

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

November 17, 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 November meeting was called to order at 7:21pm by President Mike Harris via webinar using Zoom. Other Board members in attendance were Secretary John Goff, Vice President Ken Clark, Angelia Bentley, Juli Cash, Kristen Ricketts and Armando Perez. Directors Linda Clarke and Greg Gillis were not in attendance. Also in attendance was Sterling Association Services Inc. representative Gina Keller; no guests logged in to the webinar.

Meeting Agenda

President Harris requested that a discussion about the tennis courts be added to the agenda previously approved and posted. A motion to add the discussion to the agenda was made by Angelia Bentley and seconded by Ken Clark. All were in favor and the motion carried.

Meeting Minutes Approval and Actions between Meetings

1. Meeting minutes from October 20, 2020 Board Meeting were approved on October 28, 2020 by an email vote.

SECURITY REPORT

Neither Security Director, John Goff nor Manager, Gina Keller was provided with the stats from the Constables office for the month of October. Manager sent email to Sergeant; if stats are provided to her via email, she will forward the same to the board. Mike Harris reported that from his recent communications with Deputy Tomte most of the incidents in Oakwood Glen have been minor and there were very few incidents he was made aware of.

OLD BUSINESS

Treasurer Report - Manager, Gina Keller presented the Treasurer's Reports for the month ending October 31, 2020. Operating account had a total of \$288,525.13 of which \$42,363.08 was in the operating reserve fund. Reserve Fund account totals \$299,722.55 which is comprised of New First Money Market and Woodforest Bank C.D. Total cash on hand is \$588,247.68. Checks written for the month totaled \$29,707.73 of which \$21,067.88 from the operating account and \$8,639.85 was from the reserve account. Assessment collection percentages for 2018 are at 98.5%, 2019 are at 98.2% and 2020 are at 96.2%.

At present there are still six (6) owners making payments with the attorney and two (2) that were sent over last month have made payment in full. Most of the outstanding assessments, per Manager are now made up of accounts that are already at the attorney. Manager also discussed possibly extending a few of the "in house" payment plans into a couple months of 2021 to ensure the owners include payment of 2021 assessments while they are currently on a payment plan.

President Harris noted that normally at this point of the year, the Association moves the funds allocated to the different reserve accounts for the current budget year. Manager confirmed amounts to be moved were as follows: from Operating to Reserve - \$23,800; from Operating to Clubhouse Reserve Fund - \$25,000; and from Operating to Operating Reserve - \$12,000. A motion to make the transfers for 2020 was made by Angelia Bentley and seconded by Ken Clark. All were in favor and the motion carried.

In addition, Sterling accountant and CPA, Canady & Canady have made requests that the Association move the money that exceeds the FDIC approved amount from the New First National account to

another account. This was to be done by Linda Clarke. Gina Keller spoke with Linda and forwarded some interest rates to her for her approval. Manager stated that a minimum of \$200K should be moved. A motion to move \$200K to a bank (to be determined by Linda Clarke) was made by Ken Clark and seconded by Armando Perez. All were in favor and the motion carried. Gina will forward Alliance information over to Linda tomorrow for her approval.

Deed Restriction Committee Report

D/R Summary – 82 letters were issued for the month of October as follows: (39) courtesy letters were sent out, (33) second letters sent out, there were (10) certified letter sent out; no force mows were requested this month. The majority of the letters sent out were for “landscaping” issues, which made up (30) of the letters. The second highest noted violation was for parking/trailers/boat violations noted. Thirteen homeowner contacts or notes were made regarding violation letter sent out.

Architectural Review (ARC): – Greg Gillis had to log out for another zoom meeting. ACC Committee Members Ken Clark and Armando Perez reported that as of November 17, 2020 there were only a couple requests submitted. It was noted that one homeowner did submit a single with request with multiple modifications and had to resubmit for each individual issue.

Landscaping Committee Report – Kristen Ricketts reported that she had submitted a request to have the fall/winter change out done. She did not see if it was completed yet but it is in the works.

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. The next contract coming up for signature is the security contract in February.

Parking Lot

The spot at the front parking lot still needs to be repainted. President Harris has asked Casey Clark with Absolute Landscaping to provide a bid. Casey came back with a bid of \$350. Property Services had submitted a bid of \$850. Armando Perez motioned to approve the bid; the motion was seconded by Ken Clark. All were in favor and the motion carried.

COVID-19 UPDATE

President Harris stated that there had been some requests to have the playground equipment cleaned. Since the playground is “technically” closed because of COVID-19 and homeowners are to “use at their own risk” the Association has not been considering routine pressure washing of the playground equipment. However, he did look at the playground equipment, which has not been pressure washed at all this year, and it does look like it needs to be cleaned. When asked, he stated that it’s typically done a couple of times per year. As regular maintenance is also a fiduciary responsibility of the board, President Harris inquired if the Board would like to have the playground cleaned (pressure washed). Manager inquired approximate cost; President Harris stated that it was about \$400. The Board unanimously agreed to have the playground pressure washed.

A/C - CLUBHOUSE

Project has been completed.

2021 BUDGET

President Harris has forwarded the budget to Linda Clarke for her review. Manager, Gina Keller had a chance to speak with Linda Clarke last week, who gave her blessing for the approval of the budget for 2021. John Goff motioned to accept the budget as has been previously submitted; the motion was seconded by Armando Perez. All were in favor and the motion carried.

NEW BUSINESS

TENNIS COURTS – Special Request

President Harris received a request from a homeowner who lives in Spring Creek Forest requesting if Oakwood Glen would allow him to provide tennis lessons to Oakwood Glen residents and their children at our facility. An email detailing the information was forwarded to the Board members earlier today. Members discussed their thoughts on the matter – this would be for Oakwood Glen resident/owners only with key fob access, they all have signed waivers, the owner requesting to give lessons has a 1M insurance policy. Board members would like take some time to think about this individually and will each submit their thoughts later this week, once they have an opportunity.

NEW BUSINESS

President Harris stated that he requested bids from the vendors who submitted quotes for the A/C replacement at the clubhouse for a mini-split A/C system that would be installed at the pool house computer room. As of today, the only vendor that responded to his email was the contractor that installed the clubhouse A/C unit. Since this project is not urgent, he will see if he obtains any additional bids. If he is unable to obtain bids, Manager will reach out to some additional vendors. This item was tabled until 2021.

Open Forum – None

NEXT MEETING IS SCHEDULED FOR January 19, 2021

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 8:33pm.

A motion was made, seconded and passed unanimously to move out of executive session at 8:35pm.

EXECUTIVE SESSION SUMMARY

Attorney status report and delinquency reports were reviewed.

ADJOURN

With no further business to come before the Board Ken Clark motioned to adjourn the meeting. Juli Cash seconded the motion and President Harris properly adjourned the meeting at 8:37p.m.



John Goff, Secretary

Nov. 24, 2020

Date