

**CROWN OAKS PROPERTY OWNERS ASSOCIATION, INC.**  
**MEETING OF THE BOARD OF DIRECTORS**  
**MAY 21, 2020 – 6:30 PM**  
**VIA TELECONFERENCE**  
**DIAL IN: 888.331.6331 / ACCESS CODE: 8927305**

**AGENDA**

*Owners are welcome to attend the meeting (except for the Executive Session), but not to participate in the Board's discussion.*

- 1) Call to Order
- 2) Owners' Forum - *Please note that the Owner forum is provided at the beginning of every Board of Directors meeting. Any owner who wishes to do so may speak briefly on matters of concern that need to be brought to the Board's attention.*
- 3) Approval of (*any Board Members can ask any item to be pulled for discussion*)
  - a) Consideration of Minutes – March 26, 2020
  - b) Ratification of Action(s) Taken Between Meetings
    - i) Majestic Lake Dam – Revised Emergency Spillway Repairs Quote
    - ii) Nabr Network One Year Contract Renewal
    - iii) Extend Special Assessment Due Date to October 1, 2020
    - iv) Molina Landscaping Quote to Mulch and Replace Seasonal Flowers
    - v) Removal of Declining Large Oak at Main Entrance
- 4) Committee Reports and Action Items
  - a) ACC – Kelly
  - b) Access Control – Sam
    - i) Front Gate Damage Update
    - ii) DSC Quote to Repair Gate
    - iii) Upcoming bi-annual Gate Code Change – Effective July 1, 2020
  - c) Communications – Natalie & Nicholas
  - d) Drainage – Jason
  - e) Lakes – Andrew
    - i) Majestic Lake Dam & Emergency Spillway Repairs Progress
  - f) Landscape – Nicholas
    - i) Main Entrance Flowerbed Redo
    - ii) Insurance Claim for Front Entrance Monument Sign
  - g) Long Term Planning – Brandon
    - i) Reserve Study Analysis
  - h) Parks – Natalie
  - i) Roads – Brandon & David
  - j) Security
  - k) Social – Natalie
- 5) Management Report
  - a) Financials – April 30, 2020
  - b) Deed Restriction Violations
  - c) New Collection & Payment Plan Policies
- 6) Schedule Next Meeting of the Board – July 30, 2020
- 7) Adjourn to Executive Session - *If called to consider actions involving personnel, pending litigation, contract negotiations, enforcement actions, confidential communications with the property owners' association's attorney, matters involving invasion of privacy of individual Owners, or matters that are to remain confidential by request of the affected parties and agreement of the Board.*
  - a) A/R Adjustments
- 8) Reconvene Open Session – *To consider and take any necessary action with respect to any matters considered during the Executive Session.*
- 9) Adjournment

## CROWN OAKS PROPERTY OWNERS ASSOCIATION

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### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATION HELD ON MARCH 26, 2020 AT 6:30 PM VIA TELECONFERENCE

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#### DIRECTORS PRESENT

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

#### DIRECTORS ABSENT

David Mallette, Director  
Tony Pierce, Director  
Jason Autrey, Director

#### IN ATTENDANCE

Leanne Gradel represented the managing agent, FirstService Residential.

#### OPEN FORUM

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

- Majestic Lake Dam Repairs
- Utility Boring
- Street Parking
- Warranty of Dam Repairs
- Cost of Dam Repairs
- ARC Guidelines for Completion of New Home Constructions
- Garage Sale Event
- Special Assessment for Majestic Lake Dam Repairs

#### CALL TO ORDER

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

#### DISCUSSION OF

##### Lease Terms

It was agreed the matter was not significant enough to pursue any actions at this time.

##### Resale Disclosure Package

This item was tabled.

##### Special Assessment for Majestic Lake Dam Repairs

Mr. Schissler reported the total cost for the Majestic Lake Dam repairs was \$318,777. It was reported the total cost of the repairs was divided amongst 605 billed lots totaling \$526.91 however, the Board agreed to round the cost up to an even \$550 per lot to cover any contingency or change order costs that may occur. It was reported that the due date was extended to October 1, 2020 to allow owners more time to pay the Special Assessment.

## **APPROVAL OF**

### Previous Minutes

On a motion duly made, the minutes of the Board Meeting held January 23, 2020 were approved.

### 2018 Audit Engagement Letter, CPA Bob VanWassehnova

It was approved that CPA, Bob VanWassehnova prepare the 2018 financial review in the amount of \$3,500.

## **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 to repair multiple pot holes repaired by Molina Landscaping located throughout the community, approve Access Pro's estimate in the total amount of \$606 for the repair and replacement of the Knox boxes located at both the front and back entrances to the community.

## **COMMITTEE REPORTS**

Architectural Control: Nick Carter reported on behalf of Kelly Carter and advised there were a number of projects approved and a few requests were pending. It was reported there had not been any exceptions or denials.

Access Control: Sam Lucero reported the front rear gate on the exit side were getting stuck open. Sam advised he read the maintenance manual and was then familiar with the DoorKing system and discovered when the openers were installed, they were installed too far away and that the chain should be in line with the opener. It was reported that someone cut welds and fixed the base plate versus bolting them down to it. Sam further reported the entrance side of the back gate was bent badly and bowed. It was suggested that the back gate remain open during construction hours for the Majestic Lake Dam crews. It was reported the Association would not seek reimbursement from Access Pro's.

Communications: Natalie Littlejohn reported she agreed to renew the Nabr Network contact for one year and would seek alternative options in the meantime. It was requested that Management have Nabr Network revise their three year agreement to a one year agreement.

Drainage: Jason Autrey was absent and no report was given. It was agreed to approve Lake Houston Lawn Care's estimate to improve the drainage flow to Reserve C – Pond A on Crown Oaks Drive in the amount of \$2,652.

Lakes: Andrew Allman advised there were no current updates.

Landscaping: It was reported there were no updates at the time for landscaping items. Andrew advised he would find out more information on the costs to redo the front and back entrance lighting. Andrew suggested having Live Wire or 4C2 propose an estimate. Andrew was to create a scope of work for the lighting and suggested that all GFCI outlets be replaced. Regarding the insurance claim for the damage to the entrance monument sign, Management reported Liberty Mutual was nonresponsive. It was agreed to engage the Association's attorney to send correspondence to the carrier.

Long Term Planning: Brandon Parker reported there were no updates at the time and would be considered once the Majestic Lake Dam repairs were completed.

Parks: It was reported there were no updates at the time.

Roads: Brandon Parker reported the road activity had been quiet. It was advised that Molina Landscaping continued to cold patch and was effective. Brandon advised it was shocking how well the cold patching was holding up and that Molina Landscaping was doing a great job.

Security: Tony Pierce was absent and no report was given.

Social: Natalie Littlejohn advised there were two events scheduled for the Easter Egg Hunt on April 11, 2020 and the Garage Sale Event on April 18, 2020 however, it was agreed to follow the school closures due to COVID-19 and wait until April 6, 2020 to find out if the events should be cancelled.

**MANAGEMENT REPORT**

Review of Financial Statements: The financial statements for the period ending February 29, 2020 were reviewed. At that date the Association had cash balances of \$291,955 in operating and \$466,063 in reserves. Total operating income of \$283,980 and expenses of \$270,612 resulted in a surplus of \$13,368. Accounts receivable at February 29, 2020 was \$132,700. Management reviewed the expense variances as shown on the written management report.

ARC Applications: Management reported there were 12 ARC applications processed.

Call Logs: Management reported from November to current we received 134 calls from residents for various requests that were addressed.

Deed Restriction Violations: Management reported there were 41 open violations.

Work Orders: Management reported there were 15 open work orders.

**SCHEDULE NEXT MEETING**

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association would be scheduled on May 21, 2020.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:44 PM.

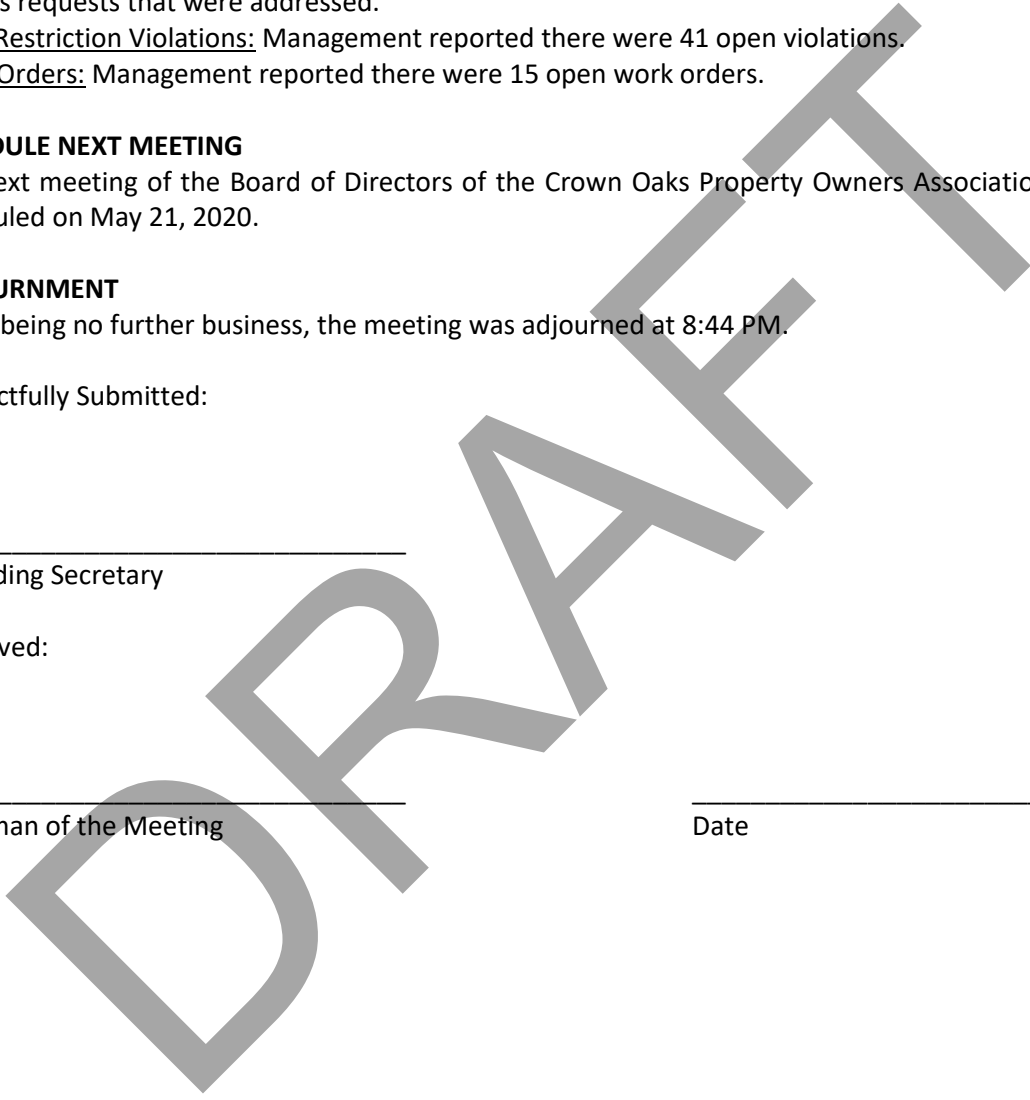
Respectfully Submitted:

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

Approved:

\_\_\_\_\_  
Chairman of the Meeting

\_\_\_\_\_  
Date



# Crown Oaks Property Owners Association

04/30/2020

## FINANCIAL REPORT

<u><i>Included Reports</i></u>	<u><i>Copies</i></u>
Comparative Balance Sheet	1
Statement of Income and Expenses	1
Income and Expenses Spreadsheet	1
CU-GRF Replacement Fund Report	1
RM Delinquent by Entity	1
RM Security Deposit	1
AP Check History	1
AP AP-Open Invoice	1
GL-CU Subaccount General Ledger	1

1330 Enclave Pkwy, Suite 425  
Houston TX 77077

		PRIOR MONTH	CURRENT MONTH	VARIANCE
<b>ASSETS</b>				
<b>OPERATING FUND</b>				
10001 623	Operating Account Cap One 5517	190,826.25	189,993.47	(832.78)
10010 623	Operating Account CapOneDC 4119	1,118.30	1,118.30	0.00
10900	Due To/From Reserve	103,952.50	103,702.50	(250.00)
	<b>TOTAL OPERATING FUND</b>	<b>295,897.05</b>	<b>294,814.27</b>	<b>(1,082.78)</b>
<b>ACCOUNTS RECEIVABLE</b>				
12100	A/R Assessment	82,778.00	67,327.50	(15,450.50)
12300	A/R Late Fees/ F.C.	11,144.44	11,510.71	366.27
12310	A/R Admin Fee	3,045.00	3,750.00	705.00
12320	A/R Bank Charges	218.50	73.50	(145.00)
12330	A/R Billing/Violations	425.00	425.00	0.00
12360	A/R Legal Fees	11,956.01	12,493.18	537.17
12365	A/R Maintenance	437.81	835.88	398.07
	<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>110,004.76</b>	<b>96,415.77</b>	<b>(13,588.99)</b>
<b>OTHER ACCOUNTS RECEIVABLE</b>				
12850 005	A/R Other Admin Fees	15.00	75.00	60.00
	<b>TOTAL OTHER ACCOUNTS RECEIVABLE</b>	<b>15.00</b>	<b>75.00</b>	<b>60.00</b>
<b>INSURANCE CLAIMS</b>				
13100 132	Insurance Claim Fence Damage 5/15/18	(2,475.00)	(2,475.00)	0.00
	<b>TOTAL INSURANCE CLAIMS</b>	<b>(2,475.00)</b>	<b>(2,475.00)</b>	<b>0.00</b>
<b>REPLACEMENT FUND</b>				
15001 623	Reserve Account Cap One 6351	466,346.00	496,066.26	29,720.26
	<b>TOTAL REPLACEMENT FUND</b>	<b>466,346.00</b>	<b>496,066.26</b>	<b>29,720.26</b>
<b>PREPAID EXPENSES</b>				
16000	Prepaid Insurance	4,567.54	4,060.03	(507.51)
	<b>TOTAL PREPAID EXPENSES</b>	<b>4,567.54</b>	<b>4,060.03</b>	<b>(507.51)</b>
<b>FIXED ASSETS</b>				
17000 000	Fixed Assets	140,000.00	140,000.00	0.00
	<b>TOTAL FIXED ASSETS</b>	<b>140,000.00</b>	<b>140,000.00</b>	<b>0.00</b>
	<b>TOTAL ASSETS</b>	<b>1,014,355.35</b>	<b>1,028,956.33</b>	<b>14,600.98</b>

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	PRIOR MONTH	CURRENT MONTH	VARIANCE	
<b>LIABILITIES</b>				
<b>ACCOUNTS PAYABLE</b>				
22000	Accounts Payable CY	2,174.71	4,365.22	2,190.51
22100 025	Other Payables - Management Company	340.00	1,930.00	1,590.00
22360 000	Prepaid Assessment	6,725.25	6,026.02	(699.23)
22420	Unearned Assessment	236,538.13	210,256.11	(26,282.02)
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>245,778.09</b>	<b>222,577.35</b>	<b>(23,200.74)</b>
	<b>TOTAL LIABILITIES</b>	<b>245,778.09</b>	<b>222,577.35</b>	<b>(23,200.74)</b>
<b>REPLACEMENT RESERVE ALLOCATION</b>				
30000 016	Rplcmnt Rsv Alloc- Baseball Field	43.33	43.33	0.00
30000 151	Rplcmnt Rsv Alloc- Due To/From Operatin	103,952.50	103,952.50	0.00
30000 205	Rplcmnt Rsv Alloc- Fences	(16,085.76)	(16,085.76)	0.00
30000 256	Rplcmnt Rsv Alloc- Gates	10,112.49	10,112.49	0.00
30000 338	Rplcmnt Rsv Alloc- Miscellaneous	43,075.15	43,075.15	0.00
30000 365	Rplcmnt Rsv Alloc- Parking Lot Surface	16,702.56	16,702.56	0.00
30000 437	Rplcmnt Rsv Alloc- Roads	(19,319.25)	(19,319.25)	0.00
	<b>TOTAL REPLACEMENT RESERVE ALLOCATION</b>	<b>138,481.02</b>	<b>138,481.02</b>	<b>0.00</b>
<b>REPLACEMENT RESERVE</b>				
31100 000	P/Y Reserve	98,214.10	98,214.10	0.00
31200 000	C/Y Contribution	228,314.00	228,314.00	0.00
31250 000	Rsrv Interest Income	1,336.88	1,558.64	221.76
31405 000	Loan from Operating	0.00	(250.00)	(250.00)
	<b>TOTAL REPLACEMENT RESERVES INCOME</b>	<b>327,864.98</b>	<b>327,836.74</b>	<b>(28.24)</b>
	<b>TOTAL REPLACEMENT RESERVES</b>	<b>466,346.00</b>	<b>466,317.76</b>	<b>(28.24)</b>
<b>SPECIAL ASSESSMENT RESERVE</b>				
33010 000	Special Asmt Billing Special Asmt Billing	0.00	331,650.00	331,650.00
33020 000	Special Asmt - A/R Special Asmt - A/R	0.00	(301,901.50)	(301,901.50)
	<b>TOTAL SPECIAL ASSESSMENT</b>	<b>0.00</b>	<b>29,748.50</b>	<b>29,748.50</b>
	<b>REPLACEMENT RESERVE GRAND TOTAL</b>	<b>466,346.00</b>	<b>496,066.26</b>	<b>29,720.26</b>
<b>FUND BALANCE</b>				
38000	Accumulated Oper Surplus/Deficit	280,186.04	280,186.04	0.00
	Current Year Surplus (Deficit)	22,045.22	30,126.68	8,081.46
	<b>TOTAL FUND BALANCE</b>	<b>302,231.26</b>	<b>310,312.72</b>	<b>8,081.46</b>
	<b>TOTAL EQUITY</b>	<b>768,577.26</b>	<b>806,378.98</b>	<b>37,801.72</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,014,355.35</b>	<b>1,028,956.33</b>	<b>7 14,600.98</b>

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	PRIOR MONTH	CURRENT MONTH	VARIANCE
	=====	=====	=====



623 Crown Oaks Property Owners Association  
Statement of Income and Expenses  
04/30/2020

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Houston TX 77077

	M-T-D ACTUAL	M-T-D BUDGET	VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET	BUDGET REMAINING
<b>OPERATING INCOME</b>								
40000 010 Owner Asmt- Residential Asmt	26,282.02	28,074	(1,791.98)	333,343.89	340,608	(7,264.11)	565,200	(231,856.11)
43040 000 Facilities Income	150.00	0	150.00	350.00	0	350.00	0	350.00
43080 000 Finance Charge	687.72	208	479.72	4,463.24	832	3,631.24	2,500	1,963.24
43260 000 Other Fees Transfer Fees	200.00	213	(13.00)	500.00	852	(352.00)	2,550	(2,050.00)
43260 060 Other Fees ARC Review	(25.00)	0	(25.00)	25.00	0	25.00	0	25.00
43320 015 Other Owner Incm Access Cards	160.00	0	160.00	480.00	0	480.00	0	480.00
45000 160 Non-Owner Incm Other Income	120.00	0	120.00	120.00	0	120.00	0	120.00
	<u>27,574.74</u>	<u>28,495</u>	<u>(920.26)</u>	<u>339,282.13</u>	<u>342,292</u>	<u>(3,009.87)</u>	<u>570,250</u>	<u>(230,967.87)</u>
<b>EXPENSES</b>								
51400 050 Administrative Exp. Other	125.00	80	(45.00)	1,412.63	320	(1,092.63)	958	(454.63)
52400 000 Audit/Tax Preparatio	0.00	333	333.00	0.00	1,332	1,332.00	4,000	4,000.00
53000 000 Bank Charges	0.00	0	0.00	25.00	0	(25.00)	0	(25.00)
55000 000 Community Events	0.00	208	208.00	0.00	832	832.00	2,500	2,500.00
57000 000 Electricity- Common Area	2,459.14	3,013	553.86	14,694.76	12,052	(2,642.76)	36,161	21,466.24
59800 000 Holiday Expense Decorations	0.00	0	0.00	1,050.00	0	(1,050.00)	0	(1,050.00)
60000 000 Insurance-	507.51	1,000	492.49	2,310.04	4,000	1,689.96	12,000	9,689.96
60600 000 Lake Management	515.00	515	0.00	2,079.46	2,060	(19.46)	6,180	4,100.54
60600 012 Lake Fishing Stock	0.00	0	0.00	10,426.00	0	(10,426.00)	0	(10,426.00)
60600 030 Lake Services	0.00	42	42.00	0.00	168	168.00	500	500.00
60800 010 Landscape Contract	6,250.00	6,250	0.00	25,000.00	25,000	0.00	75,000	50,000.00
60800 060 Landscape Irrigation	960.00	250	(710.00)	960.00	1,000	40.00	3,000	2,040.00
60800 170 Landscape Extra	0.00	833	833.00	660.00	3,332	2,672.00	10,000	9,340.00
61200 000 Legal Expense	0.00	167	167.00	0.00	668	668.00	2,000	2,000.00
61200 010 Legal Expense Collections	0.00	417	417.00	0.00	1,668	1,668.00	5,000	5,000.00
61800 225 Maint & Repairs Drainage Syste	2,652.13	2,083	(569.13)	2,652.13	8,332	5,679.87	25,000	22,347.87
61800 290 Maint & Repairs Fence	0.00	83	83.00	0.00	332	332.00	1,000	1,000.00
61800 360 Maint & Repairs Gates	944.21	735	(209.21)	2,780.57	2,940	159.43	8,823	6,042.43
61800 365 Maint & Repairs General	0.00	161	161.00	0.00	644	644.00	1,937	1,937.00
61800 470 Maint & Repairs Lighting Repla	0.00	250	250.00	0.00	1,000	1,000.00	3,000	3,000.00
61800 600 Maint & Repairs Streets and Dr	250.00	7,229	6,979.00	1,405.00	28,916	27,511.00	86,745	85,340.00
62000 000 Management Fees	2,217.08	2,217	(0.08)	8,868.32	8,868	(0.32)	26,605	17,736.68
62600 000 Meeting Expenses-	0.00	30	30.00	50.00	120	70.00	360	310.00
64000 000 Office Supplies-	1,055.05	267	(788.05)	1,796.15	1,068	(728.15)	3,202	1,405.85
64000 050 Office Supplies- Postage	94.55	140	45.45	218.12	560	341.88	1,683	1,464.88
64800 000 Park Maintenance	0.00	208	208.00	500.00	832	332.00	2,500	2,000.00
64800 040 Park Port-a-Potty	0.00	81	81.00	324.76	324	(0.76)	974	649.24
65600 030 Permits and Licenses Lake - We	0.00	250	250.00	0.00	1,000	1,000.00	3,000	3,000.00
66000 080 Professional Fees Other	0.00	663	663.00	800.00	2,652	1,852.00	7,959	7,159.00
66300 000 Reserve Contribution	0.00	0	0.00	228,314.00	228,314	0.00	228,314	0.00
66800 010 Signs & Monuments Maintenance	0.00	333	333.00	0.00	1,332	1,332.00	4,000	4,000.00

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	M-T-D ACTUAL	M-T-D BUDGET	VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET	BUDGET REMAINING
68000 000 Taxes All Taxes	0.00	25	25.00	165.42	100	(65.42)	305	139.58
68200 020 Telecomm- Gate Phone	104.69	100	(4.69)	495.24	400	(95.24)	1,205	709.76
69400 000 Water & Sewer	276.42	461	184.58	1,085.35	1,844	758.65	5,529	4,443.65
70200 000 Website Contract	1,082.50	812	(270.50)	1,082.50	812	(270.50)	812	(270.50)
<b>TOTAL EXPENSES</b>	<u>19,493.28</u>	<u>29,236</u>	<u>9,742.72</u>	<u>309,155.45</u>	<u>342,822</u>	<u>33,666.55</u>	<u>570,252</u>	<u>261,096.55</u>
<b>SURPLUS/(DEFICIT)</b>	<u>8,081.46</u>	<u>(741)</u>	<u>8,822.46</u>	<u>30,126.68</u>	<u>(530)</u>	<u>30,656.68</u>	<u>(2)</u>	<u>30,128.68</u>