

# Crown Oaks Property Owners Association, Inc.

**MINUTES  
BOARD OF DIRECTORS MEETING  
June 16, 2016  
Montgomery Community Center  
6:30pm**

**Call To Order:**

The meeting was opened at 6:36pm.

**Establishment of Quorum:**

**Roll Call:**

<b>Mike Kelly, President:</b>	<b>Present</b>
<b>David Mallette, Vice President</b>	<b>Present</b>
<b>Cathi Bass, Secretary:</b>	<b>Present</b>
<b>Nolan McWherter, Treasurer</b>	<b>Absent</b>
<b>Kenny Ritter, Director, ARC:</b>	<b>Absent</b>
<b>Kevin Hosier, Director:</b>	<b>Present</b>
<b>Stan Jacobs, Director</b>	<b>Present</b>
<b>Mindy Porter, Director:</b>	<b>Present</b>
<b>Dean Wilburn, Director:</b>	<b>Absent</b>

**Management:** Jennifer Stanley, SPPE

**Owners:** Sign In Sheet Attached

---

**January 21, 2016 Board Meeting Minutes:**

**Motion:** Mindy Porter made a motion to approve the January 21, 2016 Board Meeting Minutes as presented.

**Second:** Stan Jacobs seconds the motion.

**Carried:** The motion was carried.

---

**Financial Reports:**

**Discussion:** The Board reviewed the May 2016 Financial Reports, Budget Comparisons and the 2015 CPA Financial Review.

**Motion:** Mindy Porter made a motion to approve the Financials as presented.

**Second:** David Mallette seconds the motion.

**Carried:** The motion was carried.

---

**Old Business:**

**Maintenance Report:**

# Crown Oaks Property Owners Association, Inc.

## **Crown Lake Park:**

**Discussion:** Bidding out painting of park equipment.

## **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 properly 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.

## **Committee Reports:**

### **ARC – No Report**

**Committee Members:** Kenny Ritter

**Landscape** – Contractor is removing damaged limb hanging from tree at front entrance gate.

**Committee Members:** Cathi Bass

**Roads** - The Board ratified the electronic approval of the current Road Repair List and bid submitted by RockTek.

**Committee Members:** Kevin Hosier

**Security** – 4/15/16 Old Generic Gate Code removed, Individual Gate Code requests processed. Invite Officer Bible to attend next Board Meeting to provide Security Patrol Report updates.

**Need Committee Members**

**Social – Need Committee Members**

**Long Term Planning – Improvements** - The Board review the 3<sup>rd</sup> bid received on Lighting additions for Majestic Park. Project will hold for input from Long Term Planning Committee members.

**Need Committee Members**

**Gates & Access Control** - Upgrading Gates, Access Cameras, Access Control Options

**Committee Members:** Alan Bass, Nolan McWherter

# Crown Oaks Property Owners Association, Inc.

**Drainage** – Erosion at Majestic Lake Dam – Bidding, Erosion across from Majestic Park – Investigate Warranty from Daniel Dean, Drainage Easements – Investigate.

**Need Committee Members**

## **Communications:**

**Nabor Network Interactive Website** - Management posts news and updates they do not monitor the resident's feed, please email office directly with Maintenance Requests so they can be addressed.

**Need Committee Members**

---

## **Old Business:**

### **Adopt Policies – Property Code Amendments**

**Policy Regarding Board Actions Via Email**

**Amendment to Payment Plan**

**Solicitation of Candidates For Election to the Board of Directors**

**Standby Electric Generators**

**Motion:** David Mallette made a motion to approve the 4 Policies as drafted by Legal Council.

**Second:** Cathi Bass seconds the motion.

**Carried:** The motion was carried.

---

## **New Business: N/A**

---

### **Board Meeting Adjournment 8:25pm into Executive Session to discuss:**

**Owner Presentation – Anthony Cecala, Collections, Property Inspection Reports.**

**Motion:** Mike Kelly made a motion to adjourn at 8:25 pm.

**Second:** Mindy Porter seconds the motion.

**Carried:** The motion was carried.

### **Adjournment of Executive Session and Adjournment of Board of Directors Meeting 8:45pm**

#### **Next Meeting:**

The Board will meet on Thursday of every other month at the Montgomery Community Center at 6:30pm.

Thursday, July 21, 2016

Thursday, September 22, 2016

Thursday, October 20, 2016 – **Annual Membership Meeting**

Thursday, November 17, 2016 TBD

# Crown Oaks Property Owners Association, Inc.

---

Submitted by: Jennifer Stanley, Community Manager

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved