

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

October 20, 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 October meeting was called to order at 7:08pm 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, Kristen Ricketts, Juli Cash and Armando Perez. Director Linda Clarke was 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. Nothing was added. Ken Clark motioned to accept the agenda as written. 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 September 15, 2020 Board Meeting were approved on September 29, 2020 by an email vote.
2. No actions between meetings were approved.

ELECTION OF OFFICERS

The membership meeting was held on Saturday, October 17th. Election of officers shall be done at the first meeting following an election. Angelia Bentley made a motion that Mike Harris remain in position of President; the motion was seconded by Greg Gillis. All were in favor and the motion carried. Angelia Bentley motioned that Ken Clark continue on as Vice President of the Board; the motion was seconded by Greg Gillis. All were in favor and the motion carried. A motion was made by Greg Gillis that Ken Clark also remains in the position of "Interim Treasurer"; the motion was seconded by John Goff. All were in favor and the motion carried. Armando Perez motioned that John Goff continue on as Secretary; Angelia Bentley seconded the motion. All were in favor and the motion carried. Officers for 2020-2021 are Mike Harris - President, Ken Clark - Vice President/Interim Treasurer and John Goff - Secretary.

SECURITY REPORT

Security Director, John Goff received an email copy of the stats from the District. The report covered the period from September 1, 2020 through September 30, 2020 for Oakwood Glen - contract calls for service. There were a total of 157 calls of which 132 were covered by Deputy Tomte. President Harris noted that the crime has gone down in the community however there is still significant "behind the doors" crime such as family assaults, runaways, mental health calls. There were 117 contract checks - meet the citizen for the month of September.

While discussing security Armando Perez brought up the fact that he has been seeing a tenant of the apartments sitting at the front park (by the pool) on a white lawn chair and wondered what could be done. Greg Gillis stated that he had picked up the chair and thrown it around the corner but obviously someone needs to dispose of the chair.

John Goff indicated that graffiti is becoming an issue again. The HCSO was notified that their sign was tagged and Deputy Tomte has already had that sign replaced. There is still graffiti on several of the stop signs on Oakwood Glen Boulevard. Manager, G. Keller will contact the county to see if they have a work order to clean or replace the stop signs.

OLD BUSINESS

Treasurer Report - Manager, Gina Keller presented the Treasurer's Reports for the month ending September 30, 2020. Operating account had a total of \$294,986.12 of which \$41,358.10 was in the operating reserve fund. Reserve Fund account totals \$304,251.62 which is comprised of New First Money Market and Woodforest Bank C.D. Total cash on hand is \$599,237.74. Checks written for the month totaled \$35,793.90 of which \$34,523.90 from the operating account and \$1,270.50 was from the reserve account. Assessment collection percentages for 2018 are at 98.5%, 2019 are at 98.1% and 2020 are at 95.8%.

At present there are nineteen (19) accounts on payment plans. In house there are ten (10) owners currently on active payment plans. There are nine (9) payment plans at the attorney's office.

During September meeting there are nineteen (19) accounts that exceed the \$550 limit to be sent over to the attorney. Several had made contact with Sterling within the prior ninety (90) days but had not executed the payment plan agreement or made their first payment. Emails were sent to these owners to give them the opportunity to catch up before being sent to the attorney. Of the nineteen (19) only four (4) owners made contact and fifteen had to be sent to the attorney to begin the collection process.

Manager also noted that as per the delinquency report run as "today" - October 20, 2020 there have been deposits made of over \$7,300. This should bring the collection rate up for November. Manager also noted that collection rate for current year over 95% is best that the Association has seen since she took over Management in 2017.

Deed Restriction Committee Report

D/R Summary - 217 letters were issued for the month of September as follows: (157) courtesy letters were sent out, (41) second letters sent out, there were (15) certified letter sent out and one (2) force mow. The majority of the letters sent out were for "landscaping" issues, which made up (81) of the courtesy letters. The second highest noted violation was for parking/trailers/boat violations noted. Ten homeowner contacts or notes were made regarding violation letter sent out.

Architectural Review (ARC): - Greg Gillis reported that as of October 20, 2020 there were six (6) requests submitted. One (1) for front porch, painting and fence which was approved, one (1) for a shed which was approved two (2) for fences, both were approved, one (1) for a roof which was approved and one (1) for a patio cover was submitted but is still "under review."

Landscaping Committee Report - Kristen Ricketts reported that the last of yard of the month was selected in October 2020. She will look at requesting the "change out" for the flowers at the entrance and contact Casey. Mike Harris inquired if Angelia Bentley would be taking over the responsibility for selecting "Yard of the Month" in 2021; Kristen confirmed that would most likely be the case. Kristen will remain on the Landscaping Committee in 2020-2021.

2013 Review: Review has been completed. Adjustments have been made as per Linda Clarke's request. Audit will be finalized once review has been approved.

CONTRACT UPDATES

There were no contracts up for renewal at this time.

Notice was also received from NW Pest Control inquiring if the Association would like to continue

spraying for mosquitos through the end of November. Both Angelia Bentley and Armando Perez questioned whether or not they were still spraying. Greg Gillis check his "ring" and last spray was done on October 15, 2020 at 1:08AM. Manager will contact NW Pest to see if they will send over the log for the last couple visits to ensure all streets are being sprayed.

FINIALS - FENCE REPAIR

President Harris noted that the finials have been replaced; this project has been completed.

President Harris provided an update on the "young man" that jumped the pool fence and stole the camera. He was identified, located and has already reimbursed the Association. President Harris also explained to the young man that since he does "not live in Oakwood Glen" and has been cited for trespassing (warning notice) should he be on ANY of Oakwood Glen's property, he can be arrested.

POOL/BASKETBALL/TENNIS COURTS

Pool season is over. The pool use over the summer was discussed. Board believes they had a pretty good summer, given all of the "issues" with COVID. Manager stated that she believed that the pool at Oakwood Glen had one of the "best" operations during the quarantine and that F.A.S.T. Pool Services did an excellent job.

Annual Members Meetings

Annual Members meeting was held on Saturday, October 17, 2020 at 2PM. As quorum is 10%, which is 91 proxies, the Association did not meet quorum on the first try. Meeting had to be adjourned. 5% is 46 proxies; this number was not acquired either. On the third call to order 2.5% or 23 proxies had to be obtained. The Association had 39 owners either via proxy or in attendance and the Annual Members meeting and election were held. All three incumbents were reelected to their position on the Board.

Parking Lot

The spot at the front parking lot still needs to be repainted. President Harris has asked Casey Clark with Absolute Landscaping to provide a bid.

Legal: - Account #21803898 was presented to proceed with judgement and foreclosure. Backup history was provided to the board. Greg Gillis motioned to proceed. The motion was seconded by Armando Perez. All were in favor and the motion carried.

2021 BUDGET

President Harris has forwarded the budget to Linda Clarke for her review. The Board may approve the proposed 2021 budget at this time and should Treasurer Clark choose to make any changes to the budget this can be done once approved but would have to be approved as "revised budget." Manager would like to table this discussion until November to see if Linda has the opportunity to review and approve the budget first. If not, the budget can be approved at the November meeting.

REPLACING CLUB HOUSE AC UNIT

President Harris acquired multiple bids that he obtained to replace the clubhouse air conditioning. The members reviewed and discussed the bids. Board was in agreement to go with a 16 seer unit given the cost and the size of the room. After discussion, a motion was made by John Goff to go with the Douglas bid for a 16 seer Goodman unit at a cost of \$8,378. The motion was seconded by Ken Clark and unanimously approved. President Harris will contact the vendor to set up the appointment.

While discussing A/C issues, President Harris stated that the unit at the pool house computer room is also going out. This is a window unit and it may be difficult to find a replacement unit that will fit the hole cut in the cinder block wall. It was discussed that trying to operate a window unit to cool such a small space may not be the most efficient way to cool the room. President Harris suggested looking into a mini split AC system for their needs. Some members are unfamiliar with the unit; Mike will obtain bids before the next meeting.

Open Forum – None

NEXT MEETING IS SCHEDULED FOR November 17, 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 8:22pm.

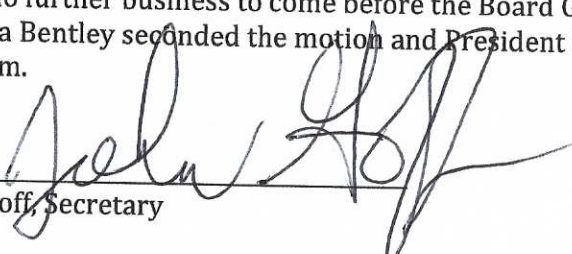
A motion was made, seconded and passed unanimously to move out of executive session at 8:23pm.

EXECUTIVE SESSION SUMMARY

Attorney status report and delinquency reports were reviewed.

ADJOURN

With no further business to come before the Board Greg Gillis motioned to adjourn the meeting. Angelia Bentley seconded the motion and President Harris properly adjourned the meeting at 8:27p.m.



John Goff, Secretary

Date