shop AT&T for fiber optics/security system. She will provide the information to Gina she received from AT&T.

Mosquito Control: Recently Northwest Pest sent out a letter inquiring if the Association would like to extend the mosquito agreement. Jack Eannarelli motioned to extend until the end of October 2018. The motion was seconded by Ken Clark. All were in favor and the motion carried.

Board would like bids from other companies for next season. Gina suggested SkeeterCide, Excalibur and Cypress Creek might bid.

New Surveillance – Clubhouse: One additional surveillance camera will be installed on the recently replaced pole. Director Gillis will likely get to this in the upcoming week, weather permitting.

Marquee: Linda Clarke has found a place to purchase the two new marquee signs – Alphabet Signs. In the packet was the quote for Alphabet Signs to deliver two brand new signs to Casey's shop along with a bid for Casey to install the signs. Bid for Alphabet Signs was \$2745 and bid from Absolute Landscaping was not to exceed \$1400. Greg Gillis made a motion to accept the two bids and approve the sign at a cost not to exceed \$4145.80. The motion was seconded by Ken Clark. All were in favor and the motion carried.

Clubhouse Repairs: No discussion; tabled for this month.

NNO (National Night Out): Due to a shortage of volunteers, there will be no neighborhood event for NNO.

Sidewalk Repairs: The sidewalk repairs will not be done until after the pool closes.

Gutter Replacement: A second bid was requested to replace all gutters at both the front pavilion and the back park along with adding gutter screens. Original bid was \$3500; second bid was in the packet and exceeded \$8,000. A motion to accept the bid from PMS for \$3500 to replace the gutters and add gutter screens was made by Jack Eannarelli and seconded by Ken Clark. All were in favor and the motion carried.

NEW BUSINESS

Members Meeting: The annual meeting notice was mailed out but per Board President via USPS. Gina will E-Blast the information out next week.

New Pool Furniture: The board inquired if this would be a good time to start procuring bids for pool furniture. Gina would like the specifics of how many lounge chairs, table chairs and tables would be needed in order to obtain bids. She noted that between October and January is typically the best time to order these. Board would like commercial grade, powder coated, and lifetime warranty on straps.

Estimate is 25 lounge chairs, 15-18 table chairs and 5-6 tables. No umbrellas are needed at this time.
Pool Fence: Due to the recent issues with people getting access to the front park, the board wants to find some type of finial or bent fence extension to make it more difficult for people to jump the fence. Greg Gillis suggested Gina contact the Hayes MUD to see who installed their fence as they have this type of fence top.

Open Board Meeting Policy: Due to the tendency for some board meetings to exceed normal meeting times and get off track, the board has come up with an open meeting policy. The proposed policy has been sent to legal for review.

Christmas Party: Christmas bookings for the Petting Zoo and Sleigh Rides with Santa begin earlier each year. The board looked at their personal calendars and Greg Gillis looked at the clubhouse calendar, and confirmed via text message with Patty Inzana, that the clubhouse is NOT booked for December 1st and 2nd. Per Kristen, we need to plan for 300 guests based on last year's attendance. Gina will book the Sleigh Ride and Petting Zoo. Kristen will look online Oriental Express to purchase items for gift bags. The decision was to order pizza, sodas, and cookies. She suggested the Petting Zoo should be ordered from 4-6 and Sleigh with Santa from 4-7.

Legal: Over the last few months, the Association has been collecting more money from delinquent accounts by sending those with lower balances to the attorney. This month the Association has collected 90% of 2018 dues. The board instructed Gina to include any owner who's outstanding balance has gone over \$500 since the last cut off.

Open Forum:

NEXT MEETING IS SCHEDULED FOR OCTOBER 16, 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 8:47pm.

A motion was made, seconded and passed unanimously to move out of executive session at 9:32 pm.

EXECUTIVE SESSION SUMMARY

The Board approved sending 42 additional accounts to the attorney for delinquent assessments. Board discussed recent offer from Sterling ASI to all board members regarding an alternative method for collection process for past due accounts. Gina will get with Holt & Young and send all over \$500 that have not been previously sent and inform Sterling owners of the Board's decision to decline on the alternative method for the past due collection process offer from Sterling ASI.

ADJOURN

With no further business to come before the Board; President Harris properly adjourned the meeting at 9:48 p.m.



John Goff, Secretary