

**Oakwood Glen Homeowners Association  
Board of Directors Meeting  
November 18, 2014**

The meeting of the Board of Directors of Oakwood Glen Homeowners Association was held on November 18, 2014, at 7:00 p.m. at 17902 Hawk Haven Lane at the community clubhouse.

**IN ATTENDANCE:**

Board members in attendance were Mike Harris, Ken Clark, Martha Buckner, Linda Clarke, Mike Martini, Patty Inzana and Greg Gillis. Board members not present were Denny Payne and Jill Colbert. Management in attendance was Betty Waldheim and Rebecca McCleary.

**CALL TO ORDER:**

Due notice of the meeting had been given and a quorum was present, Mike Harris called the meeting to order at 7:02 p.m.

**HOMEOWNERS IN ATTENDANCE:**

There were 8 homeowners in attendance.

**APPROVAL OF MINUTES:**

The Board previously reviewed and approved the minutes from the October 29, 2014 meeting and those signed minutes were posted on the website on November 8, 2014.

**ACTIONS BETWEEN MEETINGS:**

The board voted unanimously via email vote to accept a settlement agreement regarding a financial issue for one member.

**SECURITY REPORT:**

Deputy Tomte was not available to deliver the security report.

**OPEN FORUM**

Homeowner commented that the tennis courts are in disrepair. The nets are moldy and falling down and there is no broom available to sweep off leaves and debris. Mike Martini will look into it and report to the Board on what repairs are needed.

Homeowner commented about traffic violations in the neighborhood and the topic was discussed.

**OLD BUSINESS:**

Mike Harris commented that there had been an issue attempting to remove previous Board members from an Oakwood bank account. Martha Buckner reported that the issue was due to an error on the minutes which listed Greg, Janet and Jim to be removed from the Woodforest account and we actually need to remove Gaynell, Janet and Jim. Martha Buckner made a motion that Gaynell Lira, Janet Rolston and Jim Alexander be removed from the Woodforest account and Linda Clarke, Mike Harris and Martha Buckner should be added on the account. Linda Clarke seconded the motion. The motion passed unanimously.

Mike Harris commented that he has been trying to find a "boiler plate" policy statement for Roberts Rules of Order, but he is still working on that and should have one ready by the next meeting.

Mike Harris commented that the Board has agreed to attend a training class put on by the Community Associations Institute (CAI) on Saturday, January 10, 2015. Any other members are welcome to attend the class. The fee is \$55

and the phone number to call is 713-784-5462 or you could send an email to Stephanie at [stephanie@caihouston.org](mailto:stephanie@caihouston.org). Martha Buckner suggested that an invitation to attend should be extended to outlying communities. It was agreed and Martha will take care of that. Mike Harris suggested that the information and an invitation to attend should be put on Facebook. Mike Harris stated that, just as a backup in case anything happens, he has also reserved the Mud building.

Martha Buckner reported that she researched possible attorneys through the CAI list of Houston attorneys and she presented a list to the Board. The 5 attorney's that are focused on HOA law and collections on this list, which are shaded in gray, are the attorneys we would want to pursue. Martha will request bids from them to present to the Board.

Mike Harris commented that, regarding the continued discussion on deed restriction policy, we would like to get input from more than just the Board to help put together a policy that both protects our property values but is still neighborly. We would like to set up a committee of homeowners to help direct the policy but we still have to make sure we are proceeding in a legal manor so once the committee makes the suggestions, the board would still make the final policy decisions.

Mike Harris stated that the conflict of interest policy that he had emailed to the Board members would be a good place to start and he felt that it was a good positive approach. We need to put something together to put on the website. After discussion, it was decided to defer composing this policy until after the CAI class.

Mike Harris commented that we have been trying to work on improving lines of communication and that posting the meeting agenda and minutes as quickly as possible helps. Patty Inzana, Martha Buckner and Jill Colbert are on the communications committee and Greg Gillis is in charge of the Facebook page. Mike Harris commented that Facebook could be utilized more and that it is an important tool for residents to find out what is going on in the community. If a Board member posts something on Facebook, it is their personal opinion and they are not acting as the Board.

Martha Buckner reported on plans for the Christmas party. After discussion, it was decided to go with the horse and buggy on December 6, 2014 from 2:00 to 5:00 PM, which would be \$500 and Santa would be there from 3:00 to 4:00 PM or 3:00 to 5:00 PM if Santa has a 2 hour minimum. We will also have a craft station for the kids as well as refreshments consisting of cookies and cider. The person who did face painting last year is not available so Martha will ask for a volunteer to do that. Patty Inzana stated that the Girl Scouts will be available to do the Christmas decorations again. APM had scheduled the repairs on the club house for the first week in December and they would need 4 days to complete it. Patty Inzana mentioned that the club house is rented for Sunday, December 14<sup>th</sup>. The budget available for the Christmas event is \$1,166 and there is \$1,000 budgeted for decorations. Patty Inzana stated that we already have decorations, so we do not need to purchase any. The wreathes are in the shed and last year we paid for some sort of hanging system so Carlos should be able to put those out. He could put them out next weekend after Thanksgiving and they are still decorated from last year. Linda Clarke motioned to approve spending up to \$1,166 on the Christmas event. Martha Buckner seconded. The motion passed unanimously.

Mike Harris commented that we need volunteers for all committees.

Mike Harris stated that the rose bushes at the front entrance monument have been an issue as they are blocking the view of oncoming traffic which could cause a liability for us. After discussion, it was decided to have the rose bushes removed. Greg Gillis motioned to approve removing the rose bushes. Martha Buckner seconded. The motion passed by majority with Patty Inzana voting against.

Mike Harris stated that another landscaping issue is the winter plants. Under our contract with Carlos, the winter and spring plants are add-ons and if the Board wishes to have the winter plants put in we need to do it soon before the nurseries run out. Carlos provided a bid which was emailed to the Board today for \$1,458 for plants and labor.

Martha Buckner made a motion to accept Carlos's bid to put winter plants in for \$1,458. Greg Gillis seconded. The motion passed unanimously.

**NEW BUSINESS:**

Mike Harris reported that the marquee repairs were made under warranty.

**Treasurer Report:**

Mike Harris stated that Linda Clarke has been going over the budget and there are some items she feels may need to be adjusted in order to insure that it is a realistic budget before the end of the year. The previous Board approved next year's budget in September, but the new Board members should determine if any changes or adjustments are needed. Linda Clarke commented that a reserve fund should be set up which is a segregated item on the budget and a separate account. Linda Clarke stated that we could do our own reserve study and would not have to hire it out. Greg Gillis stated there are some capital items that would need to be put on the budget. We will need the electronic key system at the front park updated. The reader is fine but basically we need a new "brain" for it. We also need to install at least 2 additional cameras. We need to get some quotes and see if we can afford it now or plan for it later. Patty Inzana commented that the pool has some damage and needs to be resurfaced.

Mike Harris asked if there was any new information on why the clubhouse building was found unlocked. After discussion, Patty Inzana stated that we need to be more diligent in the future when vendors are let in that when they leave the alarm is set and all doors are locked.

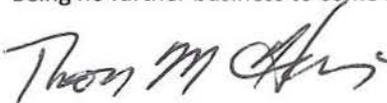
Martha Buckner asked if we have any contracts coming up for renewal other than the pool contract which renews in March. Patty Inzana commented that the pool company we have been using is very good so we don't need to make any changes and Martha Buckner agreed. Martha Buckner asked for a schedule of the dates that contracts are coming up for renewal and Rebecca of APM will provide that list.

Mike Harris asked the Board to consider whether or not they would like to have a Board meeting in December. Historically, there has not been a meeting in December. Mike Martini made a motion that there will not be a Board meeting in December, 2014. Linda Clarke seconded. The motion passed unanimously.

The next Board of Directors meeting will be on Tuesday, January 20, 2015.

**ADJOURNMENT:**

Being no further business to come before the Board, the meeting adjourned at 8:34 PM.



Thomas "Mike" Harris, President  
Oakwood Glen Homeowners Association