

CROWN OAKS PROPERTY OWNERS ASSOCIATION, INC.
MEETING OF THE BOARD OF DIRECTORS
JANUARY 23, 2020 – 6:30 PM
MONTGOMERY COMMUNITY CENTER, FM 149 AT COLLEGE STREET, MONTGOMERY, TX 77356

AGENDA

Owners are welcome to attend the meeting (except for the Executive Session), but not to participate in the Board's discussion.

Owner Forum: Please note that the Owner forum is provided at the beginning of every Board of Directors meeting. Any owner who wishes to do so may speak briefly on matters of concern that need to be brought to the Board's attention.

- 1) Call to Order
- 2) Consideration of Minutes – November 11, 2019
- 3) Consideration of
 - a) Majestic Lake Dam Repair Bids
 - b) Cancellation of All Gates Gate Maintenance Agreement
- 4) Approval of
 - a) Light Fixtures
 - b) 2020 Insurance Summary Prepared by AJ Gallagher
 - c) 2019 Tax Preparation & Review Quote, CPA Bob VanWassehnova
 - d) Knox Box Replacement Estimates
- 5) Discussion of
 - a) Gate Codes
- 6) Ratification of Action(s) Taken Between Meetings
 - a) Repair of Multiple Pot Hole Repairs
- 7) Committee Reports and Action Items
 - a) ACC
 - b) Access Control
 - c) Communications
 - d) Drainage
 - e) Lakes
 - f) Landscape
 - g) Long Term Planning
 - h) Parks
 - i) Roads
 - j) Security
 - k) Social
- 8) Management Report
 - a) Financials - December 31, 2019
 - b) Deed Restriction Violations
- 9) Schedule Next Meeting of the Board – March 19, 2020
- 10) Adjourn to Executive Session - *If called to consider actions involving personnel, pending litigation, contract negotiations, enforcement actions, confidential communications with the property owners' association's attorney, matters involving invasion of privacy of individual Owners, or matters that are to remain confidential by request of the affected parties and agreement of the Board.*
 - a) Collection Matters
 - b) Management Performance

- 11) Reconvene Open Session – *To consider and take any necessary action with respect to any matters considered during the Executive Session.*
- 12) Adjournment

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATION HELD ON NOVEMBER 11, 2019 AT 6:30 PM AT FIRSTSERVICE RESIDENTIAL, 2002 TIMBERLOCH PLACE, STE. 650, THE WOODLANDS, TX 77380.

DIRECTORS PRESENT

Richard Schissler, President
Nicholas Carter, Vice President
Brandon Parker, Treasurer
Natalie Littlejohn, Secretary
Tony Pierce, Director
David Mallette, Director
Sam Lucero, Director
Jason Autrey, Director
Andrew Allman, Director

IN ATTENDANCE

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

OPEN FORUM

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

- 2020 Annual Assessment Rate
- Majestic Lake Dam Repairs

CALL TO ORDER

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:33 PM. The Vice President, Nicholas Carter, presided and the managing agent assisted in recording the minutes.

APPROVAL OF MINUTES

On a motion duly made, the minutes of the Board Meeting held June 6, 2019 were approved.

ELECTION OF OFFICERS

Officers were elected to the following positions as follows:

Richard Schissler, President
Nicholas Carter, Vice President
Brandon Parker, Treasurer
Natalie Littlejohn, Secretary
Tony Pierce, Director
David Mallette, Director
Sam Lucero, Director
Jason Autrey, Director
Andrew Allman, Director

CONSIDERATION OF

Majestic Lake Dam Repair Proposals

It was agreed to table this item and would be considered at a later time. Management was requested to obtain clarification on the scope of work presented to ensure all items were addressed.

Molina Landscaping Contract Renewal

It was approved to proceed with Molina Landscaping for landscaping maintenance services for one year.

APPROVAL OF

2020 Budget & Set Assessment Rate

On a motion duly made, the 2020 budget was approved with an increase in the annual assessment of \$100 bringing the 2020 annual assessment to \$900.

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 the Lone Star Pavement Services sign proposal in the amount of \$3,339.57 for 2 stop signs, 3 speed limit signs and 3 speed bump signs with 4 new posts, all other signs to be added to existing posts; approve to hire Vogt Engineering as the Project Advisor to oversee the Majestic Lake Dam repairs; approve to restock 500 carp fish in Majestic Lake and 150 carp fish in Crown Lake in the amount of \$10,426.00; approve the estimate prepared by All Gates to replace the telephone entry system at the front and back gates in the amount of \$20,695.00; approve a quarterly gate maintenance agreement with All Gates in the amount of \$760.00 per year; approve the Lone Star Pavement estimate to repair pot holes on Crown Oaks Drive in the amount of \$5,375.52 and, approve to repair multiple pot holes repaired by Molina Landscaping located throughout the community.

COMMITTEE REPORTS

Architectural Control: The Board appointed Kelly Carter to continue to serve on the ACC Committee. There were no reports given at that time.

Access Control: The Board appointed Sam Lucero as Chairman of the Access Control Committee. I was announced there were no updates on the gates. It was requested that Management send out an email blast communication to all residents of how to utilize the call box when entering a code.

Communications: It was reported that Natalie Littlejohn and Nicholas Carter would work together on creating a new community web page.

Drainage: The Board appointed Jason Autrey as Chairman of the Drainage Committee. There were no reports given at that time.

Lakes: The Board appointed Andrew Allman as Chairman of the Lakes Committee. There were no reports given at that time.

Landscape: The Board appointed Nicholas Carter as Chairman of the Landscape Committee. There were no reports given at that time.

Long Term Planning: The Board appointed Brandon Parker as Chairman of the Long Term Planning Committee. No reports were given at that time.

Parks: The Board appointed Natalie Littlejohn as Chairman of the Parks Committee. No reports were given at that time.

Roads: The Board appointed Brandon Parker and David Mallette as Chairmen of the Road Committee. No reports were given at that time.

Security: The Board appointed Tony Pierce as Chairman of the Security Committee. No reports were given at that time.

Social: The Board appointed Natalie Littlejohn as Chairman of the Social Committee. No reports were given at that time.

MANAGEMENT REPORT

Review of Financial Statements: The financial statements for the period ending September 30, 2019 were reviewed. At that date the Association had cash balances of \$168,172.61 in operating and \$237,981.75 in reserves. Total operating income of \$29,942.07 and expenses of \$21,710.52 resulted in a surplus of \$8,231.55. Accounts receivable at September 30, 2019 was \$59,107.64. Management reviewed the expense variances as shown on the written management report.

ARC Applications: Management reported there was one open ARC application under review.

Deed Restriction Violations: Management reported there were 80 open violations.

Work Orders: Management reported there were 6 open work orders.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association would be scheduled sometime in mid-January of 2020.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 PM.

Respectfully Submitted:

Recording Secretary

Approved:

Chairman of the Meeting

Date

1330 Enclave Pkwy, Suite 425
Houston TX 77077

		PRIOR MONTH	CURRENT MONTH	VARIANCE
ASSETS				
OPERATING FUND				
10001 623	Operating Account Cap One 5517	16,038.90	51,163.51	35,124.61
10010 623	Operating Account CapOneDC 4119	2,370.00	1,168.30	(1,201.70)
10900	Due To/From Reserve	<u>105,202.50</u>	<u>104,702.50</u>	<u>(500.00)</u>
	TOTAL OPERATING FUND	123,611.40	157,034.31	33,422.91
ACCOUNTS RECEIVABLE				
12100	A/R Assessment	28,600.23	24,159.15	(4,441.08)
12300	A/R Late Fees/ F.C.	8,549.61	8,342.43	(207.18)
12310	A/R Admin Fee	2,465.39	2,085.00	(380.39)
12320	A/R Bank Charges	260.00	260.00	0.00
12330	A/R Billing/Violations	1,325.00	1,325.00	0.00
12360	A/R Legal Fees	10,938.27	10,949.26	10.99
12365	A/R Maintenance	512.46	469.68	(42.78)
12385	A/R Transfer Fee	<u>50.00</u>	<u>300.00</u>	<u>250.00</u>
	TOTAL ACCOUNTS RECEIVABLE	52,700.96	47,890.52	(4,810.44)
INSURANCE CLAIMS				
13100 132	Insurance Claim Fence Damage 5/15/18	<u>(2,475.00)</u>	<u>(2,475.00)</u>	<u>0.00</u>
	TOTAL INSURANCE CLAIMS	(2,475.00)	(2,475.00)	0.00
REPLACEMENT FUND				
15001 623	Reserve Account Cap One 6351	<u>237,647.74</u>	<u>237,445.12</u>	<u>(202.62)</u>
	TOTAL REPLACEMENT FUND	237,647.74	237,445.12	(202.62)
PREPAID EXPENSES				
16000	Prepaid Insurance	<u>974.05</u>	<u>0.00</u>	<u>(974.05)</u>
	TOTAL PREPAID EXPENSES	974.05	0.00	(974.05)
FIXED ASSETS				
17000 000	Fixed Assets	<u>140,000.00</u>	<u>140,000.00</u>	<u>0.00</u>
	TOTAL FIXED ASSETS	140,000.00	140,000.00	0.00
	TOTAL ASSETS	<u><u>552,459.15</u></u>	<u><u>579,894.95</u></u>	<u><u>27,435.80</u></u>

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	PRIOR MONTH	CURRENT MONTH	VARIANCE	
LIABILITIES				
ACCOUNTS PAYABLE				
22000	Accounts Payable CY	5,377.43	2,327.43	(3,050.00)
22050 000	A/P Accrual	6,411.97	0.00	(6,411.97)
22100 005	Other Payables - FSR Transfer Fee	0.00	200.00	200.00
22100 025	Other Payables - Management Company	(15.00)	(75.00)	(60.00)
22360 000	Prepaid Assessment	9,819.92	59,811.36	49,991.44
22420	Unearned Assessment	<u>27,631.25</u>	<u>0.00</u>	<u>(27,631.25)</u>
	TOTAL ACCOUNTS PAYABLE	49,225.57	62,263.79	13,038.22
	TOTAL LIABILITIES	<u>49,225.57</u>	<u>62,263.79</u>	<u>13,038.22</u>
REPLACEMENT RESERVE ALLOCATION				
30000 016	Rplcmnt Rsv Alloc- Baseball Field	43.33	43.33	0.00
30000 151	Rplcmnt Rsv Alloc- Due To/From Operatin	105,202.50	104,702.50	(500.00)
30000 205	Rplcmnt Rsv Alloc- Fences	(16,085.76)	(16,085.76)	0.00
30000 256	Rplcmnt Rsv Alloc- Gates	10,112.49	10,112.49	0.00
30000 338	Rplcmnt Rsv Alloc- Miscellaneous	43,075.15	43,075.15	0.00
30000 365	Rplcmnt Rsv Alloc- Parking Lot Surface	16,702.56	16,702.56	0.00
30000 437	Rplcmnt Rsv Alloc- Roads	<u>(19,319.25)</u>	<u>(19,319.25)</u>	<u>0.00</u>
	TOTAL REPLACEMENT RESERVE ALLOCATION	139,731.02	139,231.02	(500.00)
REPLACEMENT RESERVE				
31100 000	P/Y Reserve	(50,276.25)	(50,276.25)	0.00
31200 000	C/Y Contribution	144,200.00	144,200.00	0.00
31250 000	Rsrv Interest Income	<u>3,992.97</u>	<u>4,290.35</u>	<u>297.38</u>
	TOTAL REPLACEMENT RESERVES INCOME	97,916.72	98,214.10	297.38
	TOTAL REPLACEMENT RESERVES	<u>237,647.74</u>	<u>237,445.12</u>	<u>(202.62)</u>
	REPLACEMENT RESERVE GRAND TOTAL	<u>237,647.74</u>	<u>237,445.12</u>	<u>(202.62)</u>
FUND BALANCE				
38000	Accumulated Oper Surplus/Deficit	306,383.42	306,383.42	0.00
	Current Year Surplus (Deficit)	<u>(40,797.58)</u>	<u>(26,197.38)</u>	<u>14,600.20</u>
	TOTAL FUND BALANCE	265,585.84	280,186.04	14,600.20
	TOTAL EQUITY	<u>503,233.58</u>	<u>517,631.16</u>	<u>14,397.58</u>
	TOTAL LIABILITIES & EQUITY	<u>552,459.15</u>	<u>579,894.95</u>	<u>27,435.80</u>

623 Crown Oaks Property Owners Association
Statement of Income and Expenses
12/31/2019

1330 Enclave Pkwy, Suite 425
Houston TX 77077

	M-T-D ACTUAL	M-T-D BUDGET	VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET	BUDGET REMAINING
OPERATING INCOME								
40000 010 Owner Asmt- Residential Asmt	25,231.25	29,850	(4,618.75)	484,000.00	502,400	(18,400.00)	502,400	(18,400.00)
43060 000 Fines - Owners	0.00	53	(53.00)	450.00	625	(175.00)	625	(175.00)
43080 000 Finance Charge	394.44	198	196.44	8,831.04	2,332	6,499.04	2,332	6,499.04
43260 000 Other Fees Transfer Fees	400.00	207	193.00	2,550.00	2,550	0.00	2,550	0.00
43320 015 Other Owner Incm Access Cards	0.00	166	(166.00)	1,485.00	2,025	(540.00)	2,025	(540.00)
45000 070 Non-Owner Incm Interest Income	0.00	32	(32.00)	0.00	439	(439.00)	439	(439.00)
	26,025.69	30,506	(4,480.31)	497,316.04	510,371	(13,054.96)	510,371	(13,054.96)
EXPENSES								
51400 050 Administrative Exp. Other	20.00	87	67.00	1,936.51	1,000	(936.51)	1,000	(936.51)
51400 200 Administrative Exp. Reserve St	0.00	0	0.00	1,697.50	0	(1,697.50)	0	(1,697.50)
52400 000 Audit/Tax Preparatio	250.00	307	57.00	500.00	3,750	3,250.00	3,750	3,250.00
52800 000 Bad Debt Expense	0.00	413	413.00	0.00	5,000	5,000.00	5,000	5,000.00
53000 000 Bank Charges	0.00	0	0.00	50.00	0	(50.00)	0	(50.00)
55000 000 Community Events	0.00	212	212.00	657.40	2,500	1,842.60	2,500	1,842.60
57000 000 Electricity- Common Area	2,983.59	4,172	1,188.41	39,155.41	50,031	10,875.59	50,031	10,875.59
60000 000 Insurance-	974.05	1,381	406.95	8,779.69	16,572	7,792.31	16,572	7,792.31
60600 000 Lake Management	515.00	515	0.00	6,180.00	6,180	0.00	6,180	0.00
60600 020 Lake Pump	0.00	0	0.00	18,981.64	0	(18,981.64)	0	(18,981.64)
60600 030 Lake Services	0.00	150	150.00	496.87	1,800	1,303.13	1,800	1,303.13
60800 010 Landscape Contract	0.00	6,762	6,762.00	75,600.00	81,188	5,588.00	81,188	5,588.00
60800 060 Landscape Irrigation	0.00	250	250.00	4,805.00	3,000	(1,805.00)	3,000	(1,805.00)
60800 170 Landscape Extra	350.00	837	487.00	16,490.00	10,000	(6,490.00)	10,000	(6,490.00)
61200 000 Legal Expense	239.01	163	(76.01)	(4,264.52)	2,000	6,264.52	2,000	6,264.52
61200 010 Legal Expense Collections	10.99	413	402.01	6,279.90	5,000	(1,279.90)	5,000	(1,279.90)
61800 225 Maint & Repairs Drainage Syste	0.00	2,087	2,087.00	0.00	25,000	25,000.00	25,000	25,000.00
61800 290 Maint & Repairs Fence	0.00	87	87.00	0.00	1,000	1,000.00	1,000	1,000.00
61800 360 Maint & Repairs Gates	1,363.95	863	(500.95)	42,732.87	10,312	(32,420.87)	10,312	(32,420.87)
61800 365 Maint & Repairs General	0.00	166	166.00	362.07	1,937	1,574.93	1,937	1,574.93
61800 470 Maint & Repairs Lighting Repla	0.00	250	250.00	0.00	3,000	3,000.00	3,000	3,000.00
61800 605 Maint & Repairs Streets and Cu	475.00	5,820	5,345.00	90,803.67	69,818	(20,985.67)	69,818	(20,985.67)
62000 000 Management Fees	2,152.50	2,147	(5.50)	25,830.00	25,830	0.00	25,830	0.00
62600 000 Meeting Expenses-	0.00	70	70.00	130.00	807	677.00	807	677.00
64000 000 Office Supplies-	154.68	704	549.32	2,813.74	8,503	5,689.26	8,503	5,689.26
64000 050 Office Supplies- Postage	26.20	370	343.80	1,604.56	4,473	2,868.44	4,473	2,868.44
64800 000 Park Maintenance	1,726.70	212	(1,514.70)	3,357.19	2,500	(857.19)	2,500	(857.19)
64800 040 Park Port-a-Potty	81.19	94	12.81	1,080.47	1,150	69.53	1,150	69.53
65600 030 Permits and Licenses Lake - We	0.00	250	250.00	4,760.00	3,000	(1,760.00)	3,000	(1,760.00)
66000 080 Professional Fees Other	0.00	557	557.00	10,927.50	6,750	(4,177.50)	6,750	(4,177.50)
66300 000 Reserve Contribution	0.00	12,013	12,013.00	144,200.00	144,200	0.00	144,200	0.00
66800 010 Signs & Monuments Maintenance	0.00	337	337.00	7,859.32	4,000	(3,859.32)	4,000	(3,859.32)

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12/31/2019

1330 Enclave Pkwy, Suite 425
Houston TX 77077

	M-T-D ACTUAL	M-T-D BUDGET	VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET	BUDGET REMAINING
68000 000 Taxes All Taxes	0.00	38	38.00	172.52	500	327.48	500	327.48
68200 020 Telecomm- Gate Phone	102.63	95	(7.63)	1,170.65	1,129	(41.65)	1,129	(41.65)
69400 000 Water & Sewer	0.00	595	595.00	7,551.58	7,118	(433.58)	7,118	(433.58)
70200 000 Website Contract	0.00	113	113.00	811.88	1,323	511.12	1,323	511.12
TOTAL EXPENSES	11,425.49	42,530	31,104.51	523,513.42	510,371	(13,142.42)	510,371	(13,142.42)
SURPLUS/(DEFICIT)	14,600.20	(12,024)	26,624.20	(26,197.38)	0	(26,197.38)	0	(26,197.38)