

**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**

**July 13, 2023 at 6:30 PM at Montgomery Community Center**

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**DIRECTORS PRESENT**

Chris Carlson, President  
Rick Schissler, Vice President  
Brandon Parker, Treasurer  
Craig John, Director  
Natalie Littlejohn, Director  
Jake Housman, Director

**DIRECTORS ABSENT**

None

**DIRECTORS RESIGNED**

Aaron Walsh  
Nolan McWherter

**IN ATTENDANCE**

Lindi Almendarez represented the managing agent, IMC Property Management  
There were thirteen (13) homeowners present.

**CALL TO ORDER**

Due to notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:35 PM. The President, Chris Carlson, presided and the managing agent assisted in recording the minutes. Chris discussed the new Board of Directors Meeting Rules, which were enclosed in the homeowners' meeting packets for their review. Chris also discussed the three vacant board positions and advised an E-Blast would be sent to all residents with further information and instructions on how to apply.

**APPROVAL OF PREVIOUS MINUTES AND FINANCIALS**

Tabling the financials and proceeding with the remainder of the agenda. Financials were tabled to provide time for IMC to split out the Midsouth electric and water charges into their separate budget categories for clarity in the financial reports.

On a motion duly made by Rick Schissler, seconded by Natalie Littlejohn, the motion to table the financials for February – May 2023 and proceed to approve the minutes for the Board Meeting held on February 23, 2023 passed unopposed. It was noted that due to not having a quorum of Board members at the April 27, 2023 meeting, the meeting was not held.

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**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, by majority vote the Board members agreed to the following actions:

- Expenditures & actions approved via email vote by the Board members:
  - Change in CPA to Cox CPA Services, Inc. 3/5/23
  - New front entrance landscaping (\$6,855) 3/16/23
  - Electrical repair at Crown Park (\$320) 3/23/23
  - Renewal of IMC management contract (\$28,428) 3/24/23
  - Purchase of new park playground equipment (\$141,528) 3/27/23
  - Back gate refurbishment (\$1325) 5/29/23
  - Remove large dead oak tree and install cable fence at Majestic Dam and repair Crown Park and Dam cable fences (\$4965) 6/13/23
- Allocation of \$11,528 from the Capital Reserves fund to the park repair budget.
- Make the appropriate accounting journal entries so the 2022 road repair cost of \$68,080 for work not completed and paid for until January 2023 does not count against the 2023 roads operating budget expenses.

**COMMITTEE REPORTS**

**Committee Leaders**

ACC – Nick and Kelly Carter  
Entrances/Access/Security – Jake Housman  
Communication /Social – Natalie Littlejohn  
Roads/Drainage – Brandon Parker  
Lakes – Craig John  
Parks – Natalie Littlejohn  
Landscape – No current chair  
Long Term Planning – Rick Schissler  
Finance – Brandon Parker

Architectural Control: No report as neither Nick nor Kelly Carter were present.

Access Control/Security:

Jake Housman explained why the front gate was dialing homeowners and why the gate was getting stuck. He also provided information on what brand of clicker works best with the gate. Jake Housman proposed buying plastic caps to cover the light posts for the lights being removed from the brick columns along Honea Egypt Rd. Lights at the entrance will not be removed. The motion to purchase the plastic caps was made by Rick Schissler and was seconded by Jake Housman. The motion passed unopposed.

Communications/Social: Natalie Littlejohn spoke on the upcoming plans for the Food Trucks that will come to the community a couple of times a week. Updates on the Food Trucks will be posted on the new community website when it goes live. Updates on the October Fall Festival, and

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the Meet and Greet, will also be posted to the Community website. Chris Carlson advised that the community website is coming along with final programming changes being made and should go live soon. The Board plans for a later update to the website to include a newsletter, which Rick Schissler offered to manage.

Roads/Drainage: Brandon Parker discussed the upcoming road repairs and paving and provided paving contractor bids to the Board for review and approval. The motion to approve the bid for \$486,000 (that includes a 10% contingency) by Smith Paving & Construction, was made by Rick Schissler and was seconded by Jake Housman. The motion passed unopposed.

There are many missing signs in the community at the parks and many road signs need replacement. Chris Carlson contacted several local and online sign vendors and located one in Houston that offers the best pricing. The preliminary bid for the new signs totals \$3,515 (includes a 10% contingency and the cost of installation). The bid of \$3,515 comes in under the amount of \$3606 remaining in the 2023 budget of \$4000 for signs. Additional replacement signs may be purchased later this year or budgeted in 2024. A motion to approve the bid of up to \$3,515 was proposed by Rick Schissler and was seconded by Brandon Parker. The motion passed unopposed.

Lakes: Craig John spoke about the alligator sighted in Majestic Lake, which has not been seen again since it was first reported. Craig reported a new cable fence was installed on the East end of the Majestic Lake dam, the cable fence at Crown Lake Park and dam was repaired, a large dead tree removed near the Majestic Lake dam, and he is waiting on a bid to repair the light pole at the Crown Lake dock. The Board discussed the request to deploy the artificial fish habitat structures previously built from the old park equipment by community members. Craig proposed the Board vote on whether or not to place the structures in Crown Lake. Recommendation was that if approved, the structures be assessed to ensure proper anchoring to ensure they remain where placed and that they be put in water deep enough to not be visible during low water levels while being within casting distance of the public access areas. The motion to deploy these structures as recommended was made by Jake Housman and was seconded by Natalie Littlejohn. Craig John abstained from voting due to concerns about the materials being utilized for the structures. The motion passed unopposed.

Landscape: Chris Carlson discussed the many complaints that have been made regarding our current landscaper. The Board continues to work with the landscaper to improve performance. The current landscape contract will expire at the end of August and the Board would begin gathering bids.

Long-Term Planning: Rick Schissler is creating a digital Policy and Procedure Book to be available to future Board Members for reference. Rick Schissler spoke to the Association's

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attorney regarding POA liability appertaining to security cameras. It was determined the HOA would have no liability if it installed cameras at various locations but would probably want to entrust the monitoring and data collection responsibility to a third party. He also spoke with the attorney regarding vandalism in Crown Oaks, what recourse the POA has and was advised that the POA can fine residents for vandalism.

Parks: Natalie Littlejohn said the park equipment is still in production and we are waiting to be placed on the calendar for the installation work to begin.

Finance: Brandon Parker discussed the Board's decision to open two new Sweep Accounts and reviewed the bank balances. Rick Schissler advised the perks of continuing to use CIT Bank for the Association's banking needs. The Association is using the IntraFi Network within CIT in order to obtain up to \$10 million in FDIC insurance for its assets, receive higher interest rates, and no limits on sweeps from account to account to ensure all accounts are fully FDIC insured at all times. Rick Schissler discussed the purpose of a Capital Reserves Account, which is to use the funds in that account for capital projects like the upcoming road repair and repaving project and park equipment replacements.

**MANAGEMENT REPORT**

Lindi Almendarez spoke of IMC and provided her email to the residents as a point of contact for assistance.

**OPEN FORUM**

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

- Landscaping
- Light caps
- Gate remotes
- The new 2-minute rule
- Repaving project
- The 24-hour monitoring signs
- Speeding in the neighborhood
- The new website

**SCHEDULE NEXT MEETING**

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association will be held on August 24, 2023, at 6:30 pm at the community center.

**ADJOURNMENT**

There being no further business, the Regular Meeting was adjourned to Executive Session at 8:40 PM.

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Collections:

IMC is working with Strong Law Firm to collect monies owed to the association.

ARC Applications: No report was given.

Deed Restriction Violations: The next inspection is scheduled for July 24, 2023.

Work Orders: No report was given.

**ADJOURNMENT**

There being no further executive business, the Executive Session was adjourned at 9:11 PM and open session was reconvened.

**ADJOURNMENT**

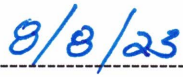
There being no further business, the meeting was adjourned at 9:15 PM.

Respectfully Submitted:

  
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Recording Secretary

Approved:

  
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Chairman of the Meeting

  
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Date