

CROWN OAKS PROPERTY OWNERS ASSOCIATION

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.

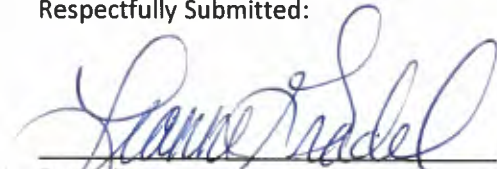
SCHEDULE NEXT MEETING

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

1/23/2020
Date