
CROWN OAKS PROPERTY OWNERS' ASSOCIATION

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATION

February 23, 2023, AT 6:30 PM at Montgomery Community Center

DIRECTORS PRESENT

Chris Carlson, President
Rick Schissler, Vice President
Brandon Parker, Treasurer
Craig John, Director
Natalie Littlejohn, Director

DIRECTORS ABSENT

Aaron Walsh, Director
Nolan McWherter, Director
Jake Housman, Director

IN ATTENDANCE

Courtney Duncan represented the managing agent, IMC Property Management

CALL TO ORDER

Due to notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:32 PM. The President, Chris Carlson, presided and the managing agent assisted in recording the minutes. Chris Carlson proposed a new standing rule for the Open Forum portion of the meeting to ensure all members have an equal opportunity to voice their comments and concerns. During the Open Forum, each owner will be allowed two minutes to address all in attendance. After each owner wishing to speak has received their first speaking opportunity, the process will repeat and continue to cycle from owner to owner until no one else asks to speak or time allotted for the Open Forum expires. This process is absolutely not intended to limit any owner's opportunity to speak; quite the opposite. It is intended to end time-wasting filibusters and protracted arguments, make the meeting more productive and collegial, and ensure all owners in attendance receive an equal, uninterrupted opportunity to speak if desired. This new meeting rule was not imposed on the Association members by the Board, but instead, was proposed to be voted on by all owners present at the meeting and was approved by a clear majority of all in attendance.

APPROVAL OF

Ratification of Actions Between Meetings, Previous Minutes & Financials

On a motion duly made by Rick Schissler, seconded by Natalie Littlejohn, the minutes for the Board Meeting held November 17, 2022, and financials for December 2022 & January 2023.

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:

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The storage unit rental, removal of downed trees at Crown Park, and pothole repairs made by Molina were approved.

Committee Leaders:

ACC Committee – Nick and Kelly Carter
Entrances/Access/Security – Jake Housman
Communication /Social – Natalie Littlejohn
Roads/Drainage – Brandon Parker
Lakes – Craig John and Mark Eichenberger
Parks – Natalie Littlejohn
Landscape – Aaron Walsh and Nolan McWherter
Long Term Planning – Rick Schissler
Finance – Brandon Parker

COMMITTEE REPORTS

Architectural Control: Nick Carter reported all is going well with the committee.

Access Control/Security:

Jake Housman was absent from the meeting but Courtney Duncan reported that signs were ordered for the exit gates to help the residents avoid more issues with the exit gates getting stuck.

Communications/Social: Natalie Littlejohn spoke on the upcoming plans for the community and Rick Schissler spoke on the website information they have collected.

Motion made to approve the Tiny Giant Marketing Agency quote for \$850 to migrate our website content and documents to WordPress and update its design, seconded by Brandon Parker, and the motion passed unanimously.

Roads/Drainage: Brandon Parker discussed the repairs completed in January and the damaged culvert pipe and pavement that was replaced at Crown Park.

Lakes: Craig John spoke about filling the trench along the dock edge and repairing railings on the boat dock area as well as reports he's received from the lake management company and from meetings with representatives from the Texas A&M AgriLife Extension Service on options for the lakes. More information to go out to the community for input.

Landscape: Aaron Walsh and Nolan McWherter were absent, so the board discussed upcoming planting for the spring. More information to come.

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Long Term Planning: Rick Schissler spoke on the reserve fund activity for 2022 that will go out to the residents.

Parks: Natalie Littlejohn and Chris Carlson are working with vendors for the best options on the parks for the community. More information to come.

Finance: Financials were reviewed and approved by the board members and Brandon spoke on better ways to earn interest in CD/reserve money. IMC to work with the board to find the best option. The board discussed spending limits for each committee.

A policy was approved for a \$500 in-budget spending limit for committees with prior notice to all Board members and prior written approval by the President and Treasurer. Amounts exceeding \$500 require written approval by a majority of the Board. Authorization voting must be conducted following the procedures prescribed in the COPOA Policy Regarding Board Actions via Email dated 6/16/16. This policy applies to all expenditures including reimbursable out-of-pocket expenditures by Board members. Motion was made by Chris Carlson, seconded by Rick Schissler, and the motion passed with a majority vote.

MANAGEMENT REPORT

Review of Financial Statements: The financial statements for the period ending January 31, 2023, were reviewed. At that date, the Association had cash balances of \$555,879.47 in the operating and \$791,565.89 in reserves. Total operating income \$813,653.43 and expenses of \$127,114.18 that resulted in a net total of \$686,539.25. Accounts receivable on January 31, 2023, was \$206,089.61.

Courtney Duncan spoke on website plans, scheduling an HOA 101 class for the board to attend as a refresher for seasoned board member and informational for new board members, as well as the updated IMC management contract for the board to review/sign.

OPEN FORUM

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

Lakes

Board member code of conduct

Roads

Budget

Website/App

Community survey

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SCHEDULE NEXT MEETING

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association will be held on April 27, 2023, at 6:30pm at the community center.

ADJOURNMENT

There being no further business, the meeting was adjourned to executive session at 8:02 PM.

Collections:

IMC is working with Strong Law Firm to collect monies owed to the association.

ARC Applications: Courtney Duncan reported the application process is still going smooth and applications submitted with all requested documents are approved within 24 hours.

Deed Restriction Violations: Courtney Duncan drives the subdivision monthly and sends violation letters per the documents for the association. Recent complaints received regarding chickens.

Work Orders: No report was given.

New Collection and Payment Plan Policy: The board discussed the payment plan fees.

ADJOURNMENT

There being no further executive business, the meeting was adjourned at 8:30 PM and open session was reconvened.

ADJOURNMENT

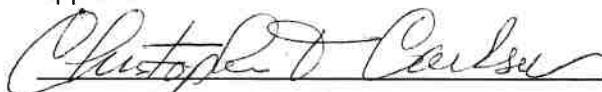
There being no further business, the meeting was adjourned at 8:45 PM.

Respectfully Submitted:



Recording Secretary

Approved:



Chairman of the Meeting

3/7/23

Date