

## 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 JULY 19, 2018 AT 6:30PM AT THE MONTGOMERY COMMUNITY CENTER, 14420 LIBERTY STREET, MONTGOMERY, TEXAS.

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### DIRECTORS PRESENT

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

### DIRECTORS ABSENT

David Mellette, Director  
Philip Flores, Director

### IN ATTENDANCE

23 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 6:32PM. 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 May 24, 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: approve 30-day termination notice to Silversand; approve landscape bid invitations; approve 30-day contract extension to Silversand; and approve Vogt Engineering for Majestic Dam Survey. On a motion duly made, said actions were ratified and approved.

### AMENDMENT TO BYLAWS REGARDING QUORUM

The Board reviewed an Amendment to the Bylaws replacing Section 5.03 with a Member Meeting quorum requirement of 25% of the voting power of the Association. On a motion duly made, the Amendment was adopted as presented. The Managing Agent would submit to the Association's legal counsel for recording.

### COMMITTEE REPORTS:

Architectural Control: Kelly Carter reported the approval of 8 applications with two new home approvals needing additional information.

Access Control: Kimberly Byrd reported no issues at this time. Brandon Parker reviewed a proposal for a camera system at both front and back gates from the vendor that Grand Lake Estates used. The proposal was for a total of \$12,225 for the equipment and installation and would require a \$45 monthly fee for monitoring plus the cost of broadband internet or Wi-Fi data. After discussion, the Board decided to table until a later date.

Communications: Alicia John suggested that the Board consider approving the Board meeting minutes by email so that they could be posted to the website closer to the actual meeting. Management stated that minutes approved via unanimous email consent would merely require ratification at the next Board meeting. The Board agreed to utilize this method.

Drainage: Management reported that Vogt Engineering had received the Majestic Lake Dam survey early in the week and expect to conduct their first site visit this week.

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: No report was given.

Landscape: It was reported that a number of the Oleander bushes at the front entrance were dead and needed to be replaced.

The Board reviewed the landscape maintenance proposals and the recommendation from Nick Carter, Landscape Committee. It was noted that three of the four bids came in extremely high. Management reported that many of the contractors expressed concern with the Performance Work Standard for the project and bid the work as they determined it would take to meet the PWS. After discussion, the Board asked that the committee obtain additional proposals and consider changing the scope. On a motion duly made, the current landscape contract with Silversand was extended through September 30, 2018.

Long Term Planning: Tabled until 2019 Budget preparation time.

Parks: The Board reviewed two proposals to replace the broken 'frog' playground equipment at Majestic Park. On a motion duly made, management was instructed to have the broken equipment removed with no replacement at this time.

Roads: Brandon Parker reported that he and David Mellette had driven the community with a road contractor, marking the areas in need of repairs. The proposal for the work, including the removal of eight (8) speed bumps, was approximately \$56,000. After discussion, management was asked to refer a second contractor to bid the work for comparison.

The Board discussed the removal of various speed bumps in the community. No decision was made at this time.

Security: No report was given.

Social: No report was given.

## **MANAGEMENT REPORT**

Review of Financial Statements: The financial statements for the period ending May 31, 2018 were reviewed. At that date the Association had cash balances of \$129,774 in operating and \$124,862 in reserves. Total operating income of \$166,965 and expenses of \$132,240 resulted in a surplus of \$34,725. Accounts receivable at July 16, 2018 was \$57,551 representing 73 owners. Management reviewed the expense variances as shown on the written management report. The report was accepted.

Deed Restriction Violations: Management reported that the June 27, 2018 drive of the community resulted in 25 open violations.

**SCHEDULE NEXT MEETING**

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association was scheduled to be held Thursday, September 27, 2018 at 6:30 PM at the Montgomery Community Center.

**OPEN FORUM**

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

- Speed Bumps
- Landscape Maintenance
- Road Repairs
- Camera System

**ADJOURN TO EXECUTIVE SESSION**

The Board adjourned to Executive Session to consider collection and legal matters.

**RECONVENE IN OPEN SESSION**

The Board reconvened in Open Session. No owners were present for the meeting. During the Executive Session, Management was authorized to:

- Proceed with initial collection procedures for delinquent accounts not currently being handled by legal counsel.
- Notify owner that built an approval structure without ACC approval that it must be taken down.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:55 PM.

Respectfully Submitted:

  
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Recording Secretary

Approved:

  
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Chairman of the Meeting

  
\_\_\_\_\_  
Date