

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

July 20th, 2021

17902 Hawk Haven Lane – Spring, TX 77379

CALL TO ORDER

With prior written notice by the President and a quorum of Directors present, the July meeting was called to order at 7:00 pm by President Mike Harris in person and via Zoom. Other Board members in attendance were Angelia Bentley, Greg Gillis, Juli Cash, Armando Perez and Linda Clarke (via zoom). Directors John Goff, Ken Clark and Kristen Ricketts were not in attendance. Also in attendance was Sterling Association Services Inc. representative Gina Keller; homeowners attended in person as per the sign in sheet and via zoom.

Meeting Agenda

President Harris inquired if any of the members had any items to add to the agenda. There were no requests. A motion to accept the agenda as posted was made by Greg Gillis and seconded by Angelia Bentley. All were in favor and the motion carried.

Meeting Minutes Approval and Actions between Meetings

1. Meeting minutes from the July 15, 2021 Board Meeting were approved by email vote on July 22, 2021.
2. The Board became aware of a compliance issue where the Texas Department of Health now requires an AED be available at all pools effective January 1, 2021. The Board unanimously approved spending up to \$2000 to install an AED at the pool via email vote on June 26, 2021.

SECURITY REPORT

Security Coordinator John Goff was not in attendance. President Harris reviewed the statistics for Oakwood Glen provided by Sergeant Tomte. In addition, President Harris reviewed the information provided in the packet that was downloaded from the speed trailer that was placed on Ten Curves. While the majority of the stats showed residents were going 5-35MPH, there were also half of the vehicles clocked a 36-40 and at least 2,000 vehicles clocked at 41+.

OLD BUSINESS

Treasurer's Report - Manager, Gina Keller presented the Treasurer's Report for the month ending June 30, 2021. Operating account had a total of \$482,580.19 of which \$50,408.68 was in the operating reserve fund. Reserve Fund account totals \$295,671.72 which is comprised of New First Money Market and Woodforest Bank C.D. Total cash on hand is \$778,251.91. Checks written for the month totaled \$37,698.22 of which \$36,228.24 was from operating, debit card purchases in the amount of \$974.98 and \$495.00 was out of reserve fund. Assessment collection percentages for 2019 are at 98.6%, 2020 are at 98.1% and 2021 are at 94.8%.

Manager reported that there are nine (9) in house payment plans, five (5) accounts at the attorney that have executed a payment plan. One account at the attorney paid "in full" this month; file will be closed once the lien is released.

Deed Restriction Committee Report

D/R Summary –42 letters were issued for the month of June as follows: (37) courtesy letters, (6) second letters, (2) final notices, (2) fine certified notices and one (1) force mow were sent out.

Architectural Review (ARC): – Greg Gillis reported that seven (7) requests were submitted for review. Two requests for solar panels were approved, one window replacement was approved, one roof was approved, two requests for paint were approved, one driveway extension was denied and a request for French drains is still under review.

Landscaping Committee Report – Kristen Ricketts was not in attendance. Angelia Bentley reported the June winner for “Yard of the Month” was posted on social media. Additionally, she has posted the streets that she will be selecting the Yard of the Month from for the remainder of the year. Management will also send out e-blast containing information monthly.

LED Lighting – Street Lights – President Harris noted that he received information from the President of another HOA on contacts at CenterPoint that had helped him get street lights in his community converted to LED. As the HOA pays for the streetlights and the cost to operate LED is significantly less than the old vapor lights, he suggested that we make contact with CenterPoint regarding this matter. Manager stated that if President Harris would forward the contact information to her she will reach out to CenterPoint to see if our streetlights could be converted to LED.

2013 Review: Review has been completed. Hard copy of 2013 review was provided to Linda Clarke. Manager has forwarded all emails from Canady & Canady to Linda Clarke that were sent to her from January 2020 to current so Ms. Clarke can review all financial information during the past year with the CPA.

Director Clarke via zoom also inquired if 2020 audit was in the works. Manager stated that Interim Treasurer, Ken Clarke executed the engagement letter and all year-end financials have been sent to Xixi at Canady & Canady. Gina will send all information to Linda Clarke for her review.

Upcoming Board Seminar

Manager reminded the Members of the webinar that will be held on Thursday, July 29th, 2021 from 6:30 – 8:30. She will send another reminder. Information that will be discussed on the seminar is “how to be a board member”; Jose Villegas and Leigh Pollard of Sterling ASI will review your responsibilities as members. Jonathan Clark, partner of the law firm Hoover Slovacek will also be on the seminar to discuss in depth the 87th Legislative changes. In addition, this seminar counts as two (2) hours of board training.

Operations Under COVID-19 – UPDATE

President Harris inquired how the board wanted to continue operating under COVID given the slight uptick in cases. Angelia Bentley is ready to announce that the clubhouse will be open for rentals beginning August 1st.

Regarding the pool, Board has been able to identify a significant number of lost or misplaced key fobs during the signing of the COVID waivers. President Harris inquired if the board wanted to continue having the residents sign the waivers. Greg Gillis motioned that at least for use of the pool, owners should be required to sign waivers for the remainder of the year. All members were in agreement.

Updates on Light Fixtures – The four remaining LED light fixtures have still not been installed in the office. President Harris reported that each time he has scheduled Robert with Donald’s Electric to come install the remainder of the LED lights in the clubhouse; he has ended up diverting him to another project. The first time he was scheduled to come out, President Harris received a call from the HVAC company that the mini-split ac system had arrived and the electric needed to be installed. The Second time Robert was scheduled he was diverted to repair the ceiling fans at the pool.

Trees/Fence Removal at Front Park – Due to the time that has lapsed since Casey with Absolute Groundscape provided the bid to remove the trees grown into the fence at the front park and repair

the fence, cost of supplies have increased and an updated bid was included in the packet tonight. Cost to remove the trees, remove the fence and replace the fence is \$6,154. A motion to accept the bid in the amount of \$6,154 to be paid from reserve fund was made by Angelia Bentley; Juli Cash seconded. All were in favor and the motion carried.

Mini-Split A/C

Install has been completed.

4th of July Party

Angelia Bentley reported on the Annual 4th of July bike parade. Because the 4th fell on a Sunday, she said she did not believe they had as many "kids" as usual. The kids that did attend seemed to really have a great time. Angelia thanked Armando for all his hard work. She reported that she donated the leftovers to NAM. In addition, they would like to have a different snow cone vendor next year. Manager suggested possibly using Kona Ice.

Updated Bridge Bids

After receiving the updated spec's prepared by Mike Harris to replace the bridges in the back park, Manager forwarded the scope of materials put together to contractors to rebid. Both Absolute Groundscape and JAK submitted bids for the bridges. Board members reviewed and discussed the specifications. Armando Perez motioned to accept that the board accepts the bid from Absolute Groundscape in the amount of \$27,410 to be paid from the reserve fund. The motion was seconded by Angelia Bentley. All were in favor and the motion carried.

Christmas Lighting

President Harris inquired if any of the members had a chance to meet with the contractors regarding the installation of Christmas lighting. Juli Cash is preparing to get married but has committed to look into the matter and call some vendors when she returns.

OLD BUSINESS

The Board was made aware that an AED was now required at the pool as per Texas Legislation and voted to purchase one which was reported under action between meetings. President Harris suggested that having one at the clubhouse would be beneficial and could save life/lives and that the Board might want to take advantage of the low price Gina had found. He brought his AED training unit to the meeting to demonstrate how easily an AED operates. If someone should go into cardiac arrest at the clubhouse their chance of survival is greatly improved with the presence of an AED. The price of the AED for the pool was \$1607 and cost for the one at the clubhouse would be the same. Juli Cash made a motion to purchase the AED; the motion was seconded by Armando Perez. All were in favor and the motion carried.

NEW BUSINESS

Annual Meeting will be held in October; candidates up for election are Mike Harris, John Goff and Juli Cash. While discussing the candidates, board would like to select the date for the meeting. If the meeting is held on October 23rd, solicitation for candidates will need to be sent out on September 13th to be returned to Sterling ASI no later than September 27th. That will allow annual meeting notice to be mailed out on October 4th, 2021; which meets the legal notice requirements of not less than ten (10) days and no more than thirty (30) days prior to the meeting. Members are all in favor of holding the annual meeting on Saturday, October 23rd, 2021.

Neighborhood Events: Angelia Bentley wanted to review the events to be held for the remainder of the year and specify dates for each. The Ice Cream Social will be held on Sunday, August 15th from

3PM - 5PM. Neighbors Night Out will be held at the back park on Saturday, October 2nd, 2021. Annual Meeting held on October 23rd, 2021. Annual Christmas event will be held on December 4th.

Board also discussed selecting decorated yards for Halloween. First, second and third place winners will be selected. Prizes will be \$100, \$75 and \$50 for winners. Signage will be mocked up and approved by landscaping committee for winners.

87th Legislative Changes: Board members were provided information on the 87th Legislative changes and policies that will now be required in order to keep the HOA in compliance. There were six policies presented for signature (ACC Denial Letter and Appeal Hearing Policy, Deed Restriction Violation Hearing Policy, Large Contract Bid Solicitation Policy, Religious Display Policy, Security Measures Policy, and Swimming Pool Policy) at the meeting. President Harris signed the policies, which were notarized by Managing Agent and sent to legal counsel for electronic filing. Board will still need to address the ACC Policy and update the Management certificate before December 1st, 2021.

NEXT MEETING IS SCHEDULED FOR AUGUST 17, 2021

In accordance with Texas Property Code Section 209.0051, the notice will be properly posted.

MOTION TO MOVE INTO AND OUT OF EXECUTIVE SESSION

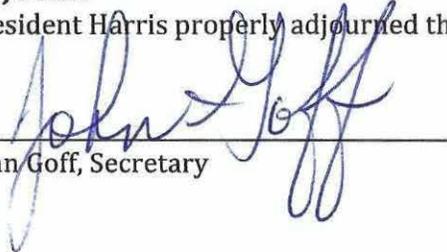
Motion made to move into Executive Session at 8:53pm.

EXECUTIVE SESSION SUMMARY

Board reviewed attorney status report. No additional information was discussed in executive session.

ADJOURN

President Harris properly adjourned the meeting at 8:55p.m.



John Goff, Secretary

8-2-2021

Date