

**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 JUNE 6, 2019 AT 6:30 PM AT THE MONTGOMERY COMMUNITY CENTER, FM 149 AT COLLEGE STREET, MONTGOMERY, TEXAS 77356.**

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**DIRECTORS PRESENT**

Nicholas Carter, President  
Brandon Parker, Treasurer  
Kimberly Byrd, Secretary  
Kelly Carter, Director  
Andrew Allman, Director  
Phillip Flores, Director  
Tony Pierce, Director

**DIRECTORS ABSENT**

David Mallette, Vice President  
Richard Schissler, Director

**IN ATTENDANCE**

12 Homeowners were 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:

- Drainage Easement Maintenance
- Landscaping Maintenance Scope of Work
- Drainage Ditch Maintenance
- Deed Restriction Violations
- ATV Use on Roads
- New Road Signs Installed

**CALL TO ORDER**

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:31 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 March 7, 2019 were approved with one revision.

**CONSIDERATION OF**

Majestic Lake Dam Repair Proposals

It was agreed to table this item and would be considered at a later time. Management was requested to schedule each contractor to meet with the Board to discuss their proposals individually.

Project Manager Proposals – Majestic Lake Dam

It was agreed to table this item and would be considered at a later time.

Concrete Trash Can Proposals

It was requested that Management order a concrete trash can online in an effort to save on costs.

Caution Cone Proposals

It was requested that Management order a caution cones in bulk online in an effort to save on costs.

Light Fixture Proposals

It was agreed to table the proposal and Andrew Allman would submit quotes via email to the Board to review.

2018 Audit Preparation Quote

It was approved to proceed with the VanWassehnova, CPA 2018 audit engagement letter in the amount of \$3,500 and \$250 for the preparation of the 2018 Federal Tax return.

Main Entrance Monument Sign Restoration Proposals

It was agreed to table this item at this time and would be considered at a later time. It was requested Management obtain a list of contractors from the insurance company who may qualify to restore the metallic inlay on the marble monument sign.

**DISCUSSION OF**

Landscaping Maintenance Scope of Work: Nicholas Carter reported that the landscaping maintenance contract was based on performance. Ana Molina with Molina Landscaping reported they were mowing 3 days a week. Mr. Carter reported the complaints received were minimum.

**REVIEW OF**

2017 Audit

The 2017 Audit report was accepted as presented with no indication of any discrepancies found.

**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 that the Social Committee set up "Food Truck Fridays" events at Majestic Lake Park; approved Montgomery County Wetland & Endangered Species Inspection Quote for the Majestic Lake Dam in the amount of \$1,790; approve to replace the vandalized port-o-potty in the amount of \$550; approve Molina Landscaping's estimate to remove downed trees due to a storm in the amount of \$1,100; approve to proceed with Building Reserves reserve study proposal in the amount of \$1,698; approve Lone Star Pavement's estimate in the amount of \$2,595 for the "We Love Our Children" signage; approve Tuttle Construction's estimate in the amount of \$3,815 to paint the back and main entrance gates; approve All Gate's estimate to replace the track at the back entrance in the amount of \$590; approve to refill the kiddie mulch at both Crown and Majestic Lake Parks in the amount of \$5,250.

**COMMITTEE REPORTS**

Architectural Control: Kelly Carter reported there was one open ACC application that was pending and one ACC application received that day.

Access Control: Kimberly Byrd requested Management to reach out to the Fire Department to reset the Knox box switch. Mrs. Byrd further reported the gates were on an open/close schedule during higher traffic time frames and to reduce the wear and tear on the gate equipment.

Communications: It was reported that Natalie Littlejohn sent out Food Truck Friday notices.

Drainage: Nicholas Carter reported that Richard Schissler came to the conclusion that certain drainage easements were the Association's responsibility. Mr. Carter advised that he and Mr. Schissler were to send Management a map that would indicate the areas considered a drainage easement.

Lakes: Andrew Allman reported the estimate from Hurricane Lake to reduce the cattail growth was approved and the proposals to repair the Majestic Lake Dam were under review.

Landscape: Nicholas Carter reported that the landscaping maintenance was based on performance.

Long Term Planning: Nicholas Carter reported the Board was in the process of reviewing Building Reserves reserve study report that would determine how the Association should financially plan for the future.

Parks: Andrew Allman reported there have been no damages and that the see-saw playground equipment was repaired.

Roads: Brandon Parker reported there were two options that would be considered to either apply a 2 inch overlay but there were concerns that the roads were already falling apart at the base. It was further reported the second option would be full replacement. Bid were currently being reviewed and Brandon reported that he would contact Hayden to get a better understanding of their analysis.

Security: Andrew Allman reported he had spoken with Harris County and was advised that there are no patrol services for private communities. It was reported that the only laws law enforcement could enforce would be the posted street signs.

Social: No report was given.

**MANAGEMENT REPORT**

Review of Financial Statements: The financial statements for the period ending April 30, 2019 were reviewed. At that date the Association had cash balances of \$175,787 in operating and \$236,579 in reserves. Total operating income of \$30,623 and expenses of \$43,802 resulted in a deficit of \$13,180. Accounts receivable at April 30, 2019 was \$91,841. Management reviewed the expense variances as shown on the written management report.

Deed Restriction Violations: Management reported there were 96 open violations.

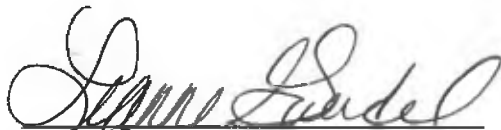
Work Orders: Management reported there were 7 open work orders.

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association would be scheduled at a later time.

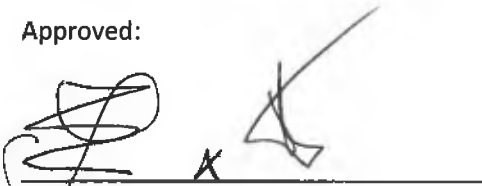
**ADJOURNMENT**


There being no further business, the meeting was adjourned at 9:19 PM.

Respectfully Submitted:

  
Recording Secretary

Approved:

  
Chairman of the Meeting

  
Date

