

## **CROWN OAKS PROPERTY OWNERS ASSOCIATION**

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**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATION HELD ON OCTOBER 4, 2018 AT 6:30 PM AT THE MONTGOMERY COMMUNITY CENTER, 14420 LIBERTY STREET, MONTGOMERY, TEXAS.**

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### **DIRECTORS PRESENT**

Anthony Cecala, Jr., President  
Mike Kelly, Vice President  
Kimberly Byrd, Secretary  
Brandon Parker, Treasurer  
Craig John, Director  
Kelly Carter, Director  
Tony Pierce, Director  
David Mellette, Director

### **DIRECTORS ABSENT**

Phillip Flores, Director

### **IN ATTENDANCE**

11 Homeowners were in attendance

Joni Pursley and 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 6:34PM. The president, Anthony Cecala, Jr., 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 July 19, 2018 were approved.

### **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 in the amount of \$44,688 to perform road repairs, pavement sealing and speed bump removal throughout the Community; approve Hydro Ax bid in the amount of \$625 to trim the trees at the entrance; approve Molina's Landscaping contract in the amount of \$75,000 for year round service which saved costs on landscaping services by \$35,000.

### **CONSIDERATION OF 2019 BUDGET AND ASSESSMENT RATE**

The Board agreed to discuss the 2019 budget during executive session.

### **ANNUAL MEETING SCHEDULE AND LOCATION**

The Annual Meeting of the members was scheduled for Tuesday, October 30, 2018 at 7:00 PM at the Montgomery Community Center. Joni Pursley reported the initial electronic voting process prepared by HOA Vote Now was estimated for a total cost of \$700 for the entire process and it would save the Association costs versus a paper mail out which estimated a cost to the Association of \$1,300. It was approved that the voting process be conducted electronically via email.

## **COMMITTEE REPORTS**

**Architectural Control:** Kelly Carter reported all previous submittals were approved and the ACC Committee were caught up except 2 applications needing additional information. One Homeowner reported their application was submitted and no response was given. Management was requested to locate the ACC application and forward the application to the ACC Committee.

**Access Control:** Kimberly Byrd reported the gates were in good operating conditions at the present time.

**Communications:** Alicia John reported the Trunk or Treat Community Event would be held on October 31, 2018 at the Majestic Lake Park. It was requested that Molina's Landscaping clean the park prior to the event. Joni Pursley reported an invite was sent via an email blast communication to Homeowners.

**Drainage:** Joni Pursley reported that the Montgomery County Engineer Representative explained the purpose of the ditches were to drain the streets and not to drain the front of homes along roadsides.

**Easements between Lots:** Anthony Cecala requested Management to obtain quotes to clear the overgrowth in between lots from Molina's Landscaping and Daniel Dean.

**Ditches along Roadways:** It was agreed to discuss the ditch maintenance along roadways during Executive Session.

**Lakes:** No report was given.

**Dam Repair:** Joni Pursley reported that she received the topographic survey from Vogt Engineering but had not received any further updates since September 19, 2018. Leanne Gradel reported the site visit was scheduled that day to observe existing conditions at the Majestic Lake Dam. Management to follow up with Vogt Engineering for updates.

**Well Pump Replacement:** Joni Pursley reported Hurricane Lake advised the pump was in poor condition for Majestic Lake. Ms. Pursley reported four bids were requested to replace the submersible pump but had not been received. Hurricane Lake advised the repairs weren't an emergency and there was water left from the allowance. Management was to follow up with contractors on status of bids.

**Landscape:** Nick Carter, Landscape Committee, reported Molina's Landscaping were doing a good job with his guidance. Mr. Carter reported Homeowners would be happy with the results as the landscaping scope of work would be different and the overall contractual cost would save the Association \$35,000. Kelly Carter advised the savings would be used towards expenses for major road repairs.

Nick Carter reported at the back entrance, there was no water supply for vegetation and suggested to plant flood, drought tolerant, low maintenance perennials. Mr. Carter explained that the plants would die during the winter however, they would come back every Spring and eventually would fill in the flowerbeds.

**Parks:** David Mallette reported there was a broken globe piece on the playground equipment in Crown Lake Park. Leanne Gradel advised a new part was special ordered by McKenna Contracting. Mrs. Gradel further explained what McKenna Contracting had in stock would not fit therefore, it the part had to be

special ordered and would arrive in 30 days. Mr. Mallette requested that Management schedule the broken piece to be removed until the new part arrived.

Roads: Brandon Parker reported the roads were in bad shape and rain water was getting under the roads that caused further damages. Mr. Parker reported some speed bumps were removed but not all and where they were removed the speed bump signs would also be removed. Leanne Gradel advised she requested Lonestar Pavement to present an estimate with a plan based on priority of areas needing immediate replacement that would coincide with the annual budgeted amount.

Mr. Parker reported a traffic counter mysteriously was put in place by an unknown company at the entrance. Leanne Gradel reported she had contacted Montgomery County and Lonestar Pavement and was unable to determine who owned the machine. Mr. Parker advised he had placed a sign on the machine demanding the owner remove the traffic counter immediately. Mr. Parker reported that it was removed later that evening.

Security: Tony Pierce requested Management to obtain quotes for security patrol as there were reports of suspicious activities at the parks. It was advised that owners call the non-emergency phone number of local authorities to report any criminal activity.

Social: Brandon Parker reported there was a Trunk or Treat event scheduled for October 31, 2018 at Majestic Lake Park.

#### **MANAGEMENT REPORT**

Review of Financial Statements: The financial statements for the period ending August 31, 2018 were reviewed. At that date the Association had cash balances of \$86,652 in operating and \$125,339 in reserves. Total operating income of \$265,818 and expenses of \$192,260 resulted in a surplus of \$73,558. Accounts receivable at September 29, 2018 was \$43,861 representing 77 owners. Management reviewed the expense variances as shown on the written management report.

Deed Restriction Violations: Management reported that the September 27, 2018 drive of the community resulted in 30 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, legal matters and consideration of an assessment increase in 2019.

#### **RECONVENE IN OPEN SESSION**

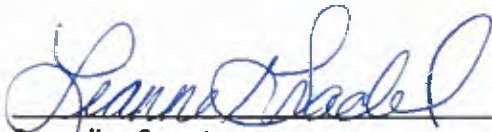
The Board reconvened in Open Session. No owners were present for the meeting. During the Executive Session, Management was authorized and Board approved to:

- Proceed with initial collection procedures for delinquent accounts not currently being handled by legal counsel for accounts \$1,000 and accounts that were delinquent 2 years or more.
- Approved the 2019 budget with an annual assessment increase from \$650 to \$800 in an effort to contribute towards major expenses regarding road repairs throughout the Community.
- Management to obtain pricing to file for tax exempt status.
- The Board approved Nick Carter to proceed with the perennial plant replacement at the back entrance and redo the front entrance.
- Management to obtain legal counsel to determine responsibility of drainage ditches along roadways.

**ADJOURNMENT**

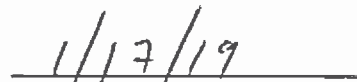
There being no further business, the meeting was adjourned at 9:10 PM.

Respectfully Submitted:

  
Recording Secretary

Approved:

  
Chairman of the Meeting

  
Date