

CROWN OAKS PROPERTY OWNERS ASSOCIATION

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATION HELD ON February 18, 2021 AT 6:30 PM VIA TELECONFERENCE

DIRECTORS PRESENT

Richard Schissler, President
Nicholas Carter, Vice President
Jake Housman, Treasurer
Natalie Littlejohn, Secretary
Sam Lucero, Director
David Mallette, Director
Andrew Allman, Director
Brandon Parker, Director

DIRECTORS ABSENT

Jason Autrey, Director

IN ATTENDANCE

Tammy Perry and Courtney Duncan represented the managing agent, IMC Property Management

OPEN FORUM

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

Road Repairs
Gate Repairs

CALL TO ORDER

Due to notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:36PM. The President, Richard Schissler, presided and the managing agent assisted in recording the minutes.

APPROVAL OF

Previous Minutes & Financials

On a motion duly made, the minutes for the Board Meeting held December 10, 2020 and financials from November 2020, December 2020 and January 2021 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 the estimate of \$2,572.31 from DSC Gate System to repair the front gate panel. On a motion duly made by Sam Lucero, seconded by Jake Houseman, said actions were ratified and approved.

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COMMITTEE REPORTS

Architectural Control: Nick Carter reported on behalf of Kelly Carter and stated all open/pending applications have been approved or additional items have requested. Nick stated the new Smartwebs system is working smoothly other than description notes on letters. Courtney and Tammy will look into the issue to address/fix.

Access Control/Security: Sam Lucero reported on the gate system and upcoming repairs. Back gate – Back gate repairs have started but the recent freeze storm slowed progress.

Communications/Social: Natalie Littlejohn reported the Easter Bunny and food trucks will take place before the next meeting. She also asked the calendar be updated on the website.

1. New Website - Nick discussed the new website and all the options and available features.

Roads/Drainage: Brandon spoke on the road patching to be handled by Molina.

Lakes: Dam Update – No report.

Landscape: No report.

Long Term Planning: Nick drafted a new set of restrictions to combine all 4 sections, and these were sent over to the attorney for review. Once returned with any corrections the board will review and send out to the owners for a vote.

Parks: Natalie spoke on the needed repairs at the parks so she and IMC will work on getting bids/vendors for the needed items.

Finance: Jake discussed the financials up to January 2021.

MANAGEMENT REPORT

Review of Financial Statements: The financial statements for the period ending December 2020 and January 2021 were reviewed. At that date, the Association had cash balances of \$549,024.09 in the operating and \$417,157.01 in reserves. Total operating income\$583,359.20 and expenses of \$17,211.09 that resulted in a surplus of \$566,148.11. Accounts receivable on January 31, 2021 was \$232,442.55.

Collections:

IMC is working with Holt and Young to collect monies owed to the association.

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ARC Applications: Courtney Duncan reported applications are coming and being reviewed and approved quickly. Process moving smoothly.

Call Logs: Courtney Duncan reported there are calls coming in regarding the needed gate and street repairs. All reports are shared with the board to proceed with action.

Deed Restriction Violations: Tammy Perry and Courtney Duncan reported that they drive the subdivision once a month to look for deed violations and will submit reports to the ARC prior to sending the violation letters out. Unapproved driveways are in question for the board to decide on.

Work Orders: No report was given.

New Collection and Payment Plan Policy: Signed document was sent to Holt and Young to be filed.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association is April 22, 2021. The board will meet bi-monthly on the 4th Thursday at 6:30pm moving forward.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:20 PM.

Executive Session:

The board reviewed the accounts receivables and violation reports.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:15 PM.

Respectfully Submitted:



Recording Secretary

Approved: 

Chairman of the Meeting

4/30/21

Date