

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

October 15, 2019  
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 7:06pm by President Mike Harris. Board members in attendance were Vice President Ken Clark, Secretary John Goff, Treasurer Linda Clarke, Directors Greg Gillis and Angelia Bentley. Also in attendance were Sterling Association Services Inc. representative Gina Keller, homeowners and guests per the sign in sheet. Board members Juli Cash, Kristen Ricketts and Patty Inzana were not in attendance.

**Meeting Agenda**

The agenda was reviewed by the Board. President Harris requested a short discussion about tennis court lights be added to the agenda. A motion to accept the agenda with the addition was made by Ken Clark. The motion was seconded by Greg Gillis. All were in favor and the motion carried.

**Meeting Minutes Approval and Actions between Meetings**

1. Meeting minutes from September 29<sup>th</sup>, 2019 Board Meeting were approved on September 30<sup>th</sup>, 2019 by a majority email vote.
2. The Board voted by email vote to accept the reserve study with the twenty (20) year funding plan for the clubhouse on September 27<sup>th</sup>, 2019
3. The Board unanimously approved a payment plan for one (1) homeowner by email vote on September 29<sup>th</sup>, 2019.

**SECURITY REPORT**

Deputy Tomte was not in attendance at the meeting. Secretary and Security Liaison, John Goff did not receive an updated security report for the month of September. It was noted that the only known incidents in the community over the past month were a couple of family disturbances and a lost pet.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report. Cash Operating account totals \$165,601.12 and is comprised of New First checking, New First Money Market and debit cards. Operating Reserve is \$29,249.42 for a total operating balance of \$194,850.54. Reserve Fund account totals \$392,559.74 which is comprised of New First Money Market, LPL Financial account and Woodforest Bank C.D. Total cash on hand is \$587,410.28. Checks from operating account totaled \$22,792.01 and \$562.00 from the debit card, total liability of \$23,354.01. Assessment collection percentages for 2017 are at 97.9%, 2018 are at 97.2% and 2019 are at 94.9%.

There are currently thirteen (13) payment plans with the attorney and three (3) in house payment plans.

**Deed Restriction Committee Report**

D/R Summary - A total of 94 letters were sent out for compliance as follows:

Lot Maintenance (Exterior) - 30, Landscaping Maintenance -28, Trash/Garbage - 2, Trailers, Boats, RV's -8, Parking violations -6, Stored items - 8; Running A Business - 2 and Fences - 10. There were six (6) notes or homeowner response sheets submitted during the month of September.

**Architectural Review (ARC):** - Greg Gillis reported three (3) ACC requests were submitted one (1) for a fence, which was approved, one (1) for roof and partial driveway, which was approved and one (1) for paint which is currently under review.

**Landscaping Committee Report** - Kristen Ricketts was not in attendance. Angelia Bentley reported that the Yard of the Month was selected. In addition, the Committee will judge the Halloween décor and make a selection for the best Halloween decorations at the end of the month. Also, seasonal flowers were approved and should be installed this month.



There was an email sent to the entire Board and Management regarding the shrubs at the entry. If you are in a small vehicle, the view of the street is obstructed. There was a discussion that the actual obstruction may be due to a tree that is located on the Hartz Chicken property near the south side of the entry.

**Disaster Committee:** The Disaster Committee did not meet this month.

**2018 Review:** Canady and Canady submitted the final 2018 financial review. Treasurer Linda Clarke has reviewed the report and found no inconsistency; this was a clean review. A motion was made by Ken Clark to approve the financial review. The motion was seconded by Linda Clarke. All were in favor. The final financial review will be posted to the Sterling website this week.

After carefully inspecting the financial review, Treasurer Linda Clarke's recommendation was that the Association move \$34,894 from the operating fund to the reserve fund. Per the review, the 2018 contribution total contribution should be \$67,294. Earlier in the year, \$32,400 was transferred to the reserve fund. A motion to move the remainder of the funds (\$37,894) to the reserve fund was made by Linda Clarke. The motion was seconded by Ken Clark. All were in favor and the motion carried. A copy of these minutes will be provided to accounting to ensure that the transfer is completed.

**2013 Review:** Canady and Canady has reported that they expect to have the 2013 review completed soon.

**Reserve Study:** In the packet was version 4 of the reserve study funding plan. The only major change that was made was that the funding for the clubhouse was adjusted from a ten (10) year plan to a twenty (20) year plan. A motion to approve the funding plan was made by Ken Clark and seconded by Linda Clarke. All were in favor and the motion carried.

**ANNUAL MEETING** – The Annual Meeting will be held on Saturday, October 19<sup>th</sup>, 2019 at the clubhouse at 2PM. Additional proxies were picked up by Manager, Gina Keller at the clubhouse.

During the National Night Out event, owners were encouraged to drop their proxy in a sealed box provided by the Committee. Angelia Bentley will get some snacks (cookies, cupcakes) and drinks for those who attend. Linda Gillis has agreed to run the meeting.

### **NATIONAL NIGHT OUT**

Angelia Bentley reported that National Night Out was a huge success and they had a "great turn out." She added that the kids were having such a good time, they were never able to get an accurate head count. It was noted that there were about 100 or so attendees. There were some issues with the popcorn machine but otherwise, everything ran smoothly. Hot dog cooker and bun warmer that was purchased worked well. Any leftover prizes and/or goodies from prior events were placed on the table for the kids to take home.

### **ADA COMPLIANCE – POOL**

The Board has received a few requests to see if anything could be done at the pool to assist seniors and others with disabling conditions to access the pool. Homeowners inquired about making changes to the steps or the addition of special handrails or a sling. The Members requested information on costs associated with possibly making the pool ADA compliant. As the pool is an older structure and no plans exist. There is no pool company that would make modifications such as changing the stairs to the pool. Manager, Gina Keller contacted both the Association's legal counsel and insurance company to discuss possible ways to bring the pool into compliance. An explanation of what would need to be done was provided. The process, if possible, would be an expensive undertaking for the community. This item was tabled until additional information could be obtained.

### **CHRISTMAS PARTY**

The final community event for 2019 will be the Christmas Party. President Harris inquired if everything was ready for the event. Manager noted that all the Sleigh Ride with Santa and the Petting Zoo has been confirmed.

### **NEW BUSINESS**

At last month's meeting the Board discussed obtaining a bid for the monthly cleaning of the clubhouse. Carlos with

I.C. Janitorial met President Harris at the clubhouse to provide a bid to clean. The bid includes cleaning supplies, toilet paper and paper towels. The only items that the Association will need to purchase are hand soap for the restrooms. There were two bids provided. Per Company Owner Cheri, the clubhouse rooms need a good, deep clean the first time; this includes the all cabinets, windows, and floors. The first cleaning bid was \$250; each additional month's cleaning will be at a cost of \$150. This is a budgetary item and all members were in favor of terminating the current cleaning service on November 1<sup>st</sup> and hiring I.C. Janitorial. (I.C. Janitorial is a bonded and insured vendor)

President Harris wanted to discuss the tennis court lights. There have been some emails and calls about the timer not working from a resident who plays tennis in the evening. President Harris checked the electric and after several power outages, he had to reset the timer. The one-hour timer is currently working. While the electrician was out looking at another job, he provided a bid for labor to install twelve (12) LED lights and rent the 34' lift to upgrade all of the tennis court lights. The cost for this project is just under \$9,000. The Board discussed the work and the notes from the reserve study. Also, trees would need to be trimmed while the lift is rented. This project was tabled for discussion at the next meeting.

Legal: None.

Open Forum – None

**NEXT MEETING IS SCHEDULED FOR November 19<sup>th</sup>, 2019**

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

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

*A motion was made, seconded and passed unanimously to move into executive session at 8:16pm.*


*A motion was made, seconded and passed unanimously to move out of executive session at 9:50pm.*

**EXECUTIVE SESSION SUMMARY**

One issue regarding a combination assessment/deed restriction issue was discussed.

**ADJOURN**

With no further business to come before the Board; President Harris properly adjourned the meeting at 9:10 p.m.

  
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John Goff, Secretary