

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

**January 15, 2019  
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 7:01pm. Board members in attendance were President Mike Harris, Vice President Ken Clark, Secretary John Goff, Treasurer Linda Clarke, Directors Greg Gillis, Kristen Ricketts, Juli Cash and Patty Inzana. Also in attendance were Sterling Association Services Inc. representative Gina Keller, homeowners and guests per the sign in sheet. Board member not in attendance was Nicole Loreth.

**Meeting Agenda**

The agenda was reviewed by the Board. Ken Clark motioned the agenda be approved as written, John Goff seconded and the motion passed unanimously.

**Meeting Minutes Approval and Actions between Meetings**

1. Meeting minutes from November 20, 2018 Board Meeting were approved by a majority vote on December 15, 2018 via email.
2. The Board approved payment plans by email vote for two (2) homeowners on the following dates 12/4/2018 and 12/23/2018.
3. Mike Harris authorized A+ Castel Plumbing to repair a waterline leaking inside of the drinking fountain in the back park for \$375 on November 30, 2018 as an emergency repair.
4. Mike Harris authorized Donald Electric to replace the damaged LED light fixture on the monument sign near the stop light for \$290 on December 11, 2018 as an emergency repair.

**SECURITY REPORT**

Sergeant Romaine was in attendance in place of Deputy Tomte to bring copies of the sheriff's contract for execution by the Board. All contracts must be signed at the next meeting in Commissioner's Court (in January). Three copies were executed; one fully executed copy will be returned with the coupons for payment after signed. Director Greg Gillis had a copy of the stats for December 2018 and reviewed the information with the group. Several of the board members requested that the speed trailer be placed in Oakwood Glen. Sergeant Romaine will look into this matter along with a place to put the trailer where it can be effective.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash accounts total \$175,561.28 which are comprised of New First checking, New First Money Market and checking, and LPL Financial account. Reserve Fund accounts total \$381,747.35, which are comprised of Amegy Money Market, LPL Financial account and Woodforest Bank C.D. account. Total cash is \$557,308.63. Checks from operating account totaled \$34,432.52; expenses from the debit card were \$389.90 (for Christmas Party). Assessment percentages for 2016 are at 99%, 2017 are at 97% and 2018 are at 93.7%.

Treasurer Linda Clarke noted that the "Operating Reserve Fund" has still not been set up yet. Gina will get with Accounting and get this in the Balance Sheet as soon as possible. There are several CD's up for renewal; rates will be sent to the Board on where to move the money to get the best interest rate on the funds.

**Deed Restriction Committee Report**

D/R Summary – A total of 135 letters were sent out for compliance as follows:

No ACC or ACC Related – 5, A/C unit –1, Expired Tags – 3, Lot Maintenance – 39, Garbage – 7, Landscaping Maintenance – 44, Lot Trailers – 15, Parking violations -2, Stored items – 16; Running A Business - 2. There are 19 violations currently on “hold” or being “monitored” for compliance based upon calls or emails to the management company requesting additional time.

**Architectural Review (ARC):** – Greg Gillis reported five (5) ACC requests submitted for a roof, sidewalk, painting, gutter replacement and a fence. All submittals were approved.

**Landscaping Committee Report** – Kristen Ricketts will begin the “Yard of the Month” again in either March or April depending on the weather. She is also looking to recruit some new members for her committee.

**Clubhouse Repair:** No meeting this month.

**Disaster Committee:** No meeting this month.

**Cameras – Clubhouse:** Greg Gillis reported that all cameras have been installed and all wiring is up and running.

**Pest Control – Bid:** Bids were in the packet for mosquito spraying. One bid was to spray the streets at a cost of \$75 per application. The second bid was to spray the park areas and trails for a cost of \$45 per application. A motion to accept both bids was made by Greg Gillis. Linda Clarke seconded the motion. All were in favor and the motion carried.

**Marque:** Marquee has been replaced; this item is now complete. The solar lights were installed but one quit working. The electrician is going to come out to change the light mounting bracket and make repairs.

**Gutters:** The gutters and gutter guards have been installed; this item is now complete.

**2013 Review:** Canady and Canady are working the 2013 review .

**Director Training:** Gina has requested that the Manager for Spring Creek get the number of Directors willing to attend the training. CAI will require a minimum of 12-15 directors to hold the class (board is looking at 3/23 for a class date). Update will be provided after more information is received.

**Concrete:** Mike Harris stated that he saw Pavecon doing some work in a neighboring community. He reached out to them to obtain a bid for the repairs (from the hit & run) to the back parking lot as well as additional bids for the sidewalk repairs that need to be done prior to opening the pool. The only bid received prior to the meeting was the “urgent” bid for the parking lot. This bid came in at \$4500. The previous bid from PMS had come in at \$3800. John Goff made a motion to accept the bid from PMS for \$3800. The motion was seconded by Ken Clark. All were in favor and the motion carried.

**Pool Furniture:** Gina presented multiple bids for pool furniture. In order to get the discounted price, the furniture must be ordered by February 15<sup>th</sup>. Board members would like to get a count of chairs, tables and lounge chairs and will email Gina those once they have an accurate number and

decide which tables they would like to order.

**Anti-climb paint:** This is not an option for insurance purposes. Board would like to see if insurance has an issue with barbed wire on top of the fence to prevent climbing over the fence to gain entry into the park and pool area without permission.

**Christmas Party:** It was noted that the Christmas Party was a huge success. There were at least 200 attendees and additional pizza had to be ordered. Having had an issue in getting Marsha's Petting Zoo this year, the board discussed booking the date for the party earlier this year.

**Damages to Light Pole:** The damages to the light pole, fence, cameras and parking lot are now at \$14,380.00. This does include the quote to repair the asphalt at the back parking lot, just approved.

### **NEW BUSINESS**

The Board discussed the upcoming pool season. Last year, they decided to keep the pool open on weekends during the month of September but during that time, it rained a majority of the time. A suggestion to possibly open the pool earlier (weekends in May) was made. This would be three additional weekends (5/4, 5/5, 5/11, 5/12 and 5/18, 5/19). Gina will get with Texas Aquatics for a quote.

This board suggested that having the "Pool Opening" earlier might be beneficial as Memorial Day weekend is normally when the grand opening and pool party are held. Then just a little over a month later is the 4<sup>th</sup> of July Event. If the Pool Party could be held on May 4<sup>th</sup> we would have more time between the pool party and the July 4<sup>th</sup> Event. While discussing dates for Community Events the Board decided that National Night Out would be on October 1<sup>st</sup> and the Christmas Party would tentatively be scheduled for December 7<sup>th</sup> in order to start booking early this year. Gina will reach out to Nicole and let her know.

Legal: There was one account presented to the board for review (backup included) to proceed with judgment; account number #21803920 was presented. John Goff motioned to proceed with attorney action on this account. The motion was seconded by Linda Clarke. All were in favor and the motion carried.

As of January 1<sup>st</sup> 6.3% of the 2018 assessments are delinquent. A portion of these delinquent Homeowners are on payment plans and a few will pay this month. Those Homeowners not on payment plans will be 13 months delinquent on the 2018 assessments on February 1<sup>st</sup>, will have received all statutory notices for the 2018 delinquency and will also now be delinquent on the 2019 assessment on February 1<sup>st</sup>. These accounts will be sent a 15 day notice in February to give them the opportunity to pay their assessments or get on a payment plan before their account is sent to legal for collections.

Open Forum: Jack Eannarelli was in attendance to discuss the NDA (non-disclosure agreement) for those homeowners who were Committee Members of the DRV Committee. President Harris noted that a copy of the NDA was attached to the email sent to Deed Restriction Committee Members earlier. All non-board members of the committee must sign and return a copy to Gina.

### **NEXT MEETING IS SCHEDULED FOR FEBRUARY 19<sup>TH</sup>, 2019**

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 8:34 pm.*

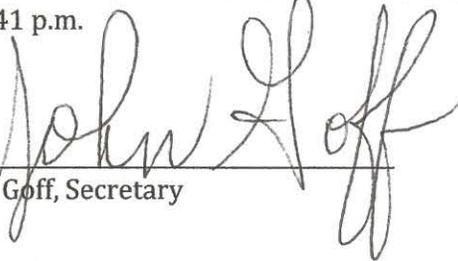
*A motion was made, seconded and passed unanimously to move out of executive session at 9:38pm.*

**EXECUTIVE SESSION SUMMARY**

The Board discussed individual deed restrictions and homeowner accounts that needed action. One specific owner requested a board hearing.

**ADJOURN**

With no further business to come before the Board; President Harris properly adjourned the meeting at 9:41 p.m.



John Goff, Secretary