

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

**August 20th, 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, 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 members John Goff and Patty Inzana were not in attendance.

Meeting Agenda

The agenda was reviewed by the Board. A motion to accept the agenda as written was made by Ken Clark. The motion was seconded by Greg Gillis. All were in favor and the motion carried.

Meeting Minutes Approval and Actions between Meetings

1. Meeting minutes from July 16, 2019 Board Meeting were approved on July 23, 2019 by a majority email vote.
2. The Board unanimously approved payment plans for two Homeowners via email vote on July 23, 2019.
3. On August 19, 2019 Mike Harris approved expense of \$664.00 for repair and tune-up on the clubhouse air conditioning unit.

SECURITY REPORT

Neither, Deputy Tomte or Secretary, John Goff was in attendance to report on security. President Harris reported that he had not received the stats via email from Deputy Tomte as of the meeting. President Harris noted that there had been two groups of "kids" that had been identified trespassing at the back park. There were a total of fourteen (14) people visible on the camera consisting of two groups of 7; thirteen (13) of the kids have been identified. The one yet to be identified is an older adult female. Six of the "kids" who were in the first group that trespassed onto the property, have had individual conferences with the deputy and their parents and several of the parents have agreed to pay restitution for the damage to the picnic table. The second group found at the park was older and were also trespassed onto the property. The second group did not cause any property damage. The final item noted by President Harris is that the police caught 3 people involved in the shooting incident at the apartment complex in front of the subdivision. No injuries were reported.

HARRIS COUNTY EMERGENCY SERVICES #16

Steve Faulkner with Harris County EMS #16 was in attendance to discuss what services are provided by the district. They are responsible for ensuring Fire & Rescue outside of the City of Houston and also Cypress Creek EMS. Mr. Faulkner discussed the amount of each tax dollar that goes toward their services. In addition, he added that there will be capital funds spent on a new fire Station#1 which will be located east of Stuebner Airline. Additional projects are to upgrade the mechanics shop and the Administration Building. They will be executing a contract with Klein Fire Department for public training classes; there will be babysitting classes, training programs, and tours of the fire stations will be available. They will also be offering inspections of child's car seats at the fire station. The website is www.kleinfire.org.

OLD BUSINESS

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash operating account totals \$213,830.14. Operating Expense Reserve Fund is \$27,216.78 for a total operating cash balance of \$276,466.10. Reserve Fund account totals \$389,522.26. Total cash on hand is

\$630,569.18. Checks from operating account totaled \$37,933.87, \$70.00 from the debit card, and \$1,506.50 from the Operating Expense Reserve Fund for a total expense of \$39,510.37. Assessment collection percentages for 2017 are at 97.9%, 2018 are at 97.2% and 2019 are at 94.3%.

There are currently thirteen (13) payment plans with the attorney and eight (8) in house payment plans. Several of these should be submitting the final payment in the upcoming month.

Deed Restriction Committee Report

D/R Summary – A total of 109 letters were sent out for compliance as follows:

Lot Maintenance (Exterior) - 33, Landscaping Maintenance -41, Trash/Garbage – 2, Trailers, Boats, RV's -16, Parking violations -3, Stored items – 5; Running A Business – 2 and Fences - 7. In addition, there were 14 notes or calls from owners regarding their violation or with a status update.

Several homeowners inquired about the “force mow” policy stating that there are houses that are in need of yard maintenance and these yards should not have to wait on a ten (10) day letter to be mowed. Manager, Gina Keller explained that the Board has a formal policy regarding the force mows, which was reviewed by legal counsel. The policy states that if a home is in violation habitually for landscaping and has received an initial 10 day force mow notice the violation may stay open for up to six (6) months after the initial violation has been cured. This eliminates the need to send repeated 10 day notices. The violation remains open and a force mow can be performed upon request for the rest of the mowing season.

Architectural Review (ARC): – Greg Gillis reported four (4) ACC requests were submitted (2) for roof replacements, which are both under review, one (1) for a paint, which is was approved, and one (1) for a generator, which was also approved.

Landscaping Committee Report – Kristen Ricketts reported that Angelia Bentley has taken over the “Yard of the Month” which was awarded to an owner on Ten Curves. Per Angelia, the winner was very excited to receive the award and she even posed for the photo, placed on the website. In addition, the owner’s daughter told Angelia Bentley that “her mother works in the yard every day.”

Clubhouse Repair: Replacement: Clubhouse was discussed in conjunction with the Reserve Study update.

Disaster Committee: The Disaster Committee put together some tips for what to do before, during and after a disaster. This is a work in progress however the current document was E-Blasted out and also added to the Oakwood Glen website.

2018 Review: Canady and Canady have completed the “draft” of the 2018 audit. Per Treasurer, Linda Clarke, the CPA’s review did not find any material modifications that should be made to the 2018 financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

2013 Review: Canady and Canady now have all previously missing financial reports from and detail information from the ledgers for 2013 and will complete the 2013 financial review.

AT&T: President Harris reported that he has completed the service updates with AT&T.

Fort Knox Security: Fort Knox is scheduled to come out tomorrow between noon – 2PM to install the new security equipment at the clubhouse.

Reserve Study: In the packet was the updated Reserve Study. In the updated funding analysis, Reserve Advisors has added a line item (Additional Assessment to Fund Clubhouse Replacement) where funds can be deposited into an account that will be strictly to fund a new clubhouse. While the study anticipates having adequate funds within ten (10) years, the Board believes this may not be feasible and believes they may have to extend the contributions out to fifteen to twenty (15-20) years to adequately replace the clubhouse. Once the Board has approved the final version of the Reserve Study it will be uploaded to the Sterling portal, where homeowners who have signed up for access to Sterling can review the entire study.

ASSESSMENTS 2020

Treasurer Linda Clarke has been diligently working on the budget. It was noted, for any owners who are not aware that Oakwood Glen Community may only raise assessments 3% per year. The security contract with Harris County are increasing their rates 5% for the 2020-2021 fiscal years due to the 2019 CPI of 5%. A discussion about the increase in the security contract and the funding of for a clubhouse replacement among the board members resulted in a need to consider increasing the assessment by maximum amount allowed each year of 3%. A 3% increase is \$13.48 which results in a total 2020 assessment of \$463.17. Linda Clarke made a motion to increase the assessments by 3% for 2020. The motion was seconded by Ken Clark. All were in favor and the motion carried.

BUDGET 2020

Treasurer, Linda Clarke presented two separate budgets; one includes a \$25K transfer to the Clubhouse Reserve Fund and the second budget includes a \$40K transfer to the Clubhouse Reserve Fund. The members discussed both the security increase of 5% along with some of the upcoming projects for 2020. A motion to accept the budget with \$25K transfer to the Clubhouse Reserve Fund was made by Angelia Bentley. The motion was seconded by Juli Cash. All were in favor and the motion carried.

ICE CREAM SOCIAL

Angelia Bentley reported on the turnout for the Ice Cream Social, held last weekend. They went through almost 6 ½ gallons of ice cream. All attendees reported that this event also had a great turnout. The next event will be National Night Out.

NEW BUSINESS

NATIONAL NIGHT OUT – The next event that will be held is National Night Out. The actual date for NNO is the first Tuesday in October (in Texas) which would be October 1st. The Committee would like to hold the event on the following weekend (Saturday October 5th) to ensure another event with a “healthy” turnout. The plan is to have a movie (to be voted on via social media), hot dogs, popcorn and drinks. President Harris will contact Mr. Faulkner with EMS #16 to see if he can have an ambulance at the event. If John Goff has not secured the firetruck for this event, President Harris will check to see if a firetruck is available for the event. Since they will be holding this event on October 5th, there will be more officers available and likely the firetruck will be easier to obtain as well. Director Bentley noted for those in attendance that “volunteers were welcome.”

ANNUAL MEETING – The Notice of Annual Meeting was in the packet for the members to review. It was noted that presently there are three positions up for election. Candidates will have sent in their Notice of Candidacy and biography which will then be posted on the website. The solicitation for candidates was E-Blasted out after the July meeting. A homeowner in the audience expressed some interest in possibly getting on the ballot. Manager, Gina Keller told him where to go on the website

to obtain the information to be placed on the ballot. Notice of Meeting and ballot/proxy will be mailed out the first week of September to ensure that all owners receive notice in a timely manner.

Legal: One Appointment of Trustee needed to be executed. The request to appoint a trustee for account #2180284 was presented. A motion to approve the request was made by Ken Clark. Linda Clarke seconded the motion. All were in favor and the motion carried.

Open Forum – Several homeowners were in attendance to discuss various deed restriction issues, policies and report violations. Homeowners and Board Members discussed the process for inspection and also reminded those in attendance that the inspectors are now taking photos of every violation that is written up. Therefore, if there is a question about the letter received, the owners were directed to reach out to Gina for the photo taken while on inspection.

NEXT MEETING IS SCHEDULED FOR September 17th, 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 8:50pm.

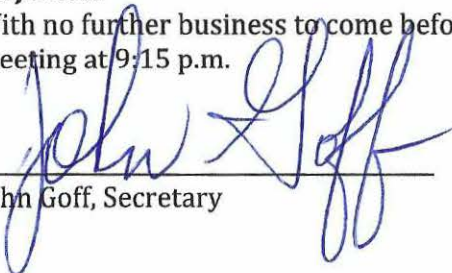
A motion was made, seconded and passed unanimously to move out of executive session at 9:12pm.

EXECUTIVE SESSION SUMMARY

The Board reviewed the attorney status report.

ADJOURN

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



John Goff, Secretary