

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

September 15, 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 September meeting was called to order at 7:04pm 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, Kristen Ricketts and Armando Perez. Director Linda Clarke was 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 inquired if any members had anything to add to the agenda. Nothing was added. Juli Cash motioned to accept the agenda as written. 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 August 18, 2020 Board Meeting were approved on August 24, 2020 by an email vote.
2. On August 18, 2020 President Harris and Vice President Clark approved \$3,465 for emergency electrical repairs for damages caused by a lightning strike in accordance with the emergency procedures detailed in OWG's Operating Reserve Policy.

SECURITY REPORT

Security Director, John Goff received an email copy of the stats from Deputy Tomte. The report covered the period from August 16, 2020 through September 15, 2020. During the period there were four (4) incidents reported in Oakwood Glen. Those were a runaway, a motor vehicle crash, a family assault and a mental health check. Per Deputy Tomte, it has been a very quiet month in the neighborhood.

OLD BUSINESS

Treasurer Report - Manager, Gina Keller presented the Treasurer's Reports for the month ending August 31, 2020. Operating account had a total of \$322,096.39 of which \$40,351.58 was in the operating reserve fund. Reserve Fund account totals \$301,394.57 which is comprised of New First Money Market and Woodforest Bank C.D. Total cash on hand is \$623,490.96. Checks written for the month totaled \$31,527.51 from the operating account. Assessment collection percentages for 2018 are at 98.5%, 2019 are at 97.9% and 2020 are at 95.3%.

At present there are twenty-three (23) accounts on payment plans. In house there are fifteen (15) owners currently on active payment plans and three (3) who have just completed their plan this month. There are eight (8) payment plans at the attorney's office and there is currently one (1) final payment in transit from Holt & Young to Sterling.

Of the thirty-three (33) final-certified letters that were sent out, several have paid in full and several have contacted the management company to work out arrangements. Currently, there are nineteen (19) accounts that exceed the \$550 limit to be sent over to the attorney. Of those twelve (12) have made no contact with Sterling or requested any type of payment plan. Seven (7) have either made payment plan arrangements or have defaulted and are requesting the plans be reinstated. Two (2) accounts will be discussed with the board in executive session.

Deed Restriction Committee Report

D/R Summary - 105 letters were issued for the month of August as follows: (67) courtesy letters were sent out, there were twenty-nine (29) second letters sent out, there were eight (8) certified letter sent out and one (1) force mow. Six homeowner contacts or notes were made

regarding violation letter sent out.

Architectural Review (ARC): – Greg Gillis reported that as of September 15, 2020 there were three (3) requests submitted. One (1) for painting which was approved, one (1) for windows which was also approved and one for a shed was submitted but is still “under review.”

Landscaping Committee Report – Kristen Ricketts reported that the Yard of the Month for October was selected from Seven Pines. This is the final one for the season (May through October). Angelia Bentley and Juli Cash have both offered to take over the responsibility of selecting the yard of the month and give Director Ricketts a break next year as she does not have as much time to commit to the project in 2021.

2013 Review: Review has been completed. Adjustments have been made as per Linda Clarke’s request. Audit will be finalized once review has been approved.

CONTRACT UPDATES

There were no contracts up for renewal at this time. Notice was provided in the packet regarding the increase in the HCSO – Harris County Sheriff’s Office contract deputy program. The increase for fiscal year March 1, 2021 – February 28, 2022 has been assessed at 2.1%. The cost for deputy’s service on the 70/30 split is \$72,553 per annum. Contract will be mailed to Sterling or dropped off at President Harris house to be executed.

Notice was also received from NW Pest Control inquiring if the Association would like to continue spraying for mosquitos through the end of November. The current agreement term was from May through October 2020. Board members discussed the matter. Angelia Bentley motioned to continue with spraying through the end of November. The motion was seconded by Greg Gillis. The motion was approved by a vote of 6-1.

FINIALS – FENCE REPAIR

President Harris explained that the due to the fact that there was an area in the fence that was missing about five (5) finials (pointy things on the fence) above the gate, a young man was able to jump the fence without injury. The Association has video of him removing the tennis court gate camera installed on the side of the pool house. A bid to purchase, install the additional finials, weld on, prime and paint was received from Property Services. The cost is \$325. A motion to accept the bid was made by Greg Gillis and seconded by Kristen Ricketts. All were in favor and the motion carried.

President Harris inquired if the Board would like to act on Deputy Tomte’s request to post the young man’s photo on social media. Attempts to identify him have failed so far. Members were all in agreement that as the boy/young man was clearly over 18, anything that can be done to find him should be done.

POOL/BASKETBALL/TENNIS COURTS

The pool will remain open on weekends through the remainder of September. President Harris stated that basketball goals have still not been reinstalled and inquired if they should remain this way. The members unanimously agreed that the goals did not need to be replaced yet. Tennis, as discussed in the past, is a “social distancing” game in nature. Anyone requiring a key fob for tennis will be required to sign a COVID waiver to use the facilities.

Annual Members Meetings

Annual Members meeting is scheduled for Saturday, October 17, 2020 at 2PM and will be held in person outside under the front of the clubhouse, following social distancing guidelines. Solicitation

for Candidates was sent out and has expired. No responses were received; incumbents Ken Clark, Angelia Bentley and Kristen Ricketts will run for additional terms each. Notice will be written so that if quorum is not achieved, meeting can be adjourned and recalled two additional times. In previous years, only one adjournment has been required to reach 5% quorum (1/2 of 10% required).

Parking Lot

The concrete at the parking lot was recently replaced and the spaces were repainted. Gina has inquired several times if Property Services would do the work for less than \$850. Email response from Beth was that she would check with Ronald and once the final came in, he might rebid as they will be out there working at that time.

Legal: - None

OLD BUSINESS

None

NEW BUSINESS

President Harris discussed the issue that occurred at the clubhouse with the A/C unit during the storm. He pointed out that the unit is 20 years old and asked the members to think about whether the board should begin obtaining bids during the fall when replacement costs are at their lowest or wanted to continue operating the units until they break down which most likely would happen in the summer when replacement costs will be at their highest. During the fall/winter months the HVAC contractors are not busy and are more likely to have the time to perform the work, which also will likely be more reasonable in cost. Replacement would be funded through the Reserve Account. The Board agreed that this would be a good time to obtain bids. Mike Harris will begin making requests.

Open Forum - None

NEXT MEETING IS SCHEDULED FOR October 17, 2020 - Annual Meeting

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 8:11pm.

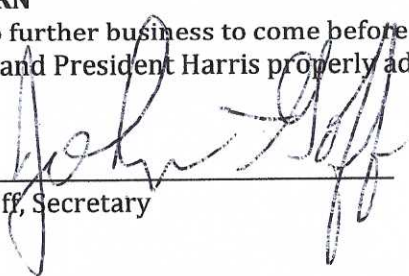
A motion was made, seconded and passed unanimously to move out of executive session at 8:14pm.

EXECUTIVE SESSION SUMMARY

Email presented from homeowner requesting payment plan due to special circumstances. Board members unanimously agreed to support the requests.

ADJOURN

With no further business to come before the Board Ken Clark motioned; Greg Gillis seconded the motion and President Harris properly adjourned the meeting at 8:19 p.m.



John Goff, Secretary

19 Sept 2020

Date