

CROWN OAKS PROPERTY OWNERS ASSOCIATION

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATION HELD ON JANUARY 17, 2019 AT 6:30 PM AT THE MONTGOMERY COMMUNITY CENTER, 14420 LIBERTY STREET, MONTGOMERY, TEXAS.

DIRECTORS PRESENT

Nick Carter, President
Brandon Parker, Treasurer
Kimberly Byrd, Secretary
Kelly Carter, Director
Richard Schissler, Director
Andrew Allman, Director
Phillip Flores, Director

DIRECTORS ABSENT

David Mallette, Vice President
Tony Pierce, Director

IN ATTENDANCE

15 Homeowners were in attendance
Leanne Gradel represented the managing agent, FirstService Residential.

CALL TO ORDER

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:30 PM. The President, Nick Carter, presided and the managing agent assisted in recording the minutes.

CONSIDERATION OF MINUTES

On a motion duly made, the minutes of the Board Meeting held October 4, 2018 were approved.

ELECTION OF OFFICERS

The Board of Directors elected the following officers.

Nick Carter, President
David Mallette, Vice President
Brandon Parker, Treasurer
Kimberly Byrd, Secretary
Kelly Carter, Director
Tony Pierce, Director
Andrew Allman, Director
Richard Schissler, Director
Phillip Flores, Director

The Long Term Planning and Social Committees positions remained open and would be revisited at a later time.

DISCUSSION OF

Brandon Parker reported that he drove the entire community and indicated there were 50 locations to repair. Mr. Parker created a map that pinpointed each location and was submitted to Lonestar Pavement Services to prepare an estimate. Mr. Parker introduced Rodney Otto with Lonestar Pavement Services who explained the age of the roads were the main issue as to why so many repairs were needed each year.

APPROVAL OF

It was approved to open an Association debit card account to be utilized for the expenses for the facility reserved for Board and Annual meetings in the amount of \$500.00. In addition, the Board approved an estimate from MBPWS, LLC to power wash the common area brick columns, brick walls, rear and main entry monument sign and buff and soft wash the marble entrance sign in the amount of \$1,275.00.

RATIFICATION OF ACTION(S) TAKEN BETWEEN MEETINGS

In an effort to expedite performance of the obligations of the Association between meetings of the Board of Directors, all of the Board members individually agreed to the following actions: approve Lonestar Pavement Services to remove the speed bumps sign in the amount of \$550; McKenna Contracting estimates to replace one toddler swing seat and replace a missing seat belt on adaptive swing in the total amount of \$335; approval of multiple Suncoast estimates to remove the metal poles at Crown Lake Park in the amount of \$125, remove graffiti at the playground in the amount of \$175, replace the locks at on the port-o-potty in the amount of \$285, install/take down the garage sale sign in the amount of \$320, remove 2 signs at the entrance and repair the sign at Majestic Lake Park in the amount of \$190, replace 3 stop signs and straighten one in the amount of \$740, replace the stop sign at Crown Oaks and Kingford Drive in the amount of \$270, replace the swing gate, metal pickets and spring closure at Majestic Park gate in the amount of \$1,160, install new non locking trash can and anchor down to dock at Majestic Park in the amount of \$450, replace 4 pickets on the metal fence at Crown Park in the amount of \$270, replace the broken electrical box on the pole by the fishing dock at Crown Park in the amount of \$225, retrieve the trash can lid from the lake, clean and reinstall in the amount of \$145; Perfect Images Estimates to replace both park rules signs at \$50-0 each, replace the Crown Lake park rules sign at \$745; Solomon Electric estimates to replace 2 GFCI's that controls the holiday lighting and 2 bubble cover on outlets in the amount of \$362, All Gates & Doors Estimates to install the main drive shaft sprocket on DoorKing with a back bearing plate holder assembly and to adjust chains, reset limits in the amount of \$747, perform maintenance on the entrance/exit gates which included adjusting the clutch, tighten the chain, reset the limits and chain stops in the amount of \$325; RS Waste Services estimate to replace the portable toilet at Crown Lake Park in the amount of \$550.

COMMITTEE REPORTS AND ACTION ITEMS

No reports were given as Chairmen of the Committees were appointed. The following Chairmen appointed were the following:

Kelly Carter, Architectural Control Committee

Kimberly Byrd, Access Control & Communications Committees

Richard Schissler, Drainage Committee

Andrew Allman, Lakes and Parks Committees

Nick Carter, Landscape Committee

Brandon Parker and David Mallette, Road Committee

Tony Pierce, Security Committee

The Social and Long Term Planning Committees positions remained open.

MANAGEMENT REPORT

Review of Financial Statements: The financial statements for the period ending November 30, 2018 were reviewed. At that date the Association had cash balances of \$48,076 in operating and \$91,134 in reserves. Total operating income of \$364,329 and expenses of \$248,315 resulted in a surplus of \$116,014. Accounts receivable at November 30, 2018 was \$39,637. Management reviewed the expense variances as shown on the written management report.

Deed Restriction Violations: Management reported that the January 16, 2019 drive of the community resulted in 19 open violations.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association would be scheduled at a later time.

OPEN FORUM

The Board responded to questions from the floor throughout the meeting on the following topics:

- Speed Bumps and Signs
- Landscape Maintenance
- Road Repairs
- 2019 Annual Assessment Increase

ADJOURN TO EXECUTIVE SESSION

The Board adjourned to Executive Session to consider collection and legal matters.

RECONVENE IN OPEN SESSION

The Board reconvened in Open Session. No owners were present for the meeting. During the Executive Session, Management was authorized and Board approved to:

- Management to obtain information regarding loans with FirstService Residential partnered banking institutions.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:20 PM.

Respectfully Submitted:

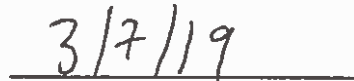


Recording Secretary

Approved:



Chairman of the Meeting



Date