

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

January 21<sup>st</sup>, 2020  
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 7:01pm by President Mike Harris. Board members in attendance were Secretary John Goff, Vice President Ken Clark, Angelia Bentley, Kristen Ricketts and Armando Perez. Also in attendance were Sterling Association Services Inc. representative Gina Keller, homeowners and guests per the sign in sheet. Board members Linda Clarke, Greg Gillis and Juli Cash were not in attendance.

**Meeting Agenda**

The agenda was reviewed by the Board. A motion to accept the agenda as written was made by Ken Clark. The motion was seconded by Armando Perez. All were in favor and the motion carried.

**Meeting Minutes Approval and Actions between Meetings**

1. Meeting minutes from November 19, 2019 Board Meeting were approved on December 01, 2019 by a majority email vote.
2. The Board voted unanimously via email to approve a payment plan for one (1) homeowner on January 09, 2020.

**SECURITY REPORT**

Security Director, John Goff did not receive a copy of the stats prior to the meeting. President Harris noted that the neighborhood has been relatively quiet the past month except for an incident where a vehicle was stolen by some kids and ended in a shooting. Deputy Tomte was not in attendance.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report as of December 31, 2019. Cash operating account totals \$250,398.64 and is comprised of New First checking, New First Money Market and debit cards. Operating Reserve is \$32,289.26 for a total operating balance of \$282,687.90. Reserve Fund account totals \$387,134.03 which is comprised of New First Money Market and Woodforest Bank C.D. Total cash on hand is \$669,821.93. Checks from operating account totaled \$30,723.70 and \$876.62 from the debit card(s) for a total of \$31,600.32. Assessment collection percentages for 2017 are at 98%, 2018 are at 97.4% and 2019 are at 95.3%. Manager also reported that as of December 31<sup>st</sup>, prepaid assessments for 2020 collected were \$156,888.78 which was approximately 40% of the 2020 assessments.

**Deed Restriction Committee Report**

D/R Summary - A total of 99 letters were sent out for compliance as follows:

Lot Maintenance (Exterior) - 23, Landscaping Maintenance -15, Trash/Garbage - 9, Trailers, Boats, RV's -17, Stored items - 11, Running A Business - 1 and Fences - 2, No ACC -3, Expired Registration/Inoperable Vehicle/Parking - 16. No ACC - 2. There were thirteen (13) notes or homeowner response sheets submitted during the month of December.

**Architectural Review (ARC):** - Greg Gillis was not in attendance. Ken Clark reported that there were between 5-6 ACC requests submitted since the meeting in November. ACC submitted were for exterior painting, roof, shed and fences. Most were approved, one was denied and one is pending.

**Landscaping Committee Report** - Kristen Ricketts reported that flowers were installed but there were no additional updates from the Committee.

**Disaster Committee:** The Disaster Committee did not meet this month. No update.

**2013 Review:** Canady and Canady have submitted the 2013 "draft" review. Linda Clarke has reviewed the document and provided a list of questions that need to be answered before the 2013 review can be finalized.

### **CONTRACT UPDATE**

Sterling received the updated security contract for the period from March 1<sup>st</sup>, 2020 to February 28<sup>th</sup>, 2021. Per President Harris, there was an increase in the fees of 4.1% this year. The increase was expected and budgeted for by the Board. Manager reported that there had been no increase in the fees in the past four (4) years.

### **CHRISTMAS PARTY**

Christmas party was held on December 7<sup>th</sup>, 2019. Per Angelia Bentley, the event was a huge success. She reported that this year the attendance was up. Kristen Ricketts confirmed that there were more people in attendance than in the past 3-4 years. Big Horse sleigh ride with Santa made a few additional trips at the end of the party. The kids enjoyed the petting zoo and pizza, cookies, hot cocoa and soda that were provided. Angelia reported that next year they will need to get more food and drinks.

### **TENNIS COURT LIGHTS**

President Harris reported that the tennis court lights have been replaced and converted to LED. While the lift was rented, Casey with Absolute Groundscape trimmed all of the limbs that were hanging over into the tennis courts or too close to the lighting. All work has been completed.

### **CLUBHOUSE - RENTALS**

For any members that are asked, Angelia Bentley has taken over the duties of renting out the clubhouse. When asked how she preferred to be contacted, she stated by email. Linda Clarke and Angelia Bentley are working on calendaring ALL events for 2020. This includes rentals of the room as well as community events. The Board needs to review the calendar and schedule of events for 2020 before the February meeting (event dates will be reviewed/confirmed in February).

### **RADAR DECTOR**

In the current packet was a bid from Houston Barricade & Supply, LLC the company that facilitates the purchase of speed detection equipment in the greater Houston area. Estimates for the small pole mounted sign were over \$5K and the detectors that were installed on the trailers were about \$8K. Given the cost, the board decided that this was not a purchase that needed to be discussed any further.

### **ADA COMPLIANCE - POOL**

The Board had discussed adding a sling, operated by the lifeguards, to lift people in and out of the pool. They also discussed bringing the pool completely into ADA compliance. This would require a modification of the restrooms as there is currently not enough space in either to allow for wheelchair access. Several members questioned whether the financial burden/cost would be monies spent appropriately. Given that it would be a minority of the owners utilizing these upgrades and the cost would be substantial. Homeowner in attendance suggested that the board survey the community to see what their thoughts on the matter were. Manager, Gina Keller suggested that Greg Gillis add a survey to the website about this to get homeowner feedback.

Bid was submitted by Texas Aquatics for required repairs and equipment prior to opening the pool



in May. Bid was to replace VGB (Virginia Graeme Baker) drains in the main and baby pool as well as drain covers grates in both pools. John Goff made a motion to approve the expense of \$4,318.71, which would be paid out of the reserve account, for work proposed in estimate #859. The motion was seconded by Ken Clark. All were in favor and the motion carried.

### **CAI CLASS**

President Harris inquired if there had been any update about the possibility of holding a CAI class at Oakwood Glen again this year. Gina stated that at present the prior Director of CAI, Stephanie Ferrante had not been replaced yet. Gina is having a difficult time finding out who is scheduling the classes at CAI for 2020. Sterling has a class scheduled for February 3<sup>rd</sup> in Telfair (Sugarland). None of the members want to drive to Sugarland. All members except for new member Armando Perez have attended at least the board orientation training. Gina will look at Sterling's upcoming workshops to see where the next one is going to be held.

### **NEW BUSINESS**

Upon performing the community inspection last week, Manager, Gina Keller noticed the black mildew on the entry sign. She contacted Mary McCoy at JAK/Legacy Power Washing and requested a bid to clean all of the brick signage and walls in the common areas of the community. The bid in the amount of \$750 was presented along with photos of the signage and walls stained with mildew. A motion to accept the estimate in the amount of \$750 was made by Angelia Bentley and seconded by John Goff. All were in favor and the motion carried. John Goff noted that he had previously inquired about removal of the mildew on the sign that he changes out monthly and was told that it was "Mexican brick" and should not be power washed. Manager noted that JAK also performs "soft washing" and she will make sure when advising contractor that they were awarded the bid, to remind them about the brick construction.

Director John Goff inquired about a previous discussion that the board had about force mowing the area between the sidewalk and the street at the homes that were not maintaining this area. Gina reported that Casey will force mow this area; he is currently still force mowing a couple of lots in the subdivision. We just need to provide him with a list of properties that require this service. She added that if any members see a property that is in need of that area being maintained, they contact her or email a photo of this to her.

President Harris stated that per the reserve study, both parking lots were to be resurfaced in 2019. Bids need to be obtained to resurface the pool parking lot with concrete and the back park, parking lot with asphalt. This is reserve expenditure. Both parking lots require resurfacing but the pool parking lot will likely require that trees be removed because they are causing the concrete to break.

Legal: None.

Open Forum – None

### **NEXT MEETING IS SCHEDULED FOR February 18<sup>th</sup>, 2020**

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 8:26pm.*

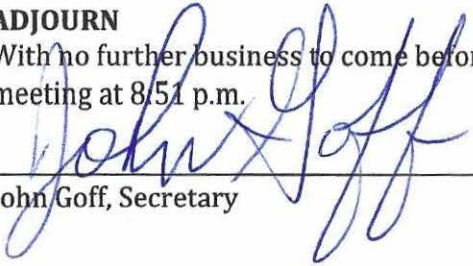
*A motion was made, seconded and passed unanimously to move out of executive session at 8:40pm.*

**EXECUTIVE SESSION SUMMARY**

Discussed homeowner request to waive fees associated with address reference change. Fees have already been paid by Oakwood Glen to Sterling. Board unanimously agreed not to waive the fees.

**ADJOURN**

With no further business to come before the Board; President Harris properly adjourned the meeting at 8:51 p.m.

  
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John Goff, Secretary

1-30-2020  
Date