

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

June 18, 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 7:00pm by President Mike Harris. Board members in attendance were Vice President Ken Clark, Secretary John Goff, Treasurer Linda Clarke, Directors Greg Gillis, Angelia Bentley, Kristen Ricketts and Juli Cash. Also in attendance were Sterling Association Services Inc. representative Gina Keller, homeowners and guests per the sign in sheet. Board member Patty Inzana was not in attendance.

**Meeting Agenda**

The agenda was reviewed by the Board. Mike Harris noted that he would like to add one item to the agenda; that being repairs to the pole at the front park. Ken Clark made a motion that the agenda be approved with the addition of a discussion of repairs to the front park. John Goff seconded and the motion passed unanimously.

**Meeting Minutes Approval and Actions between Meetings**

1. Meeting minutes from May 21, 2019 Board Meeting were approved on May 28, 2019 by a majority email vote.
2. Mike Harris approved emergency repairs to the front park (light pole with camera) on June 17, 2019 from the Operating Reserve Fund.

**SECURITY REPORT**

Deputy Tomte was not in attendance to provide the security report. John Goff was provided the report prior to the meeting and reported the Stats for the month of May. Included with the stats was a note from Deputy Tomte reminding owners to "remember to lock your car doors" as there were several reported BMV's (Break in of Motor Vehicles) in the neighborhood in May. Most of the vehicles reported, were unlocked when broken into.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash accounts total \$261,195.85 is comprised of New First checking, New First Money Market and debit card. Operating Reserve is \$30,058.07 for a total operating balance of \$291,253.92. Reserve Fund accounts total \$387,733.39 which is comprised of New First Money Market, LPL Financial account and Woodforest Bank C.D. Total cash is \$678,987.31. Checks from operating account totaled \$50,322.70, \$737.51 from the debit card and \$1,500.00 from Reserve account for a total liability of \$52,560.21. Assessment percentages for 2017 are at 97.9%, 2018 are at 97.5% and 2019 are at 91.50%.

President Harris inquired about the number of payment plans that were still open. Manager, G. Keller reported that most of the "in house" payment plans have paid off in full. There are currently 18 payment plans through Sterling and 13 payment plans with the attorney.

**Deed Restriction Committee Report**

D/R Summary - A total of 119 letters were sent out for compliance as follows:

No ACC or ACC Related - 2, Expired Registration - 1, Lot Maintenance (Exterior)- 48, Landscaping Maintenance -53, Trailers -4, Parking violations -1, Stored items - 8; Running A Business - 1 and Fences - 1. In addition, there were 14 notes or calls from owners regarding their violation or with a status update.

**Architectural Review (ARC):** - Greg Gillis reported three (3) ACC requests were submitted (2) for roof replacements, both were approved and one (1) for a sunroom addition, which was also approved.

**Landscaping Committee Report** – Kristen Ricketts selected the May “Yard of the Month” on Sandy Knolls; signage was placed out and card and gift was given to owner. Otherwise, Director Ricketts stated that everything is going smoothly with landscaping.

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

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

**2013 Review:** Canady & Canady are still waiting for a few more items. Sterling is going through APM boxes to try and find these items.

**Director Training:** President Harris reported that the Board Orientation workshop on June 8<sup>th</sup> was well attended and very beneficial to many of the Directors who attended. He inquired that some of the Members who attended report what they “got” out of the workshop. Several of the Directors discussed information that was provided at the workshop that they found to be interesting and beneficial.

**AT&T:** President Harris reported that this week he received a call from AT&T that they were there in the neighborhood to do the “upgrades” at the clubhouse and would meet him there in 5 minutes. After 20 minutes, he called the technician, who was waiting at the front park, where fiber optics was recently installed. Per, Mike Harris, once again AT&T had provided the wrong work order; upgrade was scheduled for the clubhouse. Work order never was completed that day.

**Fort Knox Security:** President Harris requested an update on the security company. Manager, G. Keller reported that the reason for the denial of service was because they had not received all of the information (Articles of Incorporation). Once information was sent by Manager, Security Specialist Brett Pollard responded with an immediate approval. Sterling is working on setting up the electronic fund transfers (EFT) for monthly service; information has been forwarded to New First to set up.

**Reserve Study:** The updated Reserve Study was sent to all members upon receipt. President Harris noted that when Senior Engineer, Stephanie Mueller, from Reserve Advisors met him to inspect the community, she indicated that they would be able to add the replacement value for the clubhouse into the study. The study shows that the clubhouse has a remaining forty (40) years of “useful life.” There was a notation about the engineers report stating that there was no “immediate safety concerns” in the structural integrity of the building. President Harris inquired if this was something that was able to be corrected. Manager, G. Keller reported that she reached out to one of the partners at Reserve Advisors, Jacque Martin to see if she could assist in this matter.

**July 4<sup>th</sup> Party:** The 4<sup>th</sup> of July party will begin with the bike parade between 9:30-9:45a.m. Bikes will be followed by representatives from the Sheriff’s Department from the front of neighborhood by the pool and will end at the back park. Juli Cash provided an update regarding the event. She reported that flyers have been posted on the Oakwood Glen website and an E-Blast was sent out via the Sterling website. There were two separate flyers sent out one with information about the event and another asking for committee volunteers. Kristen Ricketts reported that they have ordered a hot dog turner, snow cone machine and a water slide but are going to order a second water slide. There will be one for the young children and one for the older children. President Harris inquired if Secretary Goff had heard back from the Fire Department about the availability of the firetruck. He reported he had not. In addition, gift cards will be given out as prizes for the bikes; categories will be discussed.

Angela Bentley reported that they discussed adding some additional community events such as a Back2School Bash or an Ice Cream Social and maybe something earlier in the year such as a Spring



Fling. Currently all events are held between May and December. Events currently held are Pool Opening in May, 4<sup>th</sup> of July Event, National Night out in October and the Christmas Party in December.

### **NEW BUSINESS**

Greg Gillis reported that the current key fob system is over twenty years old. The system is old, parts are difficult to find and expensive when he can find them. Greg is presently looking at updated systems but does not have a recommendation at this time.

Mike Harris noted that on Monday, he noticed the video footage at the front park was showing the curb. He went to the park and found that the light pole closest to the gate had broken off at ground level during Sunday night's storm and was leaning against the fence. Landing on the fence instead of the ground appears to have saved the light fixtures and cameras from damage. He put out a notice on social media that the pole had been damaged, that there was no apparent safety issue and that the park would remain open as long as parents could keep their children away from the pole. The replacement pole has been approved and will be installed on Thursday by Robert at Donald's Electric.

**Legal:** None

Open Forum: Owners present discussed deed restriction issues. One owner inquired if Sterling now had the capability to take photos with every violation. Manager, G. Keller reported that this is now possible but photos are only being taken with second, final and force mow notices. Another owner inquired about the length of time an inoperable vehicle may remain in someone's driveway before the Association does something about it. Manager reported that the Association cannot remove a vehicle from a residential lot. If the process is followed, first, second and statutory notice must all be sent out before the Board can vote to send any violation to the attorney. Although the CCR's state that inoperable and/or stored vehicles are a violation so the Board could vote to send inoperable vehicles to the attorney 30-days after certified FINAL notice is sent out. The last question came from an owner who wanted to know the legalities of popping fireworks in the neighborhood. Spring is outside of Houston city limits and therefore popping firecrackers is legal. Board member reported that the fireworks stands are open all around the community.

### **NEXT MEETING IS SCHEDULED FOR July 16<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 8:30 pm.*

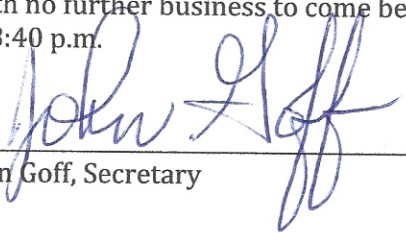
*A motion was made, seconded and passed unanimously to move out of executive session at 8:40pm.*

### **EXECUTIVE SESSION SUMMARY**

The Board reviewed the attorney status report and discussed two requests to waive fees. After review of the account histories and circumstances, the Board approved one and denied the other.

### **ADJOURN**

With no further business to come before the Board; President Harris properly adjourned the meeting at 8:40 p.m.

  
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John Goff, Secretary