

Crown Oaks Property Owners Association, Inc.

MINUTES BOARD OF DIRECTORS MEETING March 23, 2017

Montgomery Community Center, FM 149 at College Street Montgomery, TX 77356
6:30pm

Call To Order:

The meeting was opened at 6:35pm by Mike Kelly.

Establishment of Quorum:

Roll Call:

David Mellette, President	Present
Anthony Cecala, Jr., Vice President	Present
Kimberly Byrd, Secretary	Present
Nolan McWherter, Treasurer	Present
Craig John, Director	Present
Mike Kelly, Director	Absent
Mindy Porter, Director	Present

Vacant – Director

Vacant – Director

Management: Jennifer Stanley - ACMG

September 22, 2016 Board Meeting Minutes:

Motion: Nolan McWherter made a motion to accept the minutes as presented.

Second: David Mallette seconds the motion.

Carried: The motion was carried.

January 19, 2017 Reconvened Annual Membership Meeting Minutes

Motion: Nolan McWherter made a motion to accept the Draft minutes as presented.

Second: David Mallette seconds the motion.

Carried: The motion was carried.

Financial Status:

The Board reviewed the February 2017 Financial Reports. Collection Rate for 2017 Maintenance Assessments is at 79.04%. Operating Account: \$164,095, Reserve Account: 363,745, Total: 527,840. CPA Engagement Letter – VanWassehnova & Associates – approved for 2016 Review.

Motion: Nolan McWherter made a motion to accept the Financial Reports as presented.

Crown Oaks Property Owners Association, Inc.

Second: David Mallette seconds the motion.

Carried: The motion was carried.

Maintenance Report:

Crown Lake

Deck Repairs

Aloha Construction - Bid

Additional Bid needed

Self Closing Gates – Welding as needed

Majestic Park

Self Closing Gates - Welding as needed

Lighting – Park Equipment, Parking Lot, 2 Outlets

Committee Reports:

ARC: N/A

Access Control: Lighted Key Pad Options for Gates (back gate is dark)

Committee Chair – Kimberly Byrd

Communications - COPOA Website – Nabr Network www.NabrNetwork.com/register

Committee Chair – Alicia John

Culverts and Drainage – Legal Opinion:

Discussion: Several Owners have requested that their personal culverts be dug out, a Significant number of culverts are in need throughout the community. The Board sent the question of whose responsibility it is to perform the work over to the Association's Legal Council for response as the bids to dig out all culverts that are 50% or more blocked was costly. The Attorney stated if the drainage ditch is within the boundaries of the owner's lot, the cost to maintain the drainage ditch is the owner's. However, if the owner does not properly maintain the ditch; the Association is obligated to do so. The Association is entitled to charge back costs, but the Declaration makes the Association ultimately responsible to insure that the drainage ditches are property maintained. Therefore, if they are not, the Association will be exposed to claims for damages that might result. The Board will continue to discuss this important issue.

Discussion: Owners will need to submit their request to clean out their individual drainage ditches/culverts to the ARC for approval. Project should be conducted by Section, Owners will be notified in writing that they have 30 days to submit their drainage clean out plan to the ARC. Owners that do not comply will be invoiced for the work. Spill-way at Majestic Park – Erosion Control – Lakes Contractor will be contacted to work with Drainage Committee on options.

Crown Oaks Property Owners Association, Inc.

Motion: Nolan McWherter made a motion to allocate \$100,000 a year from the Reserve Account to Drainage cleanout.

Second: David Mallette seconds the motion.

Carried: The motion was carried.

Lakes - Committee Chair – Craig John

Landscape – Bidding out Landscape Contract
Committee Chair – Craig John

Long Term Planning:

Discussion: Improvements to Parks/Common Area – options. Limited scope of lighting at Majestic Park.

Roads & Signs – Repair List, Signs replaced.

Security – Security Reports reviewed, trespassing issues discussed.

Committee Chair – Mindy Porter

15444 Crown Oaks Dr. – Small POA Pond – Post/Cable Fence – Approved

Social:

Discussion: Need Committee Members

Spring Garage Sale – Friday, April 21 – Owners Preview
Saturday, April 22 & Sunday, April 23 – Open to public
Ads taken out, signs placed

Easter Event - Saturday, April 15 10:30am – Noon

New Business:

Adopt Policies

Surveillance Camera Policy
Review & Discussion

Motion: Nolan McWherter made a motion to accept the Surveillance Camera Policy as presented.

Second: Mindy Porter seconds the motion.

Carried: The motion was carried.

By-Law Amendment – Quorum for Annual Elections
Review & Discussion

Crown Oaks Property Owners Association, Inc.

Motion: David Mallette made a motion to accept the By-Law Amendment – Quorum for Annual Elections as presented.

Second: Nolan McWherter seconds the motion.

Carried: The motion was carried.

Solicitation of Candidate for Election to the Board of Directors – Property Code Update Review & Discussion

Motion: David Mallette made a motion to accept the Solicitation of Candidate for Election to the Board of Directors as presented.

Second: Mindy Porter seconds the motion.

Carried: The motion was carried.

Adjournment:

The Meeting at 8:00p.m.

Submitted by: Jennifer Stanley, Community Manager, ACMG

Signed: _____ Date: _____

Approved