

CROWN OAKS PROPERTY OWNERS ASSOCIATION

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE CROWN OAKS PROPERTY OWNERS ASSOCIATION HELD ON MAY 24, 2018 AT 6:30PM AT THE MONTGOMERY COMMUNITY CENTER, 14420 LIBERTY STREET, MONTGOMERY, TEXAS.

DIRECTORS PRESENT

Anthony Cecala, Jr., President
Mike Kelly, Vice President
Kimberly Byrd, Secretary
Brandon Parker, Treasurer
David Mellette, Director
Craig John, Director
Kelly Carter, Director
Philip Flores, Director
Tony Pierce, Director

IN ATTENDANCE

13 Homeowners were in attendance
Joni Pursley 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 6:35PM. The president, Anthony Cecala, Jr., presided and the managing agent assisted in recording the minutes.

CONSIDERATION OF MINUTES

On a motion duly made, the minutes of the Board Meeting held March 22, 2018 were approved.

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: termination of Amity Community Management Group and execution of Management Agreement with FirstService Residential. On a motion duly made, said actions were ratified and approved.

COMMITTEE REPORTS:

Architectural Control: Kelly Carter reported the approval of one pool application and that one submittal had just been received.

Access Control: Kimberly Byrd confirmed that owner requests for gate codes should be emailed to Joni Pursley.

On a motion duly made, the proposal for \$2,475 from Montgomery Fencing to repair the fence and column at the Honea Egypt entrance was approved. Management noted that the police report from the vehicular accident causing the damage had just been received and that a claim would be filed against the driver's insurance policy.

Communications: Alicia John reported current website communications.

Drainage: Anthony Cecala, Jr. reported that the ditch on the Northwest corner of the dam needs to be cleaned out of small pine trees and pine needles. Management was asked to obtain bids from qualified landscapers to do the work in the community and present to the Board at the next meeting.

Management would reach out to the Montgomery County Engineer to ask for assistance in determining the work that needs to be done on the ditches in front of homes along streets.

Lakes: Anthony Cecala, Jr. reviewed the proposal from Vogt Engineers to conduct a site visit and develop dam blueprints showing work necessary to repair the spillway erosion for a fee of \$8,950. On a motion duly made, the proposal was approved.

Craig John reviewed communication from Hurricane Lake & Fountain recommending algae treatment on Crown Lake and cattail removal on Majestic Lake. It was decided that the algae treatment was not necessary at this time. The Board asked Alicia John to survey the community regarding the removal of the cattails.

Landscape: On a motion duly made, Nick Carter was authorized to obtain competitive bids for community landscaping. Management would assist Mr. Carter in the process.

Long Term Planning: Management was asked to prepare a year-end projection for the Board's review.

Parks: Anthony Cecala, Jr. and the Board thanked Christina Stilley for the work done by volunteers during the park clean-up day. Management was asked to have the debris pile removed from the park. Management was authorized to reimburse the committee up to \$50 each time for volunteer clean-up days.

Roads: David Mellette and Brandon Parker would be touring the community with two contractors in the near future to determine needs.

Security: Management was asked to make sure that the contract for patrol with Officer Bible was canceled.

Social: Alicia John reported that the rain caused a low turnout at the May 20th event and that the next event will be the Trunk or Treat for Halloween. Mrs. John was asked to plan another barbeque event on a Saturday. The Board expressed their appreciation to Republic Waste for providing the hot dogs and grilling for the May 20th community event.

MANAGEMENT REPORT

Joni Pursley introduced herself to the community, thanking them for the opportunity to work with Crown Oaks. The standard Management Report was reviewed showing open ACC applications, Work Orders and violations as well as the Task Report and Call Log.

Review of Financial Statements: The financial statements for the period ending May 9, 2018 were reviewed. At that date the Association had a cash balance of \$275,566. Total operating income of \$393,934 and expenses of \$287,146. Accounts receivable at May 9, 2018 was \$69,695. The report was accepted.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association was scheduled to be held Thursday, July 19, 2018 at 6:30 PM at the Montgomery Community Center.

OPEN FORUM

The Board responded to questions from the floor regarding:

- Dying oleanders behind the fence along Honea-Egypt
- Speed Bumps
- Monument Sign – needs to be cleaned
- Consider shortening the times the gates are held open
- Recent criminal activity

ADJOURN TO EXECUTIVE SESSION

The Board adjourned to Executive Session to consider collection matters.

RECONVENE IN OPEN SESSION

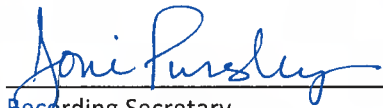
The Board reconvened in Open Session and announced the approval of foreclosure of account number 391606. During the Executive Session, Management was authorized to:

- Waive fees / finance charges not to exceed \$50 on owner’s accounts, as needed, without advance Board approval.
- Spend up to \$500 for normal, necessary budgeted expenses without Board approval, with notification to Treasurer Brandon Parker.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:30 PM.

Respectfully Submitted:



 Recording Secretary

Approved:



 Chairman of the Meeting

7/19/2018

 Date