

**CROWN OAKS PROPERTY OWNERS ASSOCIATION, INC.**  
**MEETING OF THE BOARD OF DIRECTORS**  
**JULY 30, 2020 – 6:30 PM**  
**LOCATION: VIA WEBEX**

<https://fsres.webex.com/fsres/j.php?MTID=m67f73dbab130b80b38e49ff8b2e7788a>

**MEETING ID: 146 741 2333**  
**MEETING PASSWORD: YBkMmX2J7\*9**

**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 – May 21, 2020
  - b) Financials – June 30, 2020
  - c) Ratification of Action(s) Taken Between Meetings
    - i) Majestic Lake Dam – Erosion Repair at Pier by Lone Star Pavement
    - ii) Gate Code Change – Effective July 1<sup>st</sup>
    - iii) Street Repair by Lone Star Pavement on Crown Oaks Drive
    - iv) Removal of Downed Trees at Crown Oak Lake by Molina Landscaping
    - v) Crown Oaks Lake Pier Repairs by Molina Landscaping
    - vi) Replacement of Missing Stop & Speed Limit Signs
    - vii) Playground Border Repairs at Majestic Lake Park
- 4) Committee Reports and Action Items
  - a) ACC – Kelly
  - b) Access Control – Sam
  - c) Communications – Natalie & Nicholas
  - d) Drainage – Jason
  - e) Lakes – Andrew
    - i) Update on Repairs to Majestic Lake Dam
    - ii) Repairs to the Majestic Lake Parking Lot/Pier
    - iii) Update on Special Assessment Collection Activity
  - f) Landscape – Nicholas
    - i) Update on Insurance Claim for Front Entrance Monument Sign Damage
  - g) Long Term Planning – Brandon
    - i) New Committee Structure
    - ii) Reserve Study Update
  - h) Parks – Natalie
  - i) Roads – Brandon & David
  - j) Security
  - k) Social – Natalie
- 5) Management Report
- 6) Schedule Next Meeting of the Board – September 24, 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) Deed Restrictions Review
  - b) Collection Matters
- 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 MAY 21, 2020 AT 6:30 PM VIA TELECONFERENCE

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#### DIRECTORS PRESENT

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

#### DIRECTORS ABSENT

David Mallette, Director  
Brandon Parker, Treasurer  
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:

- Road Repairs
- Reserve Study
- 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 6:35 PM. The President, Richard Schissler, presided and the managing agent assisted in recording the minutes.

#### APPROVAL OF

##### Previous Minutes

On a motion duly made, the minutes of the Board Meeting held March 26, 2020 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 the revised Majestic Lake Dam revised emergency spillway repairs quote option number two which included grading of slope, excavate for 6" Geoweb, excavate for sod and Geoweb thickness and install Geoweb with solid sod in the total amount of \$192,622; approve to renew the Nabr Network agreement for one year in the amount of \$1,000; approve to extend the due date of the special assessment in the amount of \$500 from June 1, 2020 to October 1, 2020 to allow owner additional time to pay without penalty; approve to install mulch and replace the seasonal flowers at the front and back entrances in the amount of \$3,500; approve to remove the large oak located at the main entrance as the tree was declining in health in the total amount of \$1,000 which included stump grinding. On a motion duly made, said actions were ratified and approved.

#### COMMITTEE REPORTS

Architectural Control: Nick Carter reported on behalf of Kelly Carter and advised there were a number of applications approved and a few requests were pending. It was reported a property near the back gate applied to erect a structure however, there were concerns on placement due to the drainage easement that ran through the property and if approved, approval would be based on a conditional approval with

certain stipulations. It was reported there was a home that was torn down due to mold and it was not required to obtain ACC approval for demolition of a home only for the rebuild.

Access Control: Sam Lucero reported he met with Mid-South Synergy onsite to discuss the front access gate damages caused by contractor contracted with Mid-South Synergy. Mid-South Synergy advised they would repair the damages and replace the sod that was rutted up on an owner's lot.

Communications: No report was given.

Drainage: Richard Schissler spoke on behalf of Jason Autrey who was not in attendance and requested owners to clean out their culverts to allow proper drainage.

Lakes: Andrew Allman advised there was a lot of good progress. It was advised that Vogt Engineering was contracted to oversee the project and were giving final approvals on the work completed. Mr. Schissler advised Triple J Enterprise was ahead of schedule.

Landscape: Nick Carter reported that seasonal flowers and mulch were installed and had received no complaints. It was advised the Board was in the process of discussing an alternate solution to improve the main entrance flower bed after the large oak had been removed. Mrs. Gradel advised Liberty Mutual had requested a quote for the replacement of the main entrance monument. It was reported that a quote had been requested from Stone Castle and would be forwarded to Liberty Mutual upon receipt.

Long Term Planning: Richard Schissler spoke on Brandon Parker's behalf due to being absent. Mr. Schissler reported the Reserve Study would be updated every three years and would be analyzed again in July.

Parks: Natalie Littlejohn reported a rusted bench was removed and that another trash may be needed at the Majestic Lake Park. It was reported that Natalie would review the park and decide on placement of the new trash can and get with management. No other issues were reported.

Roads: Brandon Parker was absent and no report was given.

Security: No report was given.

Social: Natalie Littlejohn reported the next scheduled event would be the Food Truck Friday which was scheduled on June 6, 2020.

## **MANAGEMENT REPORT**

Review of Financial Statements: The financial statements for the period ending April 30, 2020 were reviewed. At that date the Association had cash balances of \$294,814 in operating and \$496,066 in reserves. Total operating income of \$339,282 and expenses of \$309,155 resulted in a surplus of \$30,127. Accounts receivable at April 30, 2020 was \$96,416. Management reviewed the expense variances as shown on the written management report.

ARC Applications: Management reported there were 8 ARC applications processed.

Call Logs: Management reported from November to current we received 155 calls from residents for various requests that were addressed.

Deed Restriction Violations: Management reported there were 27 open violations.

Work Orders: Management reported there were 14 open work orders.

### New Collection and Payment Plan Policy:

It was approved to adopt an updated collection and payment plan policy in an effort to improve the collection processes.

**SCHEDULE NEXT MEETING**

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association would be scheduled on July 30, 2020.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:35 PM.

Respectfully Submitted:

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

Approved:

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Chairman of the Meeting

\_\_\_\_\_  
Date

DRAFT

# Crown Oaks Property Owners Association

06/30/2020

## 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	187,508.43	173,727.18	(13,781.25)
10010 623	Operating Account CapOneDC 4119	1,118.30	1,118.30	0.00
10900	Due To/From Reserve	103,452.50	103,202.50	(250.00)
	<b>TOTAL OPERATING FUND</b>	<b>292,079.23</b>	<b>278,047.98</b>	<b>(14,031.25)</b>
<b>ACCOUNTS RECEIVABLE</b>				
12100	A/R Assessment	53,488.43	47,076.85	(6,411.58)
12300	A/R Late Fees/ F.C.	10,845.68	11,384.08	538.40
12310	A/R Admin Fee	3,513.51	3,518.51	5.00
12320	A/R Bank Charges	73.50	73.50	0.00
12330	A/R Billing/Violations	425.00	425.00	0.00
12360	A/R Legal Fees	11,627.42	11,338.42	(289.00)
12365	A/R Maintenance	694.49	687.36	(7.13)
	<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>80,668.03</b>	<b>74,503.72</b>	<b>(6,164.31)</b>
<b>OTHER ACCOUNTS RECEIVABLE</b>				
12850 005	A/R Other Admin Fees	75.00	75.00	0.00
	<b>TOTAL OTHER ACCOUNTS RECEIVABLE</b>	<b>75.00</b>	<b>75.00</b>	<b>0.00</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	567,694.43	618,537.69	50,843.26
	<b>TOTAL REPLACEMENT FUND</b>	<b>567,694.43</b>	<b>618,537.69</b>	<b>50,843.26</b>
<b>PREPAID EXPENSES</b>				
16000	Prepaid Insurance	3,552.52	3,045.01	(507.51)
	<b>TOTAL PREPAID EXPENSES</b>	<b>3,552.52</b>	<b>3,045.01</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>1,081,594.21</b>	<b>1,111,734.40</b>	<b>30,140.19</b>

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	PRIOR MONTH	CURRENT MONTH	VARIANCE	
<b>LIABILITIES</b>				
<b>ACCOUNTS PAYABLE</b>				
22000	Accounts Payable CY	2,077.43	2,467.43	390.00
22100 025	Other Payables - Management Company	555.00	465.00	(90.00)
22360 000	Prepaid Assessment	6,203.52	7,274.77	1,071.25
22420	Unearned Assessment	183,974.09	157,692.07	(26,282.02)
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>192,810.04</b>	<b>167,899.27</b>	<b>(24,910.77)</b>
	<b>TOTAL LIABILITIES</b>	<b>192,810.04</b>	<b>167,899.27</b>	<b>(24,910.77)</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	1,661.49	1,775.88	114.39
31405 000	Loan from Operating	(500.00)	(750.00)	(250.00)
	<b>TOTAL REPLACEMENT RESERVES INCOME</b>	<b>327,689.59</b>	<b>327,553.98</b>	<b>(135.61)</b>
	<b>TOTAL REPLACEMENT RESERVES</b>	<b>466,170.61</b>	<b>466,035.00</b>	<b>(135.61)</b>
<b>SPECIAL ASSESSMENT RESERVE</b>				
33010 000	Special Asmt Billing Special Asmt Billing	333,300.00	334,950.00	1,650.00
33020 000	Special Asmt - A/R Special Asmt - A/R	(231,826.18)	(182,497.31)	49,328.87
33030 000	Prepaid Special Asmt Prepaid Special Asmt	50.00	50.00	0.00
	<b>TOTAL SPECIAL ASSESSMENT</b>	<b>101,523.82</b>	<b>152,502.69</b>	<b>50,978.87</b>
	<b>REPLACEMENT RESERVE GRAND TOTAL</b>	<b>567,694.43</b>	<b>618,537.69</b>	<b>50,843.26</b>
<b>FUND BALANCE</b>				
38000	Accumulated Oper Surplus/Deficit	280,186.04	280,186.04	0.00
	Current Year Surplus (Deficit)	40,903.70	45,111.40	4,207.70
	<b>TOTAL FUND BALANCE</b>	<b>321,089.74</b>	<b>325,297.44</b>	<b>4,207.70</b>
	<b>TOTAL EQUITY</b>	<b>888,784.17</b>	<b>943,835.13</b>	<b>55,050.96</b>

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	PRIOR MONTH	CURRENT MONTH	VARIANCE
TOTAL LIABILITIES & EQUITY	<u>1,081,594.21</u>	<u>1,111,734.40</u>	<u>30,140.19</u>



623 Crown Oaks Property Owners Association  
Statement of Income and Expenses  
06/30/2020

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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
<b>OPERATING INCOME</b>								
40000 010 Owner Asmt- Residential Asmt	26,282.02	28,074	(1,791.98)	385,907.93	396,756	(10,848.07)	565,200	(179,292.07)
43040 000 Facilities Income	0.00	0	0.00	375.00	0	375.00	0	375.00
43080 000 Finance Charge	669.73	208	461.73	5,458.16	1,248	4,210.16	2,500	2,958.16
43260 000 Other Fees Transfer Fees	0.00	213	(213.00)	550.00	1,278	(728.00)	2,550	(2,000.00)
43260 060 Other Fees ARC Review	50.00	0	50.00	150.00	0	150.00	0	150.00
43320 015 Other Owner Incm Access Cards	80.00	0	80.00	600.00	0	600.00	0	600.00
45000 160 Non-Owner Incm Other Income	0.00	0	0.00	120.00	0	120.00	0	120.00
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	27,081.75	28,495	(1,413.25)	393,161.09	399,282	(6,120.91)	570,250	(177,088.91)
<b>EXPENSES</b>								
51400 050 Administrative Exp. Other	30.00	80	50.00	1,472.63	480	(992.63)	958	(514.63)
52400 000 Audit/Tax Preparatio	0.00	333	333.00	0.00	1,998	1,998.00	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	1,248	1,248.00	2,500	2,500.00
57000 000 Electricity- Common Area	2,388.83	3,013	624.17	20,636.59	18,078	(2,558.59)	36,161	15,524.41
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	3,325.06	6,000	2,674.94	12,000	8,674.94
60600 000 Lake Management	515.00	515	0.00	3,109.46	3,090	(19.46)	6,180	3,070.54
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	252	252.00	500	500.00
60800 010 Landscape Contract	6,250.00	6,250	0.00	37,500.00	37,500	0.00	75,000	37,500.00
60800 060 Landscape Irrigation	0.00	250	250.00	960.00	1,500	540.00	3,000	2,040.00
60800 170 Landscape Extra	3,600.00	833	(2,767.00)	5,260.00	4,998	(262.00)	10,000	4,740.00
61200 000 Legal Expense	870.00	167	(703.00)	870.00	1,002	132.00	2,000	1,130.00
61200 010 Legal Expense Collections	0.00	417	417.00	0.00	2,502	2,502.00	5,000	5,000.00
61800 225 Maint & Repairs Drainage Syste	180.00	2,083	1,903.00	2,832.13	12,498	9,665.87	25,000	22,167.87
61800 290 Maint & Repairs Fence	0.00	83	83.00	0.00	498	498.00	1,000	1,000.00
61800 360 Maint & Repairs Gates	0.00	735	735.00	2,985.57	4,410	1,424.43	8,823	5,837.43
61800 365 Maint & Repairs General	780.00	161	(619.00)	1,180.00	966	(214.00)	1,937	757.00
61800 470 Maint & Repairs Lighting Repla	0.00	250	250.00	0.00	1,500	1,500.00	3,000	3,000.00
61800 600 Maint & Repairs Streets and Dr	0.00	7,229	7,229.00	1,555.00	43,374	41,819.00	86,745	85,190.00
62000 000 Management Fees	2,217.08	2,217	(0.08)	13,302.48	13,302	(0.48)	26,605	13,302.52
62600 000 Meeting Expenses-	0.00	30	30.00	50.00	180	130.00	360	310.00
64000 000 Office Supplies-	1,089.00	267	(822.00)	2,885.15	1,602	(1,283.15)	3,202	316.85
64000 050 Office Supplies- Postage	372.95	140	(232.95)	1,044.04	840	(204.04)	1,683	638.96
64800 000 Park Maintenance	0.00	208	208.00	500.00	1,248	748.00	2,500	2,000.00
64800 040 Park Port-a-Potty	81.19	81	(0.19)	568.33	486	(82.33)	974	405.67
65600 030 Permits and Licenses Lake - We	0.00	250	250.00	0.00	1,500	1,500.00	3,000	3,000.00
66000 080 Professional Fees Other	2,751.25	663	(2,088.25)	3,551.25	3,978	426.75	7,959	4,407.75
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	1,998	1,998.00	4,000	4,000.00

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06/30/2020

1330 Enclave Pkwy, Suite 425  
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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	150	(15.42)	305	139.58
68200 020 Telecomm- Gate Phone	99.49	100	0.51	594.77	600	5.23	1,205	610.23
69400 000 Water & Sewer	1,141.75	461	(680.75)	2,804.31	2,766	(38.31)	5,529	2,724.69
70200 000 Website Contract	0.00	0	0.00	1,082.50	812	(270.50)	812	(270.50)
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TOTAL EXPENSES	22,874.05	28,424	5,549.95	348,049.69	399,670	51,620.31	570,252	222,202.31
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SURPLUS/(DEFICIT)	4,207.70	71	4,136.70	45,111.40	(388)	45,499.40	(2)	45,113.40
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