

CROWN OAKS PROPERTY OWNERS ASSOCIATION

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATION HELD ON MARCH 7, 2019 AT 6:30 PM AT THE MONTGOMERY COMMUNITY CENTER, FM 149 AT COLLEGE STREET, MONTGOMERY, TEXAS 77356.

DIRECTORS PRESENT

Nicholas Carter, President
David Mallette, Vice President
Brandon Parker, Treasurer
Kimberly Byrd, Secretary
Kelly Carter, Director
Richard Schissler, Director
Andrew Allman, Director
Phillip Flores, Director

DIRECTORS ABSENT

Tony Pierce, Director

IN ATTENDANCE

3 Homeowners were in attendance
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 6:38 PM. The 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 January 17, 2019 were approved.

CONSIDERATION OF

Reserve Study Estimates

It was agreed to table this item and would be considered at a later time. Management was requested to email the estimates to the Board for further review.

2019 AJ Gallagher Insurance Summary

The 2019 AJ Gallagher Insurance proposal was approved as presented with an increase of the liability umbrella limit coverage to suit the Association's needs.

Nabr Network Contract Renewal

It was requested that Management obtain a one-year agreement instead of the three-year agreement and the Board was to find other means of an online resource in the meantime to save the Association on costs.

Gate Painting Estimates

The Tuttle Construction estimate was approved in the amount of \$3,815.00 to paint the main and back entrance gates to the Community.

Holiday Décor Estimates

It was agreed to table the holiday décor estimates and seek volunteers who may be interested in decorating the main and back entrances to the Community.

DISCUSSION OF

Road Damages: Brandon Parker reported that there were many areas in need of repairs and explained the deteriorating process and the effects of weather related matters that overall effect the road conditions. It was considered to obtain pricing for an annual street sweep in an effort to reduce damages.

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 estimate in the amount of \$81,252.99 to perform repairs to the asphalt per the list provided to include approximately 5,265 square feet of base failures in approximately 20 locations and approximately 1,262 square feet of asphalt repairs in approximately 34 locations.

COMMITTEE REPORTS

Architectural Control: Kelly Carter reported there were three open ACC applications that were pending additional information to further review.

Communications: There was no report given.

Drainage: Richard Schissler reported there was a drainage ditch in Section 3 that was not approved by the County that drained into the drainage easement. It was agreed that that the maintenance of the culverts was the Homeowner's responsibility. The Board agreed that a general communication would be sent to all Homeowners to further explain that the culverts must be cleared out 3 feet on either side to improve drainage conditions throughout the Community before notices were sent to Homeowners.

Lakes: Andrew Allman reported Vogt Engineers drew up plans to resolve the erosion issues at Majestic Lake Dam however, in 2019 the County passed new inspection laws that required all wetlands to be inspected and checked for possible endangered species before repairs would begin. An estimate was approved in the amount of \$1,790.00 for Mr. Crouch, a Representative of the County, to perform the inspection. Mr. Allman further explained after the inspection was completed, the County will review and approve Vogt's plans and Vogt would release the approved plans to the Association who would then start obtaining bids for repairs. Nicholas Carter requested Management to obtain an estimate from Ballard for the replacement of the well pump.

Landscape: Nicholas Carter reported that there were no complaints at that given time.

Long Term Planning: Nicholas Carter reported the Board was in the process of reviewing Reserve Study quotes that would determine how the Association should financially plan for the future.

Parks: Andrew Allman reported the park sign that was vandalized was replaced at the Crown Lake Park.

Roads: Brandon Parker reported the Board approved the bi-annual road repair estimate with Lonestar Pavement that would cover multiple pot holes throughout the Community. Mr. Parker reported that he drove the entire Community and created a punch list of all the areas that were in need of repair and forwarded the list to Rodney with Lonestar to ensure all areas were repaired.

Security: There was no report given.

Social: Kimberly Byrd reported there was a Community-wide garage sale event to be held on March 30, 2019. Nicholas Carter advised that Molina Landscaping would put the garage sale signs on display before the event and take them down afterwards.

MANAGEMENT REPORT

Review of Financial Statements: The financial statements for the period ending January 31, 2019 were reviewed. At that date the Association had cash balances of \$190,509 in operating and \$235,457 in reserves. Total operating income of \$176,161 and expenses of \$169,706 resulted in a surplus of \$6,454.

Accounts receivable at January 31, 2019 was \$200,809. Management reviewed the expense variances as shown on the written management report.

Deed Restriction Violations: Management reported that the March 6, 2019 drive of the community resulted in 27 open violations.

Work Orders: Management reported there were 7 open work orders.

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

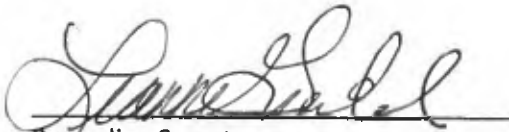
The Board responded to questions from the floor throughout the meeting on the following topics:

- Rip Rap at Spillways at Majestic and Crown Lakes

ADJOURNMENT


There being no further business, the meeting was adjourned at 9:09 PM.

Respectfully Submitted:


Recording Secretary

Approved:


Chairman of the Meeting


Date