

Crown Oaks Property Owners Association, Inc.

MINUTES BOARD OF DIRECTORS MEETING

August 10, 2017

Montgomery Community Center, FM 149 at College Street Montgomery, TX 77356
6:30pm

Call To Order:

The meeting was opened at 6:40pm by Mike Kelly.

Establishment of Quorum:

Roll Call:

David Mallette, President	Present
Anthony Cecala, Jr., Vice President	Present
Kimberly Byrd, Secretary	Present
Nolan McWherter, Treasurer	Resignation
Craig John, Director	Present
Mike Kelly, Director	Present
Mindy Porter, Director	Present

Vacant – Director

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Management:

Jennifer Stanley – ACMG

Owners:

Jim & Sharon Demczak, Martha Parks, Alicia John, Scott Byrd,
Paul Gray, Matt & Melissa Cude, Ray & Debi Keel, Kevin
Montagne, Jim & Monna Kline, Natalie Balke, Dale & Annette
Allen, George & Debbie Buehler, Kevin Hosier.

Guests:

Mike Prado – Hurricane Lakes & Fountain (See Attached Lakes Report)

March 23, 2017 Board Meeting Minutes:

Motion: David Mallette made a motion to accept the minutes as presented.

Second: Mindy Porter seconds the motion.

Carried: The motion was carried.

The Board received Nolan McWherter's resignation from the Board of Directors', he is moving.

Crown Oaks Property Owners Association, Inc.

Financial Status:

The Board reviewed the June & July 2017 Financial Reports. Collection Rate for 2017 Maintenance Assessments is at 92%. Operating Account: \$42,635, Reserve Account: 364,270, Total: 406,905. CPA Engagement Letter – VanWassehnova & Associates – working on 2016 Review.

Motion: Craig John made a motion to accept the Financial Reports as presented.
Second: David Mallette seconds the motion.
Carried: The motion was carried.
Report:

Committee Reports:

ARC:

Committee Chairs – Craig John, David Mallette

Discussion: Committee members needed - Craig John volunteered to serve on the committee.

Access Control:

Committee Chair – Kimberly Byrd

Gates Report (Attached)

Discussion: The Board reviewed upgrade recommendations for the gates. Lighted key pad options for gates (back gate is dark). The Board will utilize Survey Forms on the POA website for community input.

Communications - COPOA Website – Nabr Network www.NabrNetwork.com/register
Committee Chair – Alicia John

Discussion: Craig John will price a Survey add on for the POA website.

Drainage:

Committee Chair: Anthony Cecala

Discussion: Committee members needed - Anthony Cecala volunteered to chair the committee.

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

Crown Oaks Property Owners Association, Inc.

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.

Discussion: Owners will need to submit their request to clean out their individual drainage ditches/culverts to the ARC for approval. Project should be conducted by Section, Owners will be notified in writing that they have 30 days to submit their drainage clean out plan to the ARC. Owners that do not comply will be invoiced for the work. Spill-way at Majestic Park – Erosion Control – Lakes Contractor will be contacted to work with Drainage Committee on options.

Motion: Craig John made a motion to table further discussion to the committee.
Second: David Mallette seconds the motion.
Carried: The motion was carried.

Lakes:
Committee Chair – Craig John

Lakes Report (Attached)

Landscape:
Committee Chair – Craig John

Discussion: Mowing of the ditches by the POA vs. individual owners – Survey to be added to website.

Long Term Planning: N/A

Roads & Signs:
Committee Chair – David Mallette

Discussion: Current road repairs – progress.

Speed Bumps:

Discussion: Recent speed bump installation on Majestic. The Board reviewed correspondence from the adjacent owner regarding property damage received from drivers going around the speed bump. The Board reviewed bids received to install boulders on each side. The Board reviewed correspondence received regarding the height of the speed bump installed. The discussion was tabled for committee investigation and recommendations.

Crown Oaks Property Owners Association, Inc.

Security:

Committee Chair – Mindy Porter

Security Report (Attached)

Social:

Committee Chair – Mindy Porter

Discussion: Committee member volunteer – Barbara Pharis

Fall Garage Sale – Friday, October 20, 2017 – Owners Preview
Saturday, October 21 & October 22 – Open to public
Ads will be taken out, signs placed

Trunk n Treat - Tuesday, October 31, 2017 – Majestic Park

Parks:

Committee Chair – Anthony Cecala

Discussion: The Board reviewed the bids received for the repairs to the dock at Crown Lake.

Motion: Craig John made a motion to accept the bid to repair the dock at Crown Lake submitted by Montgomery Fencing & Exteriors.

Second: David Mallette seconds the motion.

Carried: The motion was carried.

Majestic Park

Modified Lighting Specs – Park Equipment, Parking Lot, 2 Outlets – Contractor Meeting – schedule.

New Business:

Insurance Claim – Damage to Crown Oaks entrance wall – Claim has been settled by carrier, repairs haven been completed.

Annual Membership Meeting:

Wednesday, October 25, 2017 – 6:30pm Montgomery Community Center

Candidate Nominations – 5 Positions for Election, Candidate Forms – website.

Website/Mail Out – Notice/Proxy/Absentee Ballot/Agenda

Crown Oaks Property Owners Association, Inc.

8:05pm Adjournment into Executive Session: Topics – Owner presentations, ARC, Collections, Property Inspections, Legal Matters.

8:28pm Adjournment of Executive Session and Board Meeting.

Next Board Meeting – Thursday, September 28, 2017 – 6:30pm Montgomery Community Center

Submitted by: Jennifer Stanley, Community Manager, ACMG

Signed: _____ Date: _____

Crown Oaks Property Owners Association, Inc.

ALL GATES & ACCESS GATES REPORT - July 2017

The issues we were having with the remotes, someone had gotten into the box at the exit back gate and changed the receiver dipswitch settings and many people had different settings for their remotes. We returned them to the original settings and would recommend telling homeowners to not change those dipswitches or get into the operator box. I would also make sure homeowners have Multicode remotes only! Cannot promise that any other brand will work with the receiver. The dipswitch settings are going to be 1st button, front and back entrance (these buttons would be facing up and the rest would be down) 1,2,4,6 Button 2 would be on the exit back gate the dipswitch settings 1,2,9,10. We had replaced the sprocket because of normal wear and tear on the back gate. Only the numbers on the keypad were replaced not the whole keypad system.

Recommendations per Allen:

The back gates he would recommend two operators be replaced and have the operators on pedestal base to keep higher to keep ants, and other dirt debris out of the operator.

Front gates he said he would recommend the gates be built smaller and installed, he just doesn't know if you would like the cosmetics of that. The gates size is almost impossible to repair correctly. If the gate gets hit once it compromises the whole gate. Also, the weight of the gate causes premature wear on the operator components. Allen said the operators on the front gates are in good condition and would not recommend replacing them at this time!

Let us know if you have any more questions and we would be more than happy to assist you!

Shelby Roch

Crown Oaks Property Owners Association, Inc.

LAKES MANAGEMENT REPORT 2017

Majestic Lake Status - It will likely get a bit worse before it gets better. One of the recent issues that we are working is the bushy pondweed explosion in Majestic Lake. We stocked about 200 carp to address this issue. This is much cheaper than \$30,000 worth of chemicals to treat the lake for a year.

The Bushy Pondweed (Southern Naiad) grows at a rate of 14 INCHES per day! However, if the Board wishes to consider, we can treat the lake with a quick kill combination of chemicals (Reward and Nautique). **Cost for the chemicals is about \$18,000.00. Labor is free per contract.** We would need to divide the lake in two sections for treatment to prevent a fish kill. Otherwise, we wait until the Spring with the expectation that the Triploid carp will be up to the challenge of controlling the Bushy Pondweed. This growth does not impact the fish population at all. It does however, impact the aesthetics of the lake.

One issue that you probably need to place on your radar screen is decreasing productivity of the Majestic Lake well. There has been a significant reduction in production from the initial install timeframe until now. Currently the flow through the well is barely enough to produce the amount of water on our permit. I would expect that once the pump fails, that the well would be reworked when the new pump is installed. Of course, building a capital reserve for this pump replacement is most likely an ongoing activity. You may want to confirm that capital reserves for both well pumps that the POA owns and operates are in place.

Mike Prado, Ph.D., P.E.
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Crown Oaks Property Owners Association, Inc.

SECURITY REPORT 8-2017

I reviewed the calls for the past three months. I show no burglaries, thefts or criminal mischief reports taken.

There were several family disturbance related calls. The activity for the neighborhood in our Spillman Reporting system shows very few calls for service.

Montgomery and Harris County are both seeing significant increases in bank Jugging, an offense where criminals follow people leaving banks. The criminals follow the bank customers and break into their cars if the park anywhere with easy access to the victims car. Their plan is to locate money pulled out of bank accounts. It is surprising how many people withdraw large sums of money and leave it in their unattended vehicles.

I realize that this is not directly an issue taking place in the neighborhood. I'm including it in case you have time to pass it on during the meeting.

A second issue that can always be stressed is to report anything needing an immediate response to the sheriff's office at 911 or the non emergency number of 936-760-5800. You have received several emails from residents recently regarding disturbances between neighbors that would have been better suited having a deputy respond while both parties were still at the scene.

I realize that the stats are low. It may not be much to discuss. It's good to have this problem.

Dale Bible