

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

**May 16, 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 May meeting was called to order at 7:07 pm by President Mike Harris in person and via Zoom. Other Board members in attendance were John Goff in person; Greg Gillis, Juli Cash and Linda Clarke were in attendance via zoom. Directors Ken Clark, Kristen Rosas, Angelia Bentley and Armando Perez 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**

President Harris inquired if any of the members had any items to add to the agenda. President Harris wanted to add discussions regarding the pool deck and the pool electrical panel to the agenda. A motion to approve the agenda with additions was made by John Goff. The motion was seconded by Juli Cash. All were in favor and the motion carried.

**Meeting Minutes Approval and Actions between Meetings**

1. Meeting minutes from April 18, 2023 meeting were approved via email on April 25, 2023.

**SECURITY REPORT**

Deputy Tomte was not in attendance via zoom and no email had been submitted to Director Goff containing the stats. In addition, President Harris reported that he had received a call from Deputy Ray Tomte earlier today and was told that Ray had turned in his thirty (30) day notice and was planning on taking early retirement. Ray also said that he had almost enough PTO and comp time to be able to take off immediately. President Harris has contacted Sergeant Angstadt about who his replacement will be, in the hopes of having some say as to who will be taking over the contract deputy position in Oakwood Glen. He has not yet received response but will keep the board apprised of this matter. Manager reported that she received monthly stats from Angstadt, which had been included in the board packets.

**OLD BUSINESS**

***Treasurer's Report*** - Manager, Gina Keller presented the Treasurer's Report for the month ending April 30, 2023. Operating account had a total of \$652,732.20 of which \$92,827.39 was in the operating reserve fund. Reserve Fund account total \$312,682.20 which is comprised of CIT Money Market account and CIT CDARs. Total cash on hand is \$965,414.40. Checks written for the month totaled \$13,055.46 from operating account in expenses, \$3,000 from the reserve operating account and \$780.36 in debit card purchases. Total expenses for the month of April 2023 were \$16,835.82. Assessment collection percentages for 2020 are at 99.4%, 2021 are at 99%, 2022 are at 96.5% collected and current year 2023 are at 88.8% collected to date.

Manager reported that Sterling ASI sent out 167 certified collection letters to owners who were delinquent and those letters expired. There were twenty seven (27) owners who owe between 1-3 years assessments that have contacted Sterling ASI Manager and gotten on payment plan. There are also currently five (5) plans at the attorney's office.

**Affirm Clubhouse Rental Fee Revised in 2022**

After Treasurer, Linda Clarke reviewed annual costs associated with utilization of the clubhouse for community rentals; she recommended an increase be set for 2023. Rental fee will be \$150. A motion to reconfirm the approval of the fee of \$150 to rent the facility was made by Greg Gillis. The motion was seconded by Juli Cash. All were in favor and the motion carried. Manager will revise the

clubhouse agreement and have it run by legal for approval.

#### **Deed Restriction Committee Report**

D/R Summary for inspection performed since last month showed that one hundred (100) letters were mailed out as follows: seventy (70) courtesy letters, fifteen (15) second letters, thirteen (13) certified letters and two (2) force mow notices. Homeowner communication regarding violations was received from three (3) owners.

**ACC Requests:** Manager reported that ACC had received and approved one (1) request for exterior paint since last month. There were two additional requests awaiting ACC approval; Manager was copied on email approvals that were responded to today for roof replacement and exterior paint. Total of three (3) requests were submitted and approved in the past month.

**Landscaping Committee Report** – Angelia Bentley was not in attendance but submitted her report to Manager. She will be selecting the “Yard of the Month” at the end of May and will report on the same at next meeting.

#### **Update on Contracts:**

No Contracts expiring.

#### **Question Regarding Mosquito Spray**

President Harris inquired if any of the other Members noticed an abundance of mosquitos recently after all of the rains. All members reported that they have noticed this. Board would like to have the community sprayed twice per week for the next month to see if this helps. Manager will contact the contractor to have this taken care of.

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

President Harris reminded the board that Scott with the Health Department had told us that if the owner / operator of the Exxon Station / Convenience Store did not have the inoperable vehicle that has been sitting beside the dumpster removed by the time they were scheduled to obtain their new operational permit, that the Health Department would intervene so that they were not provided the permit. This would shut down the store. President Harris sent an email to Scott to remind him that the vehicle is still there, as well as more trash bags on the ground and a mattress; these items need to be removed.

Mike is also still waiting to hear back from the Fire Marshall about whether they are required to “check the property” after the fire at the condominiums. He has also put a “bug” in Nick’s ear, with Commissioner Ramsey’s office to find out what they might be able to do about the Condos, given the condition of the condos have a direct effect on the property value of the homes in Oakwood Glen which also will impact county property tax revenue. Also, with regard to the Condos’, if the board is unsuccessful in getting some relief there, the next possible step, could be to report the owner to the IRS. Board does not want to do that at this time.

#### **Picnic Tables**

The picnic tables have been sanded, painted and stained and are sitting under the front porch area at the back park while the finish drying.

#### **Tree Trimming**

Casey completed cutting down the two trees that was approved last month.



### **BY-LAW Committee**

Topic is tabled until Legislative Session is over.

### **Special Meeting**

The Association held the Special Meeting regarding the 5% increase in assessments. The Association failed to achieve quorum for this meeting; total proxies received was 117. Quorum is reduced for the second meeting. President Harris suggested the possibility of combining the second meeting with the annual meeting in October. Members did not object to this. Manager stated that in the interim ballots and proxies should continue to be returned to Sterling or dropped at the clubhouse.

### **Update on Small Claims Court**

Manager has had a difficult time trying to establish what must be done in order to begin the process of filing a claim against the owner of the vehicle that hit the monument sign. President Harris asked if the Board would allow Gina to contact legal for corporate legal advice on what steps need to be taken to file a lawsuit in small claims court. Members all agreed that Gina could contact legal to get assistance on filing the suit.

### **Back Park Area**

Directors John Goff and Armando Perez have not yet had the opportunity to walk the tree line over by the soccer field. Per President Harris, the Association has spent quite a bit of money on the removal and trimming of trees this year. When the two directors have the time to walk the tree line, the board can further discuss any action that needs to be taken over there by landscaper.

### **Pool Party**

Angelia Bentley was not in attendance but has scheduled and purchased all of the items for the pool party. President Harris inquired if any of the members might be available to assist with the pool party in case Angelia Bentley is unable to attend, as she is absent this evening due to an emergency.

### **NEW BUSINESS**

#### **July 4<sup>th</sup> Parade and Picnic**

Mike Harris asked if John Goff would secure the Firetruck for the July 4<sup>th</sup> event. President Harris will reach out to the Sergeant to have an officer present for the parade. In order to insure that all is ready, he suggested that calls to both the Fire Department and the Sergeant need to be made in advance for the party.

#### **Pool Electrical Panel:**

During one of the storms, there was a power surge that knocked the pump out. The electrician came out and found that two (2) 220 GFI breakers were out; this was repaired. Then on Monday, Kandise with FAST Pools noticed that the pool was not properly circulating. The electrician was called and came back out to find that the two breakers that were just installed were soaked and damaged. The breaker box is corroded and a lot of water is somehow getting into the panel box. President Harris noted that the panel box is quite old and that with the upcoming pool party on May 20<sup>th</sup>, instead of having the electrician "troubleshoot" the breaker box a new one should be installed, he obtained a quote to replace with a new box and breakers. This is conditional upon the electrician being able to pick up a check from Sterling ASI in the amount of \$5,270 tomorrow so that he can purchase the supplies and install the new breaker box. Greg Gillis made the motion to authorize the electrician to

make the repairs for \$5270 to be paid from the Reserve account. The motion was seconded by John Goff. All were in favor and the motion carried.

### **Pool Deck**

President Harris had requested that Casey power wash the pool deck to remove some of the mildew, mold and sludge from the pool deck before the pool party. This material is called "cool decking" which is a type of "coating" that is painted over the concrete that absorbs less heat and is better suited for pool decks. When power washing cool decking, it cannot be sprayed as hard as concrete. Casey began to spray the deck at the lowest setting on the power washer but noticed it was chipping, slightly. He elected to go and get some bleach and put that down to clean off the deck. President Harris added that as per the current reserve study the cool deck is scheduled to be replaced in 2026. He suggested that the board may want to consider obtaining some bids to replace the cool decking next year after pool season.

### **Rental of Lift - Camera Installation**

Greg Gillis purchased all new cameras for the Association and all have been installed except for a few; the ones on the tennis court and a couple facing the back park entrance still need to be installed. In order to install these cameras, President Harris asked if the Members would consider renting a scissor or genie lift so that Greg can complete the installation of the new cameras. There have been no labor costs associated with the camera system and the estimated cost to rent the lift during the week is \$1000 - \$1200. Greg Gillis made a motion to approve the lift for a cost of up to \$1200; the motion was seconded by John Goff. All were in favor and the motion carried.

### **Legal:**

Account #21905496 was presented to the board to vote on approving the filing of a lawsuit for nonpayment of assessments. John Goff motioned to proceed with action; motion was seconded by Linda Clarke. All were in favor and the motion carried.

### **OPEN FORUM**

None

### **NEXT MEETING IS SCHEDULED FOR JUNE 20, 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**

### **EXECUTIVE SESSION SUMMARY**

Board authorized twenty delinquent accounts to be sent to legal for collection.

### **ADJOURN**

A motion to adjourn the meeting was made by Greg Gillis; seconded by John Goff at 8:21p.m. President Harris properly adjourned the meeting at 8:21 p.m.

  
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John Goff, Secretary

May 24, 2023  
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Date