

Crown Oaks Property Owners Association, Inc.

MINUTES BOARD OF DIRECTORS MEETING September 28, 2017

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

Call To Order:

The meeting was opened at 6:33pm by David Mallette.

Establishment of Quorum:

Roll Call:

| | |
|-------------------------------------|---------|
| David Mellette, President | Present |
| Anthony Cecala, Jr., Vice President | Present |
| Kimberly Byrd, Secretary | Absent |
| Craig John, Director | Present |
| Mike Kelly, Director | Present |
| Mindy Porter, Director | Absent |

Vacant – Director

Vacant – Director

Vacant - Director

Management: Jennifer Stanley – ACMG

Guests: Daniel Tegtmeier, Nicholas Carter, Buzzy Nelson, Ray Keel, Susan Cecala, Dale & Annette Allen, Alicia John.

August 10, 2017 Board Meeting Minutes:

Motion: Mike Kelly made a motion to accept the August 10, 2017 minutes as presented.

Second: Anthony Cecala seconds the motion.

Carried: The motion was carried.

Financial Status:

The Board reviewed the August 2017 Financial Reports. Collection Rate for 2017 Maintenance Assessments is at 92%. Operating Account: \$14,808 Reserve Account: 264,383, Total \$279,192: CPA Review – VanWassehnova & Associates – Completing.

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

Second: Anthony Cecala seconds the motion.

Carried: The motion was carried.

Crown Oaks Property Owners Association, Inc.

Maintenance Report:

Crown Lake

Deck Repairs – Completed

Front Entrance Wall

Irrigation – redirect sprinkler heads to not stain wall

Clean – Muriatic acid - investigate

Committee Reports:

ARC: 2 Applications reviewed and approved.

Access Control: Lighted Key Pad Options for Gates (back gate is dark)

Committee Chair – Kimberly Byrd

Discussion: Survey on Nabr Network

Communications - COPOA Website – Nabr Network www.NabrNetwork.com/register

Committee Chair – Alicia John

Discussion: Neighborhood updates, reorganizing Documents, adding Surveys.

Drainage:

Committee Chair – Anthony Cecala

Discussion: POA Drainage Easements clean-out – Drainage Committee is reviewing files from affected owners adjacent to POA Easements that need to be cleaned out. Committee – Brief meeting to follow Board Meeting.

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 property 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

Crown Oaks Property Owners Association, Inc.

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 has been contacted to work with Drainage Committee on options.

Lakes:

Committee Chair – Craig John

Discussion: Majestic Lake Spillway – Bids will be obtained.

Landscape – Bidding out Landscape Contract

Committee Chair – Craig John

Discussion: Survey on Nabr Network regarding POA mowed ditches vs. Owners mowing their own ditches. Evaluation of current Landscape Contract, aesthetics of Back Entrance. Landscape boulders install at Majestic speed bump – review bids received.

Motion: Mike Kelly made a motion to approve up to \$600 for boulder installation at the new Majestic speed bump to deter drivers from going around.

Second: David Mallette seconds the motion.

Carried: The motion was carried.

Long Term Planning:

Discussion: Reserve Study – review by Board.

Parks:

Committee Chair – Anthony Cecala

Discussion: Met with McCaffety Electric to bid reduced specifications for Majestic Park Lighting.

Roads & Signs:

Committee Chair – David Mallette

Discussion – Repair List, review Reserve Study. Pot hole at Majestic/Crown Oaks.

Security:

Committee Chair – Mindy Porter

Discussion: Officer Bible - Scheduled for 10/25/17 Annual Report, Additional Security Patrol for summer months – Survey on Nabr Network. No Solicitation – Tips if approached on Website.

Social:

Committee Chairs – Alicia John, Barbara Pharis

Fall Garage Sale – Friday, October 20, 2017– Owners Preview

Crown Oaks Property Owners Association, Inc.

Saturday, October 21 & Sunday, October 23 – Open to public
Ad will be taken out, signs placed

Trunk N Treat - Tuesday, October 31, 2017 Majestic Park

Old Business:

Storage Unit Close Out - Completed

New Business:

Annual Membership Meeting

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

Board of Director Elections - Nominees (5) Positions Available
Mail Out – Notice/Proxy/Absentee Ballot/Bios

Adjournment of Board Meeting into Executive Session 7:50pm:

Executive Session: Topics – Legal Matters, Collections, Property inspections.

Adjournment of Executive Session and Board Meeting 8:22pm:

Submitted by: Jennifer Stanley, Community Manager, ACMG

Signed: _____ Date: _____