

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

**July 16, 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 7:03pm by President Mike Harris. Board members in attendance were Vice President Ken Clark, Secretary John Goff, Treasurer Linda Clarke, Directors Greg Gillis and Angelia Bentley. Also in attendance were Sterling Association Services Inc. representative Gina Keller, homeowners and guests per the sign in sheet. Board members Patty Inzana, Juli Cash and Kristen Ricketts were 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; a discussion regarding the Annual Meeting date and mail out. Ken Clark made a motion that the agenda be approved with the addition of a discussion about the Annual Meeting. John Goff seconded and the motion passed unanimously.

Meeting Minutes Approval and Actions between Meetings

1. Meeting minutes from June 18, 2019 Board Meeting were approved on June 27, 2019 by a majority email vote.
2. The Board unanimously approved a payment plan for one Homeowner via email vote on June 28, 2019.

SECURITY REPORT

Deputy Tomte was not in attendance to provide the security report. Security Liaison, John Goff reported that for the most part, June was a quiet month. There was an issue on the Fourth of July that appears to have continued over the course of a few days. The Sheriff's Department was contacted and this incident was reported. There was a second incident involving gunshots that occurred at Earnhardt Elementary. There was no one injured but the school is very dark at night and this is an issue for both Oakwood Glen and Spring Creek Forest. President Mike Harris has contacted Spring Creek Forest Board President, Chuck Maier. Both Presidents have received support from their individual Boards to make contact with Klein ISD regarding this matter. Contact was made with the Klein ISD Police Dept. Chief. The Chief reported that KISD by policy was turning off security lights on all school properties thinking the lights drew unwanted activities. It was agreed that the lack of lighting, lack of frequent patrols and the heavy underbrush growth was having the opposite effect. The Chief advised that, effective immediately, the lights would be turned back on, KISD would be patrolling school property at least once an hour at night and the underbrush would be cleaned out. The Board requested that any homeowner in the neighborhood contact the Sheriff's Department immediately should they witness any "suspicious activity" at the school or anywhere in the community.

OLD BUSINESS

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash Operating account totals \$248,761.56 and is comprised of New First checking, New First Money Market and debit cards. Operating Reserve is \$27,704.54 for a total operating balance of \$276,466.10. Reserve Fund account totals \$387,953.69 which is comprised of New First Money Market, LPL Financial account and Woodforest Bank C.D. Total cash on hand is \$664,419.79. Checks from operating account totaled \$28,758.17, \$302.85 from the debit card, \$3,372.00 from the Operating Reserve Fund and \$1,325.00 from Reserve account for a total liability of \$33,758.02. Assessment collection percentages for 2017 are at 97.9%, 2018 are at 97% and 2019 are at 94%.

President Harris inquired about the number of payment plans that were still open. Manager, Gina Keller reported that most of the “in house” payment plans have only one or two more payments left. There are currently a total of twenty seven (27) “in house” and attorney payment plans.

Deed Restriction Committee Report

D/R Summary – A total of 118 letters were sent out for compliance as follows:

Holiday Décor – 1, Lot Maintenance (Exterior) - 49, Landscaping Maintenance –49, Trailers, Boats, RV's –10, Parking violations -3, Stored items – 3; Running A Business – 2 and Fences - 1. In addition, there were 14 notes or calls from owners regarding their violation or with a status update.

Board discussed having the inspections performed ten (10) days prior to the meeting so that force mows could be requested prior to the monthly Board meetings. Further discussion followed regarding how to handle situations where the Homeowner orders the forced mow crew off the property before completing their assignment. The force mow crew is not expected to engage in a verbal confrontation with the Homeowner and will be instructed to withdraw. If possible, the force mow crew will attempt to mow the section of the property belonging to the county between the curb and sidewalk. The Homeowner will be billed for the trip and Gina will check with legal on how to proceed. In addition, Board would like a photo taken with every violation as homeowners are requesting that the photos be available to be emailed to them if they dispute a violation. Photo does not have to be mailed, only placed in the owners file for future reference if needed. Gina will see what additional cost will be to have a photo taken with each violation. Moving forward, photos will be taken.

Architectural Review (ARC): – Greg Gillis reported six (6) ACC requests were submitted (4) for roof replacements, all were approved, one (1) for a fence, which is under review and one (1) for a mailbox which was denied, additional information is required.

Landscaping Committee Report – Kristen Ricketts was not in attendance. Angelia Bentley reported that the Yard of the Month selected for June was on River Mill; signage was placed out and card and gift was given to owner.

Clubhouse Repair: No meeting this month.

Disaster Committee: No meeting this month.

2013 & 2018 Reviews: Canady & Canady should be completing the 2018 audit review and tax return this month. Gina will confirm what information, if any, is still needed to complete 2013 audit review.

AT&T: President Harris reported that he is still working with AT&T to get fiber optics installed at the club house. He been able to identify resolve some ongoing issues with the AT&T paperwork.

Fort Knox Security: Information has been received by the Association's bank and Fort Knox. A date should be scheduled in the upcoming weeks to get the equipment installed and the system up and functioning.

July 4th Party: Angelia Bentley reported that the 4th of July party was huge success. She was told by several residents that there were more bicycle attendees than in prior years. Additional food and drinks had to be purchased. They believe this was the largest turn out for July 4th event ever.

The next event she is looking at holding is an Ice Cream Social and they may have homeowners bring a dessert. This event will take place on a date to be determined before school resumes. There will also be another event for National Night Out. This is held the first Tuesday in October every year to encourage residents to get to know their neighbors. It was noted that the Sheriff's Department likes to be present for this event but they must be contacted early to ensure that they can make time for each community. National Night Out (NNO) is an annual community-building event in which local communities and neighborhoods come together for many reasons including general community support, drug and crime prevention, and most importantly to strengthen partnerships and relationships with local police and public safety personnel. This annual event began in 1984 and takes place in all 50 states.

Reserve Study: The updated study and funding plan was emailed to all Board Members. There is still the unanswered question as to how Reserve Advisors will allocate and fund for the replacement of the clubhouse. Manager, Gina Keller has spoken with Stephanie Mueller from Reserve Advisors; she is looking at setting up an individual line item and an account specifically designated as "Clubhouse Fund." Gina and Stephanie have a conference call scheduled for later in the week to discuss and possibly update the study and spreadsheet.

NEW BUSINESS

New Key FOB System: Greg Gillis reported that, after a few operational issues were lined out, the new key fob system is up and running. The new system is much easier to work with than the old system.

Annual Meeting: Board members reviewed their calendars to see which Saturday in October would work best to hold the Annual Meeting. The meeting date was set for October 19th and the meeting will begin at 2PM. Solicitation of Candidates will be sent out next week to allow time for any potential candidates to send in a biography to be posted on the website and mailed out with the Notice of Meeting and proxy. Notice of Meeting will be mailed out the week of August 12th in order to meet Oakwood Glen's sixty (60) day notice. Gina noted that although the updated By Laws state that "notice shall be sent out no less than thirty (30) days or no more than sixty (60) days prior to meeting" Texas State Law now states that notice shall be sent out no less than ten (10) days and no more than sixty (60) days prior to annual meeting. Notice will be sent out at least thirty (30) days prior to meeting so all owners receive notice in a timely manner.

Legal: One account was presented to be executed and voted on to proceed with Authorization to Auction Property at Foreclosure sale. Backup history was attached for review and discussion. A motion to proceed with auction was made by John Goff and seconded by Linda Clarke. All members were in favor and the motion carried unanimously.

Open Forum: Owners requested clarification on the "force mow" procedures. Several owners have noticed many yards that are overgrown and wanted to discuss the procedure. As previously stated while discussing deed restrictions, inspections will be performed prior to the meeting to ensure all force mows will be reported before the meeting is held. Any property that has had multiple force mows will be left "open" so that the property can be mowed when needed.

Another owner inquired about the number of investors currently purchasing homes in Oakwood Glen and how this would or could affect any future "special assessments" that might be voted on in the future for the replacement of the clubhouse. Special Assessments require a Membership vote of at least 2/3rds of the Membership in order to proceed. At present, the Board is not looking to

institute a special assessment.

One homeowner inquired if photos were being taken with every violation letter being sent out. As stated during deed restriction enforcement discussion, photos have only been taken to date when a final letter is sent out. State law requires a photo be taken with every final (statutory) notice that is sent out. Moving forward, photos will be taken (but not sent) with every violation noted.

NEXT MEETING IS SCHEDULED FOR August 20th, 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 8:08pm.

A motion was made, seconded and passed unanimously to move out of executive session at 9:25pm.

EXECUTIVE SESSION SUMMARY

The Board reviewed the attorney status report and several deed restriction violations were presented to vote on to be sent to the attorney for noncompliance. Four properties, some with multiple violations were approved to be sent to Legal for an Attorney Demand Letter for compliance.

One homeowner had previously requested and was scheduled for a Board Hearing for a violation that was ready to be sent to the attorney for noncompliance. The owner in violation presented their case to the Board and the Board had several questions regarding this issue, which has been ongoing for several years. Owners requested that they be permitted to remain outside of the room while the Board discussed the matter. After a very lengthy discussion regarding the matter, the Board agreed unanimously that the violation must be cured. How the owners decide to cure the violation shall be their decision, but they must submit an ACC request form prior to doing any work regarding this matter. No additional letters will be sent out however, ACC Chairman stated that the violation must be cured in a timely manner.

ADJOURN

With no further business to come before the Board; President Harris properly adjourned the meeting at 9:30 p.m.



John Goff, Secretary