

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

**August 18, 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 7:02pm by President Mike Harris via webinar using Zoom. Other Board members in attendance were Secretary John Goff, Vice President Ken Clark, Greg Gillis, Angelia Bentley, Armando Perez and Juli Cash. Directors Linda Clarke and Kristen Ricketts were not in attendance. Also in attendance was Sterling Association Services Inc. representative Gina Keller and one guest logged in to the webinar.

**Meeting Agenda**

The agenda was reviewed by the Board. President Harris inquired if any members had anything to add to the agenda before it was approved. There being no additions to the agenda, a motion to accept the agenda was made by Ken Clark. The motion was seconded by Armando Perez. All were in favor and the motion carried.

**Meeting Minutes Approval and Actions between Meetings**

Meeting minutes of the July 22<sup>nd</sup>, 2020 meeting were approved via email vote on July 27<sup>th</sup>, 2020.

There were no additional actions between meetings.

**SECURITY REPORT**

Manager, Gina Keller logged in to a webinar hosted by Sergeant Romaine at 5PM earlier today. During the webinar many issues were discussed regarding the contract deputy program and the district. Stats for the entire district were presented during the meeting for June and July 2020. Manager reported the stats for both months.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Reports for the month ending July 31, 2020. Operating account had a total of \$344,980.66 of which \$39,345.07 was in the operating reserve fund. Reserve Fund account totals \$297,266.38 which is comprised of New First Money Market and Woodforest Bank C.D. Total cash on hand is \$642,247.04. Checks written for the month totaled \$21,795.24 of which \$2,600.00 was from the reserve account. Assessment collection percentages for 2018 are at 98.2%, 2019 are at 97.5% and 2020 are at 94.4%.

At present there are fifteen (15) accounts on payment plans in house; eleven (11) owners have completed their in house payment plans in the current month. There are nine (9) payment plans at the attorney's office; one (1) of the accounts has completed the plan and lien will be released.

President Harris inquired about the number of final certified collection letters that were sent out the second time. Manager, Gina Keller confirmed that 32 letters were sent out; this is a 50% decline as 66 initial collection letters were mailed out in June.

**Deed Restriction Committee Report**

D/R Summary - 52 letters were issued for the month of July as follows: (35) courtesy letters were sent out, there were eleven (11) second letters sent out and there were six (6) certified letter sent out.

**Architectural Review (ARC):** - Greg Gillis reported that as of the meeting there were four (4) requests submitted. One (1) was approved and three (3) are currently under review.

**Landscaping Committee Report** – Kristen Ricketts was not in attendance but Angelia Bentley reported that the “Yard of the Month” had been selected, sign placed out and gift was dropped off. Information is on the website.

**2013 Review:** The review has completed. Adjustments have been made as per Director Linda Clarke’s request but she has not had the opportunity to review and approve yet.

**2019 Review:** The review has been completed and sent to all members for their review prior to the meeting. President Harris noted that the “issue” he saw was that the Association has too much money in one of the banks. Manager and Director Clarke were working on this prior to her absence. Director Harris stated that if there were no issues with the review, he would entertain a motion to accept the 2019 review. A motion to accept the review was made by Ken Clark and seconded by Angelia Bentley. All were in favor and the motion carried. All documents will be executed and sent to Canady & Canady.

**CONTRACT UPDATES:**

Manager reported that the only issue was the renewal of the termite agreement at the pool for an annual cost of \$115; this is an increase of \$5. Board approved this renewal and check will be cut tomorrow.

**DIRECTOR TRAINING CLASS**

Awaiting updated information; one Director has not had Board training.

**Parking Lot**

As of meeting time, Manger states that Property Services will not budge from their price of \$850 and suggested that we ask Travis with Marquee Property Services if he would be interested in looking at and providing a bid for this work. Board was in agreement and a bid will be obtained.

**Pool**

President Harris noted that the pool was scheduled to close this week and it will be open weekends only through the Month of August (Labor Day inclusive). Pool was scheduled to remain open weekends through September. Director Harris inquired if anyone had any issues with sticking to the pre-approved and budgeted schedule. A motion to affirm that the Association will continue to leave the pool open for weekends during the month of September was made by Armando Perez. The motion was seconded by Ken Clark. All were in favor and the motion carried.

**Annual Members Meeting:**

President Harris inquired if the Board had thought about how they want to hold the annual members meeting. Manager asked if the Board would possibly consider holding it outside under social distancing guidelines. The reason for this request is because Manager has held both zoom and “in person” annual meetings and the meetings are a bit difficult to hold in the zoom format. In addition, there are no “nominations from the floor” and this would need to be addressed on the ballot. Board would like to have the “blessing” from legal to hold the meeting outside.

**ZOOM Meetings**

President Harris discussed holding the zoom meetings in some format once the Board is able to return to in person meetings. Manager stated that per legal counsel, all recordings must be kept as long as the minutes are retained. This is seven years. Greg Gillis added that the recordings do take up quite a bit of space on the laptop. As minutes are the official record of the actions of a meeting it

was decided not to record meetings.

Legal: - None

**OLD BUSINESS**

None

**NEW BUSINESS**

2021 Assessments need to be approved before September so that the Association can ensure that the invoices are sent out in a timely manner. The Board discussed their inability to increase the assessments by more than 3% per year without a vote of the membership. Past Boards went many years without increasing, per Director Gillis and this put the Association in a difficult position. An increase in the amount of 3% would be \$13.90 per year per household. The Board discussed the need to continue to fund the reserves and that it was fiscally responsible for them to assess the 3% to be able to meet the projected reserve contributions. A motion to increase the assessments from \$463.48 to \$477.38 was made by Greg Gillis and seconded by John Goff. All were in favor and the motion carried.

Open Forum - None

**NEXT MEETING IS SCHEDULED FOR September 15, 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 8:13pm.*

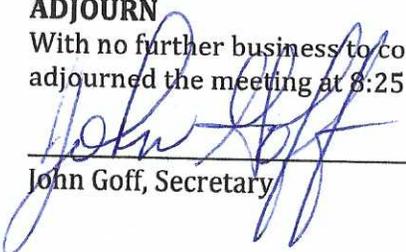
*A motion was made, seconded and passed unanimously to move out of executive session at 8:21pm.*

**EXECUTIVE SESSION SUMMARY**

The Board discussed legal/collection matters during executive session.

**ADJOURN**

With no further business to come before the Board a motion to adjourn President Harris properly adjourned the meeting at 8:25 p.m.

  
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John Goff, Secretary

*24 Aug 2020*  
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Date