

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

**June 16, 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 7:10pm 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, Juli Cash and Armando Perez. Directors Linda Clarke and Kristen Ricketts were not in attendance. Also in attendance was Sterling Association Services Inc. representative Gina Keller, and one guest logged in to the webinar.

**Meeting Agenda**

The agenda was reviewed by the Board. President Harris requested that a discussion on the parking spot behind the handicapped spot at the pool parking lot be added to the agenda. A motion to accept the agenda with the addition was made by Greg Gillis. 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 May 19, 2020 Board Meeting were approved on June 3, 2020 by an email vote.
2. President Mike Harris authorized an emergency expense of \$700 on June 3, 2020 to remove a tree in the back park that had been struck by lightning and was in danger of falling.

**SECURITY REPORT**

Security Director, John Goff received a copy of the stats from Sargent Romine, which was forwarded to the Board members. Director Goff was unable to log on to the webinar (logged on later) during the security discussion. President Harris added that it had been relatively quiet in the neighborhood between meetings. He added that a car had flipped over on Five Forks between Windy Point and Smooth Rock Falls. The incident at the gas station was discussed briefly.

**OLD BUSINESS**

Treasurer Report - Manager, Gina Keller presented the Treasurer's Reports for the month ending May 31, 2020. Operating account had a total of \$360,196.78 of which \$37,332.35 was in the operating reserve fund. Reserve Fund account totals \$291,610.84 which is comprised of New First Money Market and Woodforest Bank C.D. Total cash on hand is \$651,807.62. Checks written for the month totaled \$23,415.07 from the operating account. Assessment collection percentages for 2018 are at 98%, 2019 are at 97.4% and 2020 are at 91%.

At present there are twenty-one (21) accounts on payment plans in house; six (6) owners have completed their in house payment plans. There are eight (8) payment plans at the attorney's office and there are currently three (3) accounts that have been closed out (paid in full) since last meeting.

Because of COVID-19 the Board placed a two month moratorium on collection activities on delinquent accounts to give Homeowners who may have been impacted the opportunity to assess their financial position and, hopefully, enter into a payment plan if they have been impacted. Many of our Homeowners have taken advantage of the delay and have either paid their assessments in full or have entered into payment plans. For those Homeowners with delinquent assessments who have not entered into a payment plan the first of the two mandatory certified (209) collection letters will be mailed on June 17, 2020. Certified letters were mailed to 66 delinquent accounts.

**Deed Restriction Committee Report**



D/R Summary – 43 letters were issued for the month of May as follows: (21) courtesy letters were sent out, there were nine (9) second letters sent out and there were eleven (11) certified letter 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 June 16, 2020 there were five (5) requests one for painting and gutters which was approved, one for shed was denied, after resubmitted the shed was approved, request for fence was approved and one for paint/trim which was also approved.

**Landscaping Committee Report** – Kristen Ricketts was unable to attend but Angelia Bentley reported that Kristen had listed the streets on Facebook where they would be selecting the Yard of the Month. This will be done closer to the end of June per Angelia Bentley.

**2013 Review:** Gina has contacted Canady & Canady to get an update for 2013. Update is being reviewed by Linda Clarke to present.

### **CONTRACT UPDATES**

At present no contracts are up for renewal or have issues requiring discussion.

### **REPLACING WATER FOUNTAIN IN BACK PARK**

At the May meeting, the board approved the new water fountain to be purchased. Water fountain could not be purchased until the Board can review the bids to install the 5' X 5' pad of concrete and run the drainage and install the water fountain. Bids were obtained from Property Management Service, Marquee Services and RNB. Upon review of the bids, President Harris noticed that the bid from Property Services did not include the installation of the water fountain. Gina contacted Beth at Property Services, who confirmed that they would require a plumber to install the fountain. The bid from Marquee was \$2,600 and all inclusive. A motion to have Marquee Services install the concrete pad and install the water fountain, all to be paid out of the reserve fund was made by Greg Gillis. The motion was seconded by Angelia Bentley. All were in favor and the motion carried.

### **DIRECTOR TRAINING CLASS**

Currently, CAI is still not opening classes to the public. Gina included the information she received from CAI Services that explained in this "post-COVID" world, they would be providing all classes online in 2020.

### **Pool**

President Harris noted that all COVID signage has been installed. There were five (10) signs installed strategically in the back park. In the front park three (3) signs were installed on the front gate, three (3) on the exterior pool gate, two (2) on the gate at the tennis court and the remainder of the signs have been strategically placed inside/around the pool area.

In addition, per GA-26 – Governor Abbott's update on June 3<sup>rd</sup>, pools may now open at 50% of their maximum occupancy. Currently, the capacity is listed as 25 people. Maximum capacity has been reached twice, to date, per Director Harris. Both times appear to have been for a short duration. President Harris would like the Board to decide what the maximum capacity should be with the new orders.

The members inquired about the number of people that normally use the pool pre-COVID. It was

noted that typical occupancy rarely exceeds 50 people unless there is an event at the pool. The hourly cost of an additional lifeguard was discussed. Also, the fact that these are young people who are tasked with watching the pool, cleaning/sanitizing the restrooms and ensuring they keep a count of the attendees. With all of the information provided, the Board would prefer to err on the side of caution and keep the number at thirty (30) as maximum capacity. Greg Gillis motioned to increase the maximum pool capacity from (25) to thirty (30) residents/people at one time in the pool. The motion was seconded by Armando Perez. The majority was in favor and the motion carried.

#### **ZOOM Meetings**

President Harris would like to find a way to continue using the Zoom format, even after the Board goes back to regular meetings. He proposed that Oakwood Glen purchase the Zoom packet for a year to see if Homeowners who are unable to attend the monthly Board Meetings will continue to log on. The logistics of how to blend the use of Zoom into a physical meeting is yet to be determined.

#### **FENCE**

Project has been completed.

#### **4<sup>th</sup> OF JULY BIKE PARADE**

The members discussed holding the 4<sup>th</sup> of July Bike Parade. At this time, given the current circumstances, this event will be postponed for 2020 in hopes that it can be held in 2021.

#### **Parking Lot**

The concrete at the parking lot was recently replaced and the spaces were repainted. When at the pool to distribute key fobs and execute waivers, President Harris noticed that the spot behind the handicapped parking spot was small and at an unusual angle to the handicapped parking spot. If someone were to try to park in the small spot the handicapped parking space would be blocked. Additionally, if someone were to park in the small parking spot a person in a wheelchair would have difficulty getting to the sidewalk. A request to have the small spot stripped was made to Property Services. Bid has not been received yet but upon receipt, Gina will forward to Board to review and possibly approve between meetings.

Legal: - None

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

Open Forum – None

#### **NEXT MEETING IS SCHEDULED FOR July 21, 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 8:01pm.*

*A motion was made, seconded and passed unanimously to move out of executive session at 8:14pm.*

# **EXECUTIVE SESSION SUMMARY**

The Board discussed attorney status report, a request submitted via legal for a payment plan and a homeowners request to waive some soft charges.

## **ADJOURN**

With no further business to come before the Board a motion to adjourn President Harris properly adjourned the meeting at 8:15 p.m.

  
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John Goff, Secretary

  
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Date