

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

November 15, 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 7:05pm.

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

Absent: Linda Clarke, Treasurer; Jill Colbert, Director and Kristin Ricketts.

Meeting Agenda

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

HOMEOWNERS IN ATTENDANCE

Mr. and Mrs. Dan Tuttle; Ms. Dee Goff; Ms. Barbara Yates; Ms. Gaynell Lira; Ms. Denise Alexander; Ms. Nicole Loreth and Ms. Tammara Smith.

Meeting Minutes approval and Actions between Meetings.

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- a. Minutes for the September 21, 2016 Board Meeting were approved by majority vote via email on October 14, 2016 and public posted on www.oakwoodglen.net. The vote was seven Directors in favor, two did not respond to the call for a vote.
- b. Minutes for the October 29, 2016 Organizational Board Meeting were approved by unanimous vote via email on November 12, 2016.
- c. Mike Harris authorized Donald Electric to repair the security light on the parking lot at the clubhouse for \$1,266.75 as an emergency repair on September 23, 2016.
- d. The Board voted by email vote to approve payment plans for Homeowners on the following dates: September 24, 2016; October 14, 2016 and November 1, 2016.
- e. The Board approved a motion by majority vote, by email, to participate in the Professional Association Community Manager (PCAM) case study to be conducted by the Houston Branch of the Community Association Institute (CAI).
- f. The Board approved a motion by majority vote, by email, to accept the bid from Absolute Ground Scape for \$805.00 for fall colors.

OLD BUSINESS

Klein Emergency Preparedness Presentation.

Mr. Harris stated that someone from Klein High School had contacted him wanting to present the Klein Emergency Preparedness Presentation at the Board Meeting. The presentation was to be presented by Klein High School students under the supervision of a teacher. However, the group did not return any phone calls this week to confirm therefore there would not be a presentation.

Security Report.

Mr. Goff stated there had not been any immediate issues within the community. Ms. Lira asked if the Board would be having additional security for the upcoming holidays. The Board stated there would not be additional security. Mr. Harris asked everyone if they have concerns to email the concerns to the Security Committee by going to the website and clicking on the link or sending the email to security.committee@oakwoodglen.net.

Deed Restrictions Committee

Mr. Eannarelli stated that deed restrictions are on the decrease as well as force mows. The decrease in force mows is due to the time of season when the grass is slow growing.

Architectural Review Committee

Mr. Gillis stated there have been several requests for painting and roof replacement.

Landscape Committee

Mr. Harris stated the fall color has been installed.

Phase III Project

Mr. Gillis stated he has inspected the cameras and some are old and are in need of replacement. Ms. Loreth stated that Best Buy has security cameras for sale at \$800.00 for six cameras and a DVR.

Phase IV Project

Mr. Gillis is having issues with contractors not returning his calls.

Outreach Program

Ms. Loreth stated they did make contact with some seniors in the community who were receptive to this program. Ms. Loreth stated they will be having flyers and postcards printed notifying residents of this program. Ms. Loreth stated they will be following up with the residents.

FORECLOSURE ACTIONS

None during this month.

NEW BUSINESS

PCAM Case Study

Mr. Reid informed the residents that Oakwood Glen was selected by CAI to hold a PCAM Study in the community. This case study would be approximately 10 to 15 Community Managers reviewing the documents, financials and amenities of the community and providing feedback to the Board on what improvements could be made in those areas. This will be a 2 and ½ day course and will be hosted at the Clubhouse. Mr. Harris requested that Ms. Inzana be informed on the dates of the case study so the Clubhouse could be reserved. The class will be from July 27th to July 28th from 7am until 6pm.

CAI Board Class

Mr. Harris asked the Board if it would be advantageous to send Ms. Ricketts to the next CAI Board Class or if the full Board wanted to attend. Mr. Goff recommended that all Board Members attend. Mr. Harris stated he would follow up on this and get back with the Board.

Christmas Event

Mr. Eannarelli stated he and Ms. Loreth would be chairing this event and requested any volunteers to help as well. The Christmas Party will be on December 10th from 4:00 pm to 7:00 pm. Ms. Lira stated the Christmas Signs were in the storage building and recommended they be placed out two weeks prior to the event. The Board approved a 10% increase over the 2015 Budget for the party (\$2000.00 in 2015) making the budget for this year's party \$2,200.00. Mr. Clark made a motion to approve a \$200.00 budget increase over 2015 for the Christmas event and Mr. Eannarelli second and the Board approved.

Playground Mulch

The Board reviewed two proposals for Mulch replacement in the playground. Absolute's bid was for \$2,395.00 and Orozco's Bid was \$2,754.19. Mr. Clark made a motion to accept Absolute's bid of \$2,395.00 to install mulch at the playground. Mr. Gillis second and the Board approved.

Security Lighting

Mr. Harris discussed replacing the security lights with LED fixtures. Currently, to replace the lighting it costs \$350.00 just to rent the lift plus the cost of repairs. The Association is currently making repairs on the security lights three to four times a year. The advantage to changing to LED fixtures is that the bulbs are rated for twenty years and they consume considerably less power. Replacing the fixtures with LED would cost approximately \$800.00 for each 400 watt fixture.

OPEN FORUM

Ms. Yates stated the 2017 Budget was printed in very small print and the figures were wrong. Mr. Harris stated that when the Budget was converted to PDF some of the formulas were corrupted. Residents requested that corrected copies and readable copies be available at the January Meeting and Mr. Harris stated it will also be placed on the website.

The Board adjourned the General Business meeting and convened into the Executive Session at 8:12pm.

EXECUTIVE SESSION

The Board reviewed the Attorney Status Report. The Board had no action to take.

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

The Board adjourned the Executive Session and convened the General Business Meeting at 8:33pm.

GENERAL SESSION

With no further business to come before the Board the Board adjourned the General Business Meeting at 8:33p.m.

Next meeting is scheduled for January 17, 20, 2016, 7:00pm, 17902 Hawk Haven Ln, Spring Texas, 77379.



Patty Inzana, Secretary