

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

**January 17, 2023**

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

**CALL TO ORDER**

With prior written notice by the President and a quorum of Directors present, the January meeting was called to order at 7:04 pm by Vice President Kristen Rosas in person and via Zoom. Other Board members in attendance were John Goff, Angelia Bentley, Armando Perez and Juli Cash in person; Linda Clarke and Mike Harris were in attendance via zoom. Directors Ken Clark and Greg Gillis were not in attendance. Also in attendance was Sterling Association Services Inc. representative Gina Keller and homeowners attended in person as per the sign in sheet.

**Meeting Agenda**

Vice President Rosas inquired if any of the members had any items to add to the agenda. None of the members had any agenda items to add. A motion to approve the agenda as posted was made by Armando Perez. 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 November 15, 2022 were approved via email vote on December 7, 2022.

**SECURITY REPORT**

Deputy Tomte was in attendance via zoom. He presented the stats for the period from November 13, 2022 through January 14<sup>th</sup>, 2023. Incidents reported in the community during the period were as follows: Family Disturbance – (7), Family Assault – (1), Child Custody – (1), Criminal Mischief – (1), Criminal Trespassing – (1), Suspicious Person – (1), Mental Health – (1), Theft / Scam – (2), Theft (dog) – (1), Theft / catalytic convertor – (1), Theft / packages – (1), Credit Card Fraud – (1), Welfare Investigation – (1), Death Investigation – (1), Vehicles Stickered – (2) and ten (10) citations were written.

**OLD BUSINESS**

***Treasurer's Report*** - Manager, Gina Keller presented the Treasurer's Report for the month ending December 31, 2022. Operating account had a total of \$483,124.06 of which \$88,636.70 was in the operating reserve fund. Reserve Fund account totals \$303,796.53 which is comprised of CIT Money Market account and Woodforest Bank C.D. Total cash on hand is \$786,920.59. Checks written for the month totaled \$41,610.15 from operating account in expenses and \$170.51 in debit card purchases. Total expenses for the month of December 2022 were \$41,780.66. Assessment collection percentages for 2020 are at 99.3% and 2021 are at 98.5%. Assessments for current 2022 are currently 94.2% collected. Additionally, collection of 2023 assessments pre-paid assessments paid in December was \$162,191.97.

Manager reported that there were seven (7) payment plans sent out to owners during the past week. There are six (6) owners on payment plans at the attorney.

**Deed Restriction Committee Report**

D/R Summary – Matrix report shows 17 total letters were sent out in December. Eleven (11) courtesy letters and three (3) second letters and three (3) certified letters were sent out this month. Due to the Christmas lights and this being a holiday, inspector performed "light" inspection. There were three (3) owners that contacted the Association about their compliance violation.

**Landscaping Committee Report** – Kristen Rosas reported that the flowers are dead from the freeze. Since spring flowers are normally installed in late-February or early March, dead flowers just need to be removed until next seasonal change out.

**Update on Contracts:**

Manager reported that accounting team member had noticed that Tara Energy was not billing on all of the monthly invoices for the LED change out. Manager contacted CenterPoint contact, who had been transferred to another department. Her replacement noted that specific forms needed to be filled out by the Association's electric provider. Manager contacted Karina at Tara Energy and she agreed to fill out forms on the Associations behalf. Several of the accounts were set to expire in February and she inquired if Association would like to ensure that all accounts were on the same schedule. Manager received cost analysis from Tara Energy; the 36 month cost was the lowest at 7.4 cents per kWh.

**Architectural Review (ARC):** – Martha Buckner reported that no ACC requests were submitted to the Committee this past month.

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

Manager has been in communication with Scott Jeansonne at the Health Department. An updated visit will be scheduled at the end of January. Manager will meet Health Department on site. In addition, President Harris spoke with the Commissioners Law Enforcement Liaison about the Condos upon receipt of an email regarding the Flock cameras. He offered to drive by the condo's and see if there was anything that he could do to assist Oakwood Glen in getting the property cleaned up and will be sending the Constables Hazmat Deputy to take a look.

**Monument Signage**

Project has been completed.

**Pool Sign**

Two bids were in the board packet. First was the bid to remove the Oakwood Glen lettering from the front of the sign and replace with a spray-finished aluminum pan sign with spray-finished graphics for a cost of \$2,430 total. Vendor requires 50% down. A motion to accept the bid was made by Angelia Bentley; Juli Cash seconded the motion. All were in favor and the motion carried. This would be paid out of the reserve fund.

The second bid was to make repairs to the damaged brick and power wash the sign for a cost of \$2,395. Board questioned the cost due to the fact that photos only showed two (2) areas where brick was damaged. Manager noted that sign requires power washing as mildew between the bricks is very visible. Members asked if the lettering on the back of the sign was going to be removed and if there might be some additional repairs required to that brick. Manager will get information from 4D Signworx regarding what this entire amount covers. If it covers, removal of the letters, power washing and repair of all brick, Angelia Bentley motioned to accept the bid for \$2,395 to be paid from reserve fund. The motion was seconded by Juli Cash. \*This approval is conditional and Manager will advise board once she can confirm.

**BY-LAW Committee**

President Harris reported that the By-Law Committee is working on their final draft of the bylaw updates to submit to the board.

**License Plate Readers – Flock Security**



President Harris spoke with the Commissioners Law Enforcement Liaison upon receipt of an email regarding the Flock cameras. Representative explained that the cameras are being paid for out of the Commissioner's discretionary funds. President Harris inquired when Manager was going to have the notice of meeting and ballots prepared for the mail out. Manager will get with legal once she has drafted the documents to insure that they are in line with the governing documents. She will try to have a "draft" prepared and included in next month's meeting packet.

### **Christmas Party**

Angelia Bentley reported that the Christmas Party went GREAT! All were in agreement.

### **Christmas Decorations**

President Harris suggested that given the "issues" that we had with Majestic Lighting regarding both payment for the installation, removal and storage of the Christmas lights this year, it might be best to store the decorations in the shed and have Casey with Absolute Groundscape install the lights next year. Juli Cash reported that when she initially contacted the representative that she worked with last year, she got no response. Eventually he did let her know that he was no longer working for the company and provided another number. Upon receipt of the invoice, Manager noted that payment was due "on or by January 3<sup>rd</sup>, 2023" as per their agreement. Upon speaking with their "home office" Manager was told that "lights would not be installed until payment was deposited in their account." Manager explained to Supervisor that a check could be ready for pick up once the crew was out "on-site" in Oakwood Glen with the decorations. Manager would have Board President drop the check off once the crew started to install the decorations.

Juli noted that there are six (6) trees that have to be wrapped with lights, for the discussion with Casey regarding a price for next year. A bid will be obtained from Casey for the installation of the Christmas decorations next year. If he is able to install the decorations, Manager will make contact with Majestic Lighting to request pickup of the decorations. If the Association can recoup the fees for storage, that would be great but if not, the board would prefer to have them on property so that decorations can be installed on or before Thanksgiving weekend.

### **AT&T Park Use**

President Harris was contacted by AT&T, who were ready to pay half price to leave the cables installed in the easement. However, the Supervisor stated that the subcontractor made the mistake and was going to have to go back, remove the cables and install them where they were supposed to be installed. This will likely take some time; If they do this no easement will be needed from Oakwood Glen. Mike was told that it should be done sometime in February or March.

### **NEW BUSINESS**

***Playground Inspection*** – A bid was obtained from JAK Companies to make the repairs on (2) playgrounds – at 17902 Hawk Haven and 7106 Falling Waters. First bid was for 7003 Falling Waters repairs; total cost to bring the playground up to code was \$3,945.00. Motion was made by Juli Cash to approve repairs; Armando Perez seconded the motion. All were in favor.

Cost to make the repairs for the back playground located at 17902 Hawk Haven was substantially more expensive due to item number (27) on the report, there is a crack in the slide wall. Upon further review, it was discovered that McKenna Construction installed the new playground and give the age, the slide may still be under warranty. Matt with JAK is waiting to hear back from McKenna about the cost of the slide. Price provided in the estimate was over \$13K. A motion to make the remainder of the repairs, as per the estimate, until there is a final answer regarding the warranty issue on the slide was made by Kristen Rickets; the motion was seconded by Mike Harris. All were

in favor and the motion carried. Cost to make total repairs, less the slide was \$5,395.

***Drinking Fountain – Back Park:*** The members discussed the “new” drinking fountain, which cost over \$1300 to purchase. The drain on the drinking fountain has been “filled with sand” which clogs up the fountain for the fourth time. This is being purposely done by kids. The Association has had to repair the drinking fountain three (3) times already. President Harris has observed the “kid” that he believes is pouring dirt in the fountain on the security video but cannot identify him. He believes that there are several other kids that come to the park that would be able to identify the boy from the video. Because the drinking fountain is full of dirt, at present, the board elected not to make repairs unless the young man who is placing dirt in the fountain can be located and his parents spoken with about this matter. The board voted to disconnect the water fountain in the back park temporarily. Armando Perez inquired if the drinking fountain is “mandatory” to have for the kids. The answer to that question was “no.” John Goff motioned to disconnect the fountain for now. The motion was seconded by Kristen Ricketts. All were in favor and the motion carried.

**Shredding:**

It was noted that there are boxes of records in the “old office” in the clubhouse and in the storage shed that need to be shredded. Manager explained that there are companies that will come out to property and shred the documents “on-site” for a “per box” cost. Board estimates there are about 15-20 boxes in the room as well as file cabinets full of records. Manager will get with the shredding companies and coordinate a date and time for them to come out to the clubhouse and shred the documents. Typically, they will send a bill to the office, so no payment is required prior to the work being completed.

**Legal:**

File that was to be discussed has been resolved.

**OPEN FORUM**

None

**NEXT MEETING IS SCHEDULED FOR FEBRUARY 21, 2023**

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

**MOTION TO MOVE INTO AND OUT OF EXECUTIVE SESSION**

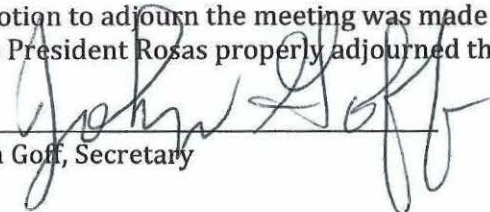
*Motion made to move into Executive Session at 8:20pm.*

**EXECUTIVE SESSION SUMMARY**

Manager brought a compliance matter before the board that has been ongoing since early 2020. A motion was made to take action and have the attorney send a demand letter. Motion was seconded and all were in favor.

**ADJOURN**

A motion to adjourn the meeting was made by Armando Perez; seconded by Juli Cash at 8:45p.m. Vice President Rosas properly adjourned the meeting at 8:45 p.m.

  
John Goff, Secretary

1-26-2023  
Date