

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

May 19, 2020

Held via ZOOM webinar as noted on Agenda posted online

CALL TO ORDER

With prior written notice by the President and a quorum of Directors present, the meeting was called to order at 7:08pm by President Mike Harris via webinar using Zoom. Other Board members in attendance were Secretary John Goff, Vice President Ken Clark, Greg Gillis, Angelia Bentley, Kristen Ricketts and Armando Perez. Directors Lind Clarke and Juli Cash were not in attendance. Also in attendance were Sterling Association Services Inc. representative Gina Keller, homeowners and guests logged in to the webinar.

Meeting Agenda

The agenda was reviewed by the Board. A motion to accept the agenda as written was made by John Goff. The motion was seconded by Angelia Bentley. All were in favor and the motion carried.

Meeting Minutes Approval and Actions between Meetings

1. Meeting minutes from April 22, 2020 Board Meeting were approved on May 01, 2020 by a majority

SECURITY REPORT

Security Director, John Goff received a copy of the stats for the month of April and presented the report via Zoom. President Harris also noted that there had been some "reports of an armed robbery" in Oakwood Glen on Next door last Friday. He said that the address of the two individuals who reported this incident on social media was at the apartments in the front of the neighborhood. Both individuals reported to have watched three people enter and leave a residence but apparently chose to report the incident on social media and did not call 911. Deputy Tomte has yet to find a report of the incident made by the alleged victim. At this point we have more questions than answers.

OLD BUSINESS

Treasurer Report - Manager, Gina Keller presented the Treasurer's Report for the month ending April 30, 2020. For the month of April the cash operating account totals \$372,498.92 and is comprised of New First checking, New First Money Market and debit cards. Operating Reserve is \$36,326.73. Reserve Fund account totals \$287,476.94 which is comprised of New First Money Market and Woodforest Bank C.D. Total cash on hand is \$659,975.86. Checks written for the month totaled \$48,875.76 of which \$22,177.26 from the operating account and \$26,698.50 from the reserve account. Assessment collection percentages for 2018 are at 97.8%, 2019 are at 97.2% and 2020 are at 87.5%.

At present there are ten (10) accounts on payment plans with the attorney and in house payment plans total twenty-one (21). Many Homeowners have entered into payment plans upon receipt of the E-Blast sent out regarding concerns with the COVID-19 virus.

After reviewing the financials and discussing the payment plans, President Harris asked the Board if they were ready to resume the collection process after the two month moratorium on sending out the pre-attorney (209) collection letters. The Board had voted in April to "hold" off on sending out the pre-attorney letter for another month and instead send out an e-blast to the homeowners to allow them the opportunity to get on a payment plan if needed. Given that the email went out and there was an increase in payment plans, President Harris asked how the Board wanted to proceed. Greg Gillis motioned that they proceed with sending out the collection letters; the motion was seconded by John Goff. All were in favor and the motion carried.

Deed Restriction Committee Report

D/R Summary – for the month of April was as follows: 22 courtesy letters were sent out – 7 for landscaping, 2 for garbage and 2 for RV/Trailers. There were four (4) second letters sent out – 2 were ACC related issues, 1 for landscaping and 1 for stored items. One certified letter for landscaping was sent out. Upon discussion, the Board would like to go back to normal inspections. If owners need time to cure something, they can submit an email or the homeowner response sheet and explain their reason for noncompliance.

Architectural Review (ARC): – Greg Gillis reported that as of May 19, 2020 there were three (3) requests for painting – all were approved, one for a driveway – approved and one for replacement of a sidewalk and walkway, which was also approved.

Landscaping Committee Report – Kristen Ricketts reported that she had signed the estimate for the seasonal flowers to be installed. She did not enter the community through the front but she anticipates that the flowers will be installed soon.

An announcement will be put on Facebook about the “Yard of the Month” and which area of the neighborhood they will be looking at.

2013 Review: Gina has contacted Canady & Canady to get an update for 2013. To date, she has not had a response.

CONTRACT UPDATES

At present the only contract that was up for renewal was the pool emergency phone. The invoice was paid for 2020-2021 contract term.

REPLACING WATER FOUNTAIN

President Harris requested that Manager gather bids for a new water fountain for the back park. Bids were obtained, reviewed and discussed. Manager was able to find the same fountain that was purchased for the front park at a rate of \$1155 (this includes the shipping). Armando Perez motioned to accept the bid for \$1155 and that funds for the purchase were to come from the Reserve Account; the motion was seconded by Greg Gillis. All were in favor and the motion carried. Manager will contact the vendor when bids for the concrete slab are obtained and contractor is selected. The water fountain can then be shipped to the contractor who is awarded the bid to install the concrete pad and hook up the water fountain.

DIRECTOR TRAINING CLASS

Currently, CAI is still not opening classes to the public. Gina will look to see if Leigh Pollard has archived any webinar training sessions for “New Board Orientation” and if so, see if she can get a link for the session to send to Armando. All other Board Members have had the orientation.

Pool ~ President Harris stated that as there are several discussions they need to have regarding the pool and other amenities and is moving this discussion to the bottom of the agenda to make certain all business is completed before opening the topic.

FENCE

In the previous months’ meeting, the Board approved the installation of the finials on the front park iron fence. Property Services is scheduled to install and weld the finials to the fence this week.

Also, President Harris added that the kids that they caught playing basketball have stopped climbing the fence to play basketball. Mike Harris removed the hoops.

NEW BUSINESS

Zoom Meetings

President Harris reported that there were several positive comments on Next Door and Facebook about the Zoom meetings. He inquired if other Boards were also experiencing similar discussions from their residents. Manager reported that they have had similar positive comments noted in other communities. President Harris asked if Sterling could look at how Zoom broadcasts might be blended into meetings once we are able to return to normal.

Legal

President Harris reported that Board members were all provided with the six (6) accounts and the history for each, which were presented for authorization to proceed with action. The files numbers were provided as 21802295, 21803906, 21805017, 21905481, 21905496 and 21905501. A motion to approve all for authorization to proceed was made by Greg Gillis. The motion was seconded by John Goff; all were in favor and the motion carried.

Pool and other amenities

President Harris stated that the discussions regarding whether to open the pool and other amenities was going to be complicated. To avoid circular discussions and the possibility of getting off topic the discussions were going to be broken down into sub-topics. The Governor has authorized HOA pools to be opened at 25% capacity with COVID-19 specific pool rules in place. The soonest the pool company (F.A.S.T. Pools) will be able to have guards trained and be able to open the pool would be June 6th.

Signage

President Harris reported that legal has recommended that signage be placed at both parks if the Board is going to reopen the pool and other amenities. Copies of the signage were included in the Board Packet. A motion to approve the verbiage on the signs was made, seconded and unanimously approved.

Hold Harmless Release

Upon reopening the facilities, the law firm has requested that a "hold harmless" waiver be signed by anyone that is going to use the facilities (pool, park, tennis and basketball courts). For this reason, a waiver/hold harmless agreement was added to the packet. The board reviewed and discussed the form; all key fobs will be turned off until the individual owners sign the agreement.

A motion to adopt the release removing the requirement for a notary and adding the tennis courts to the agreement was made by Armando Perez. The motion was seconded by Greg Gillis. All were in favor and the motion carried.

Tennis Courts

President Harris inquired how the members felt about opening the tennis courts. Given that tennis is by nature a "self distancing" sport, Greg Gillis made a motion to open the courts back up and make them available upon receipt of a signed release. The motion was seconded by Armando Perez. All were in favor and the motion carried.

Basketball Court

President Harris inquired how members felt about opening the basketball court and reminded them that the rims are currently removed from the backboard. Given that basketball, by nature, does not support "self distancing", the Board decided to leave the basketball court closed at this time.

Clubhouse

The clubhouse is still closed for rentals until the Governor adjusts the number of people that he will permit to be in one room for a meeting or an event.

Pool

After a discussion on the pros and cons of opening the pool, The COVID-19 rules that would need to be in place to protect our Homeowners as well as the liabilities associated with opening the pool, the board discussed the following issues:

1. The Board discussed the specific signage for the COVID-19 pool rules. This signage is subject to change as new information is offered. This signage is different and in addition to the signage previously approved.
2. The Board discussed the tentative date they pool would open. This date was set as June 6th subject to new restrictions offered from the Governor's Office.
3. At present, the allotted amount of people permitted to be in the pool is 25% of the daily use. Maximum capacity is set at 25 people.
4. Because of the maximum capacity limitations there will be no guests outside of your household other than direct family members.
5. Because of the maximum capacity limitations, and we have no way of anticipating the current demand for the use of the pool, a 1 hour time limitation will be imposed per visit should there be a line. Residents can return later the same day.

A motion was made by Angelia Bentley to open the pool under the above guidelines. The motion was seconded by Greg Gillis. All were in favor and the motion carried.

Open Forum - None

NEXT MEETING IS SCHEDULED FOR June 16, 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 8:46pm.

A motion was made, seconded and passed unanimously to move out of executive session at 9:09pm.

EXECUTIVE SESSION SUMMARY

The Board discussed the attorney status report, several legal matters and a counteroffer presented by council for a current homeowner.

ADJOURN

With no further business to come before the Board a motion to adjourn President Harris properly adjourned the meeting at 9:12 p.m.


John Goff, Secretary


Date