

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

**April 21, 2020**

**Held via ZOOM webinar as noted on Agenda posted online**

**CALL TO ORDER**

With prior written notice by the President and a quorum of Directors present, the meeting was called to order at 7:14pm by President Mike Harris via webinar using Zoom. Other Board members in attendance were Secretary John Goff, Vice President Ken Clark, Treasurer Linda Clarke, Greg Gillis, Angelia Bentley, Kristen Ricketts and Armando Perez. Director Juli Cash was not in attendance. Also in attendance were Sterling Association Services Inc. representative Gina Keller, and homeowners logged in to the webinar.

**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 Angelia Bentley. All were in favor and the motion carried.

**Meeting Minutes Approval and Actions between Meetings**

1. Meeting minutes from February 21, 2020 Board Meeting were approved on March 05, 2020 by a majority
2. The Board approved a payment plan for one Homeowner by email vote on February 26, 2020.
3. The Board approved a settlement agreement for one Homeowner by email vote on March 13, 2020. All past due amounts and legal fees were recovered.
4. By email poll on March 18, 2020 the Board agreed to hold off on sending the March 209 collection letters and placed courtesy Deed Restriction letters (except for landscaping) on temporary hold.
5. Absolute Groundscape's contract was set to expire in April 2020. Casey informed President Harris that he would not be increasing his rates in 2020. The Board agreed to extend his contract by email poll on March 25, 2020.
6. Out of concern that it may be some time before we can hold a public meeting, the Board tested the Zoom Conferencing Software on March 28, 2020. This was a test run only to see if all Directors could get online and work out the details of using the software if needed. No Association business was discussed.
7. By email poll on April 3, 2020, the Board agreed to keep the front park closed.
8. By email poll on April 9, 2020, the Board agreed to close the back park at least for Easter weekend.
9. By email poll on April 13, 2020, the Board agreed to reopen the park consistent with Harris County recommendations.
10. On April 16, 2020, Mike Harris and Linda Clark approved an emergency repair expense in the amount of \$1,641.55 for Texas Aquatics to replace the circulation pump at the pool out of the emergency operating fund.

**SECURITY REPORT**

Security Director, John Goff received an email containing the community stats for the month of March. Director Goff read the report submitted by Deputy Tomte prior to the meeting.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Reports for both the month ending February 29, 2020 and month ending March 31, 2020. For the month ending February 29, 2020 the cash operating account totals \$369,762.81 and is comprised of New First checking, New First Money Market and debit cards. Operating Reserve is \$34,302.62 for a total operating balance of \$404,072.43. Reserve Fund account totals \$340,565.91 which is comprised of New First Money

Market and Woodforest Bank C.D. Total cash on hand is \$744,638.34. Expenses for February totaled \$85,377.77, of which \$206.02 were debit card purchases, \$30,136.75 from the operating account and \$55,032.00 from the reserve account. Assessment collection percentages for 2018 are at 97.6%, 2019 are at 96.4% and 2020 are at 77%.

For the month ending March 31, 2020 the cash operating account totals \$347,009.57 and is comprised of New First checking, New First Money Market and debit cards. Operating Reserve is \$35,320.38 for a total operating balance of \$382,329.95. Reserve Fund account totals \$310,031.41 which is comprised of New First Money Market and Woodforest Bank C.D. Total cash on hand is \$692,360.82. Expenses for March totaled \$93,095.26, of which \$58,371.76 was from the operating account and \$34,723.50 was from the reserve account. Assessment collection percentages for 2018 are at 97.6%, 2019 are at 97% and 2020 are at 85%.

At present there are fourteen (14) accounts on in house payment plans, nine (9) accounts were on payment plans prior to the E-blast regarding concerns with the COVID-19 virus and an additional five (5) owners got on payment plans upon receipt of the E-Blast. There are currently thirteen (13) accounts on payment plans with the attorney's office.

After reviewing the financials and discussing the payment plans, the Board explained the next step in the process is to send out the pre-attorney (209) letters; the Board had previously agreed to hold off in March as noted in the actions between meetings. President Harris inquired whether the Board was ready to make a decision on moving forward with sending out the certified collection (209) letters in April. After discussion, the members agreed to postpone this mailing for at least one additional month.

#### **Deed Restriction Committee Report**

D/R Summary – for the month of March was 62 letters were sent out – 22 letters were courtesy, 10 letters were second notices and 24 letters were certified 209 notices. The majority of the letters were for exterior maintenance, landscaping and vehicles. For the month of April there were a total of only 15 letters sent out – 9 were courtesy for landscaping and four were second letters for stored vehicles and/or RV's, boats or trailers.

**Architectural Review (ARC):** – Greg Gillis reported that as of March 17, 2020 there was one (1) ACC requests submitted and the request has been denied.

**Landscaping Committee Report** – Kristen Ricketts reported that she received the estimate for spring flowers and approved the request. Kristen reported that she did not notice if the flowers had been installed yet.

The Board and Landscaping Committee discussed whether they would begin "Yard of the Month." Kristen would like to start in May 2020. She questioned Angelia Bentley to see if she would be willing to assist with Yard of the Month. Angelia confirmed she would.

**Disaster Committee:** Mike Harris reported that he had heard nothing from Erica this month.

**2013 Review:** Canady and Canady have submitted the 2013 "draft" review. Linda Clarke has reviewed the information and had additional questions for the auditors. In addition, information has been sent over to perform the 2019 review audit. As this is not considered "essential" business, status of reviews will be provided when Canady and Canady's office reopens.



### **CONTRACT UPDATES**

At present the only additional contract that is up for renewal is the On Guard contract (emergency phone for the pool). Confirmation was provided that the price will not go up for 2020. Invoice will be paid for the pool emergency phone for the entire year of 2020.

### **PARKING LOT BIDS**

President Harris confirmed that both parking lots have been completed. While repairs were being done, the project went over by \$1,454. A motion to authorize that \$1,454 be spent from the reserve fund to complete the parking lot project was made by Ken Clark. The motion was seconded by Greg Gillis. All were in favor and the motion carried.

### **POOL REPAIRS**

President Harris confirmed that all repairs approved at the pool had been completed.

### **ADA COMPLIANCE – POOL**

The Board had discussed ways to accommodate the homeowners that were asking for ADA compliant equipment to be installed at the pool at the last two meetings. An interested homeowner provided some additional information for the Board to look at. Director, Kristen Ricketts and Manager, Gina Keller took the information and reviewed it ~~looked it up~~. Director Ricketts expressed that her concern was that the equipment did not seem “strong enough” and also there were places that could be more of a liability. She was also concerned that there would be “young lifeguards” operating the equipment. Additionally, President Harris had explained at the prior meeting that most Medicare or Medicaid supplement plans provide for gym memberships for senior citizens as part of the supplement plan. The gyms are open year round and the pools at the gym have much better equipment as well as staff that are trained to assist the residents into and out of the pool.

### **DIRECTOR TRAINING CLASS**

Currently there are no director training classes due to CAI is not being ~~open~~ to the public. They are doing a variety of webinars but most are relevant to operations during COVID-19. As soon as there are any class schedules out, CAI Manager will notify the Board.

### **OLD BUSINESS**

Due to the restrictions placed on Harris County; the Association Board is unsure when the pool will open. Given that we are likely not going to be able to open the pool on Memorial Day, President Harris noted that the “opening day” community event would be postponed and possibly there could be an “end of summer” party in its place.

### **NEW BUSINESS**

Due to the many issues the Association has had with kids and adults getting into the pool area by climbing over the fence, President Harris inquired about obtaining a bid to add finials to the pool fence. The finials would be pointed and the bid includes welding the finials to the fence. The Board reviewed the bid along with a photo of the type of finials that Property Services recommended. A motion to accept the bid in the amount of \$3,438 to install “decorative” finials was made by Greg Gillis. Ken Clark seconded the motion; all were in favor and the motion carried.

Legal: None.

Open Forum – None

**NEXT MEETING IS SCHEDULED FOR May 19, 2020**

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 8:29pm.*

**EXECUTIVE SESSION SUMMARY**

The Board discussed sending out a letter to all homeowners who have not paid their assessments and are not at the attorney or on a payment plan. This letter will give the owners a last chance to get on a payment plan in house before the Board sends out the certified 209 collection letters. President Harris will author a letter to be sent out with a statement for the Homeowner's account. Letters will not be certified 209 letters.

**ADJOURN**

With no further business to come before the Board the meeting was adjourned at 8:31 p.m.

  
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John Goff, Secretary

5-1-2020  
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Date