

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

**March 15, 2022**

**17902 Hawk Haven Lane – Spring, TX 77379**

**CALL TO ORDER**

With prior written notice by the President and a quorum of Directors present, the March meeting was called to order at 7:01 pm by President Mike Harris. Access to the physical meeting was also available via Zoom. Other Board members in attendance were Angelia Bentley, Armando Perez, John Goff, Kristen Rosas, Greg Gillis was in attendance via zoom. Directors Ken Clark, Linda Clarke and Juli Cash 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. President Harris requested that the Board add reviewing the accountants engagement letter received by Management for the preparation of the 2021 financial review to the agenda. Angelia Bentley motioned to add this item to the agenda. The motion was seconded by John Goff. All were in favor and the motion carried.

**Meeting Minutes Approval and Actions between Meetings**

1. Meeting minutes from February 15, 2022 Board Meeting were approved by email vote on March 4, 2022 by a majority vote.

**SECURITY REPORT**

Deputy Tomte was present via zoom to present the stats from February 13, 2022 through March 12, 2022. Incidents reported were two minor crashes, a terroristic threat, safe surrender, the theft of a motor vehicle catalytic convertor and a threat of violence. Per Deputy Tomte, these are all of the reported incidents since the last meeting.

**OLD BUSINESS**

***Treasurer's Report*** - Manager, Gina Keller presented the preliminary Treasurer's Report for the month ending February 28, 2022. Operating account had a total of \$612,818.46 of which \$78,449.50 was in the operating reserve fund. Reserve Fund account totals \$288,400.56 which is comprised of CIT Money Market and Woodforest Bank C.D. Total cash on hand is \$901,219.02. Checks written for the month totaled \$17,395.32 from operating account in expenses; there were no expenses from the reserve or in debit card purchases. Assessment collection percentages for 2019 are at 99%, 2020 are at 98.6% and 2021 are at 96.9%. Assessments for current 2022 are currently 79% collected.

Manager confirmed that all budgeted contributions to the reserve accounts were transferred on a monthly basis. Manager stated that an additional \$17,655, resulting from collecting delinquent accounts, recovering legal fees and operating efficiency, needs to be transferred to the reserve accounts. A motion to move the funds into reserve was made by Kristen Rojas; motion was seconded by Angelia Bentley. All were in favor and the motion carried.

In addition, there were eight (8) payment plans that were executed in the past month.

**Deed Restriction Committee Report**

D/R Summary –30 letters were issued for the month of February as follows: (12) courtesy letters, (7) second letters, (8) fine certified letters and two (3) force cure letters were sent out. One

homeowner responded to their violation, submitting a note on what the status of the violation is.

**Landscaping Committee Report** – Angelia Bentley reported that at this time there is nothing going on with landscaping. She has decided to select the first “Yard of the Month” in April. Kristen Rosas reported that spring flowers have not been planted yet; flowers at the entrance look good.

**Architectural Review (ARC):** – Martha Buckner was unable attend but provided the ARC Report. There were two (2) requests submitted. There was one (1) for windows and (1) one for solar panels. Both were approved.

**2013 Review:** Manager has reached out to Canady & Canady and asked them to email over the 2013 review. Upon receipt of the review, it will be submitted to Treasurer Linda Clarke for her review. She will approve or make edits and manager will communicate information to Mr. Sterling at Canady & Canady.

**Update on Contracts:**

**Absolute Groundscape** – President Harris reported that Casey Clark submitted the updated contract for landscaping, which has increased 10% due to labor and fuel costs. The contract was in the packet to review. There have been no increases to landscaping costs in two years. Cost for renewal beginning April 1<sup>st</sup>, 2022 will be \$2,252.25 per month if contract is accepted. A motion to approve the contract renewal was made by Angelia Bentley; motion was seconded by John Goff. All were in favor and the motion carried.

**Association Insurance** – Manager reported that the insurance was under the proposed budget amount. Costs associated with insurance will be forwarded to President Harris.

**Alarm Permit** – Manager has filled out the paperwork and submitted a check request to renew the alarm permit.

**ON GUARD** - On Guard is the company that provides the 9-1-1 box at the pool for any emergencies at the pool. Manager has submitted email to request the invoice for next years' service.

**Update on Pool Permit Renewal**

President Harris met with the Harris County Inspector at the pool earlier today. He reported that Kandise has corrected the issue with the flow sensor on the chlorinator. Casey has installed the backflow preventer. Permits were renewed and approved conditionally. The items that still need to be addressed are the gate that goes to the pool needs to open outward. Inspector also noted that he needs confirmation from Board President that installation of the backflow device for the pool fill line has been installed to protect against potential back pressure. Certificates that VGB drain covers are in compliance needs to be sent to inspector. Both pools have passed inspection.

**Trash Issues at Front – Exxon /Condo's**

Sterling Inspector / Co-Manager Norah McClure reported that she has been photographing and monitoring the trash at the Exxon and has been trying to coordinate a meeting with the District Manager for Exxon. There was not update on the Condo's at this time.

**Monument Signage**

President Harris confirmed that the approval was to replace the one side of the pool sign for a cost of \$4,450.00. Manager will contact Hector Ortiz to set up a date and time to get started on the sign. In addition, Board asked that when the lettering are removed from the sign, that the Association

would like to keep them. This information will be communicated to Q&H Cast Stone.

#### **BY-LAW Committee**

Remain on agenda but table for now.

#### **License Plate Readers - Flock Security**

No update. This matter will remain on agenda but is tabled for now.

**LED Lighting - Street Lights** - Manager contacted CenterPoint regarding the LED conversion and received an email that they should be ready to proceed in Oakwood Glen in the next few months.

#### **Painting Poles at Tennis Courts**

A bid was provided to sand the light poles on the tennis courts and paint the same. Quote to do all four (4) light poles at the tennis courts is \$9,500. As per the specification, the sanding will be done with "DB500 Dustless Blasting System," media is 40/70 recycled glass that is suppressed by water. Per President Harris, the reserve study lists this at a projected cost of \$6210. A motion to approve the bid to be paid from the reserve was made by Armando Perez. The motion was seconded by Angelia Bentley. All were in favor and the motion carried.

#### **Pool Gate**

As per the recent pool inspection, the Inspector has requested that the entry gate to the pool should open outward from the pool. Currently, the gate opens inward. This needs to be addressed and once it has been replaced / repaired, proof of the same must be submitted to the Harris County Health Department. A bid to remove the current gate and use the same to allow for gate to open out rather than in was submitted. Quote was \$800. It was noted that "price does not include any adjustments to the concrete level under the gate." Board requested that if the gate will not close properly once the modification is completed, they would prefer that the gate bottom be cut rather than grinding the concrete. This information will be communicated to the vendor. A motion to accept the bid was made by Armando Perez; the motion was seconded by Angelia Bentley. All were in favor and the motion carried.

#### **Obtain Bids to Color Coat Tennis Courts**

Also listed on the reserve study to be completed this year is the painting of the tennis courts. Manager will request bids for this to be submitted for the April meeting.

#### **Chain Link Fence**

President Harris had previously asked the Board members to go and take a look at the chain link fence and the backstop at the park. Some members did go and look at the area. Director Perez inquired if the entire fence needs to be replaced. President Harris confirmed that the fence at the front park, excluding the section that is on the backside of the pool needs to be discussed. In addition, the backstop is on the schedule to be replaced. Manager inquired if the replacement of the backstop might be something that Casey would bid on. Fencing around the tennis courts is not included in this project.

#### **Update on Security Issues at Ehrhardt Elementary**

After communication back and forth between President Harris and KISD Interim Chief of Staff Robert Robertson regarding the security issues that the Association is having with Ehrhardt Elementary. An agreement was made that they would keep the lights at the school on from dusk to dawn for six months and will reevaluate. In addition, he agreed to clean up some of the undergrowth and bush on the school's property.

**NEW BUSINESS**

**Calendar of Community Events - 2022**

Angelia Bentley was ready to set dates for the annual community events. She will not be in town the weekend the pool opens and suggested that a "soft opening" could be done later in the month. Kristen Rojas offered to handle the Pool Party or event for the pool opening. Event dates were confirmed as follows:

- May 21<sup>st</sup> – Pool Opening – Slip 'n Slide, water and snow cones
- July 4<sup>th</sup> – Annual Fourth of July Parade and Bike Contest
- August 7<sup>th</sup> – Ice Cream Social
- October 8<sup>th</sup> – Neighbors Night Out (NNO)
- October 15<sup>th</sup> – Annual Meeting of the Members
- December 3<sup>rd</sup> – Christmas Party

**Legal Action**

Account #21603893 was presented to proceed with lawsuit and judicial foreclosure with backup. A motion to proceed with action was made by Armando Perez; Greg Gillis seconded the motion. All were in favor and the motion carried.

Account #22104137 was presented to file lawsuit for judicial foreclosure with backup. A motion to proceed with action was made by John Goff; Kristen Rojas seconded the motion. All were in favor and the motion carried.

Account #21905501 was presented to proceed with lawsuit and judicial foreclosure with backup. A motion to proceed with action was made by Armando Perez; John Goff seconded the motion. All were in favor and the motion carried.

**NEXT MEETING IS SCHEDULED FOR APRIL 19, 2022**

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 8:44pm.*

**EXECUTIVE SESSION SUMMARY**

No requests were discussed in executive session.

**ADJOURN**

A motion to adjourn the meeting was made by John Goff; seconded by Angelia Bentley at 8:49p.m. President Harris properly adjourned the meeting at 8:49p.m.

  
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John Goff, Secretary

*March 25, 2022*  
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Date