

**CROWN OAKS PROPERTY OWNERS' ASSOCIATION**

---

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

**February 24, 2022, AT 6:30 PM at the Oak Hills Jr. High School**

---

**DIRECTORS PRESENT**

Nolan McWherter, President  
Brandon Parker, Treasurer  
Lorissa Eichenberger, Secretary  
Rick Schissler, Director  
David Mallette, Director  
Jake Housman, Director  
Dean Choate, Director

**DIRECTORS ABSENT**

David Mallette, Director  
Aaron Walsh, Vice President

**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 6:35PM. The President, Nolan McWherter, presided and the managing agent assisted in recording the minutes.

**APPROVAL OF**

Previous Minutes & Financials

On a motion duly made by Lorissa Eichenberger, seconded by Brandon Parker, the minutes for the Board Meeting held December 16, 2021, and financials December 2021 were approved. Lorissa Eichenberger made a motion to approve TexServe's estimate for electrical repairs at the entrance in the amount of \$19,100, seconded by Jake Housman, motion passed.

**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: Lorissa Eichenberger made a motion to approve TexServe's estimate for electrical repairs at the entrance in the amount of \$19,100 and gazebo ACC request, seconded by Jake Housman, motion passed.

Rick Schissler spoke of the interviews completed of the 5 candidates who are interested in filling the open spot on the board. Ritch Wheeler spoke of his plans and goals should he be picked to fill the position.

## CROWN OAKS PROPERTY OWNERS' ASSOCIATION

---

### MINUTES OF A MEETING OF THE BOARD OF DIRECTOIRS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATOIN

February 24, 2022, AT 6:30 PM at the Oak Hills Jr. High School

---

#### Committee Leaders:

ACC Committee – Nick and Kelly Carter

Entrances/Access/Security – Jake Housman

Communication /Social – Lorissa Eichenberger

Roads/Drainage – Brandon Parker & David Mallette

Lakes – Dean Choate

Parks – Nolan McWherter, Aaron Walsh & Lorissa Eichenberger

Landscape – Nick Carter

Long Term Planning – Rick Schissler

Finance – Brandon Parker

#### COMMITTEE REPORTS

Architectural Control: Nick Carter reported applications coming in and responses received within 24 hours as long as all needed documents are submitted.

#### Access Control/Security:

Jake Housman spoke of recent gate sensor updates to improve the opening of the gate with no interruption. Amazon device found on back gate was removed by Wallace Fence.

Jake Housmen spoke of the electrical work completed by Tex-Serve. Reserve money to cover the cost and Tex-Serve replaced entrance lighting and the led lights at the back gate.

Communications/Social: Lorissa Eichnberger spoke on the upcoming events (Easter and community garage sale) and ways she is planning to improve the communication to the community.

Roads/Drainage: Brandon Parker spoke of the crack seal that took place and the work to come on Queen Elizabeth once another big contract is scheduled.

Lakes: No update.

Landscape: Possible gopher issues that Molina will look into. No other updates.

Long Term Planning: Rick Schissler to set a meeting date to discuss deed restrictions and other items.

Parks: Park improvements in the works, Nolan and Aaron working with vendors to get pricing. Community poll to be posted once discussion is ready.

## CROWN OAKS PROPERTY OWNERS' ASSOCIATION

---

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

February 24, 2022, AT 6:30 PM at the Oak Hills Jr. High School

---

Finance: Brandon Parker briefly reviewed the December 2021 financials that were approved.

#### **MANAGEMENT REPORT**

Review of Financial Statements: The financial statements for the period ending November were reviewed. At that date, the Association had cash balances of \$220,922.19 in the operating and \$393,593.79 in reserves. Total operating income \$10,497.74 and expenses of \$34,393.17 that resulted in a surplus of \$23,895.43. Accounts receivable on November 30, 2021, was \$34,299.02.

#### **OPEN FORUM**

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

Streets

Annual Assessment

Communication

Security

#### **Adjourn to Executive Session.**

#### 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.

Call Logs: No update.

Deed Restriction Violations: Courtney Duncan drives the subdivision monthly and sends violation letters per the documents for the association.

Work Orders: No report was given.

New Collection and Payment Plan Policy: No report.

#### **SCHEDULE NEXT MEETING**

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association is April 28, 2022.

CROWN OAKS PROPERTY OWNERS' ASSOCIATION

---

MINUTES OF A MEETING OF THE BOARD OF DIRECTOIRS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATOIN

February 24, 2022, AT 6:30 PM at the Oak Hills Jr. High School

---

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:26 PM.

**Executive Session:**

The board met with COPO15437 owner and discussed his request and concerns for the application submitted and denial for variance request. The board did not approve the appeal and two board members volunteered to meet with the owner and neighbor to try and come up with a solution.

The board reviewed the accounts receivables and violation reports.

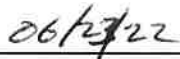
**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:00 PM.

Respectfully Submitted:

  
\_\_\_\_\_  
Recording Secretary

Approved:  
  
\_\_\_\_\_  
Chairman of the Meeting

  
\_\_\_\_\_  
Date