

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OAKWOOD GLEN HOMEOWNERS ASSOCIATION, INC. July  
19, 2016  
17902 Hawk Haven  
Spring, Texas 77379**

**CALL TO ORDER**

With prior written notice by the President and a quorum of Directors present, the meeting was called to order at 7:00pm.

Board members in attendance were Mike Harris, President; Ken Clark, Vice President; Linda Clarke, Treasurer, Greg Gillis, Director Jack Eannarelli, Secretary; John Goff, Director; and Mike Martini, Director. Ry Reid, PCAM, CMCA, AMS is representing Sterling Association Services, Inc.

**ABSENT**

Patty Inzana, Director, Jill Colbert, Director.

**Meeting Agenda**

The Agenda was reviewed by the Board and Mr. Clark made a motion to accept the Agenda as presented and Mr. Goff second and the Board approved.

**HOMEOWNERS IN ATTENDANCE**

Ms. Martha Buckner, Mr. and Mrs Ron Fugarino, Gaynel Liria, Barbara Yates, Denise Alexander, Kristin Ricketts, Diane Foster and De Goff.

**Meeting Minutes approval and Actions between Meetings.**

Meeting Minutes approval and Actions between Meetings.

A. Minutes for the June, 21, 2016 Board Meeting was approved by majority vote via email and publicly posted on oakwoodglen.net on July 03, 2016. The vote was seven Directors in favor, one abstained and one did not respond to the call for a vote.

B. Announce Actions between Meetings:

1. The Board approved a payment plan for one homeowner by majority vote by email on July 03, 2016. The vote was eight Directors in favor, one abstained

**SECURITY REPORT**

Mr. Martini announced that the National Night Out will be on Aug 2, 2016. Mr. Martini suggested that no mail out be done but post signs, use the website and word of mouth notifications. Mr. Harris stated that if the Sheriff's Department is notified ahead of schedule they will provide additional Deputies to come into the neighborhood and speak with residents. Ms. Lira stated there are sign frames available for posting of signs. Mr. Martini announced that he has sold his home and is giving official notification of his resignation. Mr. Harris, President accepted the verbal resignation.

**APPOINTMENT**

Per Oakwood Glen Association By Laws, Section 3. ....In the event of death or resignation of a Director, his successor shall be selected by the remaining Members of the Board and any Members of the Association present at that meeting and shall serve for the unexpired term of his predecessor. Mr. Harris asked Ms. Ricketts if she was still interested in the Director's position and asked her to introduce herself and provide some background information. Ms. Ricketts stated she has participated on committees in the Association, and is interested in improving the neighborhood. Ms. Lira asked if the nomination to the vacated position could be announced to the Membership by using the website and obtains more interested people. A discussion was held and Mr. Harris asked the Board how they wanted to proceed. Mr. Goff made a motion to proceed with the appointment to fill the vacated position of Mr. Martini which expires in November 2017. Mr. Clark second and the motion was approved unanimously. Mr. Harris called for a vote from the Members of the Board and the Members of the Association present to approve the appointment of Ms Ricketts to the Board. There were eleven (11) votes for and four (4) abstained. Ms Ricketts assumed her position on the Board.

## **COMMITTEE REPORTS**

### **1. Architectural Review (ARC)**

- a. Two applications have been received: One for exterior painting and one for a fence.

### **2. Deed Restrictions.**

- a. Mr. Eannarelli stated that there will always be homeowners that do not maintain their front yard and the Association will continue to notify those owners. The Violations with in the community are moving forward and feels the community is looking better.

### **3. Landscaping.**

- a. No Report.

### **4. Phase III and IV.**

- a. The Projects are still ongoing with proposals being requested.

### **5. Swing Set.**

- a. Mr. Harris stated that the swing is now in place.

### **Tennis Court.**

- a. No report.

### **7. Contracts:**

- a. Website Contract: Mr. Gillis stated that the Blue Host Website Contract is up for renewal and the cost would be \$395.64 for a renewal period of thirty-six (36) months. Mr. Gillis made a motion to accept the renewal and not to spend more than \$500.00. Mr. Eannarelli second and the Board approved.

## **OLD BUSINESS**

### **1. Community Outreach Program**

- a. No report.

### **2. 2016 Review.** The Board approved Canady and Canady to prepare the 2016 Taxes and Review.

### **3. Pool.** Mr. Harris reported that a teenage Girl was transported by Ambulance from the Community Pool. Mr. Harris also reported this issue was not caused by anything connected with the Association. However, the Insurance Company was notified of the issue.

### **4. 4<sup>th</sup> of July Event**

- a. Mr. Eannarelli stated that there were volunteers that showed up to help with the 4<sup>th</sup> of July Event and it was much appreciated. Mr. Eannarelli stated that more decorations will be needed for next year. All in all it was a very good event and well attended by Homeowners.

### **5. Little Library.** This program is now established and homeowners may begin participating in the program.

## **NEW BUSINESS**

The Board requested that a bid for hydraulic arm to be placed on the entry door of the clubhouse.

## **OPEN FORUM**

Ms. Yates stated that she had received two letters concerning fencing materials on her driveway and was not able to have the fence installed because of all of the rain and scheduling of the contractor. She also stated that the repairs were now complete. Ms. Fugarino stated that homeowners should not receive letters if the materials on the driveway will be used in a short period of time. Mr. Fugarino stated that when a homeowner receives a letter for a violation, another letter should be sent to the owner once the violation has been closed out. Mr. Harris stated he would include a discussion this issue on the agenda for August,



Ms. Alexander requested that letters be sent out asking homeowners to bag the trash prior to placing in the trash receptacle. Ms. Alexander stated that people are just placing trash in the receptacles and not putting the trash in bags and when the trash is put into the truck the trash falls out and is blown throughout the neighborhood. Mr. Harris stated that there will be mail outs in the near future and the previous trash letter, which was sent out, would again be included in the future mail out.

Ms. Yates stated that she had requested a statement to be mailed to her and she did not receive it. Mr. Reid advised that Ms. Yates requested it be emailed to her and the statement with the financials was emailed to Ms. Yates. Ms. Yates is now requesting that a statement be mailed to her so she could have a paper copy. Ms. Yates stated that she spoke with the Attorney General and an Attorney and was informed that electronic emailing of statements was not permitted. The Board informed Ms. Yates the Annual Statements were not sent electronically but are mailed by USPS. Mr. Reid stated he would mail, through USPS, a statement to Ms. Yates.

#### **ACCOUNTING**

The Board asked when the 2017 Budget would be prepared by Sterling ASI, and Mr. Reid stated that the 2017 Budget would be ready for review by the Board in August.

The Board adjourned the General Business meeting and convened into the Executive Session at 8:00pm.

#### **EXECUTIVE SESSION**

The Board reviewed the Attorney Status Report. The Board took two actions on accounts in the Community.

1. The Board had received information a homeowner that is suffering from terminal cancer. The homeowner's spouse had passed away, so now property is under probate.
2. The Board voted unanimously to proceed with legal action on one property (Acct #218107).

Ms. Clarke stated that in the past the Association had received release of lien fees after homeowners paid their accounts in full. Ms. Clarke requested that the HOA Attorney be contacted to add the legal fee, to release the lien, into the balance owed.

The Board asked if a letter, either violation or annual statement, are sent to the owner of rental property. Mr. Reid stated that it depends if the owner has given an off-site mailing address. The Board requested that Sterling draft a letter to owners of rental property requesting they update their records to show an off site address and indicate if they want the tenant to receive the violation letters as well.

Mr. Reid advised there was one contractor that submitted a reasonable bid to repair the community notice sign and it was a cost of \$345.00. Mr. Clark made a motion to repair the community notice sign at a cost not to exceed \$500.00. Mr. Goff second and the Board approved. Mr. Goff also stated that he has the arms for the windows and let him know when the contractor will schedule and he can provide them to the contractor.

The Board requested Mr. Reid contact a company to check the Clubhouse Air Conditioning Unit.

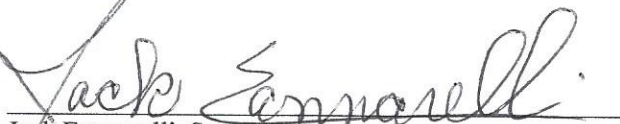
The Board reviewed the Compliance report with no action to take.

The Board adjourned the Executive Session and convened the General Business Meeting at 8:51pm

#### **GENERAL SESSION**

With no further business to come before the Board the Board adjourned the General Business Meeting at 8:51pm

Next meeting is scheduled for August 19, 2016, 7pm, 17902 Hawk Haven Ln, Spring Texas, 77379.

  
Jack Eannarelli, Secretary