

CROWN OAKS PROPERTY OWNERS' ASSOCIATION
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

February 22, 2024 at 6:30 PM at the IMC Property Management Office – 3500 W. Davis, Conroe

DIRECTORS PRESENT

Chris Carlson, President
Rick Schissler, Vice President
Brandon Parker, Treasurer
Sharon Dunaway, Director
Craig John, Director

DIRECTORS ABSENT

Shaun Lawton, Director
Natalie Littlejohn, Director

IN ATTENDANCE

Debbie Heaton represented the managing agent, IMC Property Management.
There were 11 homeowners present and 1 guest..

CALL TO ORDER

Due to notice of the meeting having been given and a quorum of Directors 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.

APPROVAL OF PREVIOUS MINUTES AND FINANCIALS

The Minutes for prior meetings and prior period financials were approved by Board email vote to facilitate prompt posting to the community website and were ratified at this meeting as enumerated below.

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:

- Approval of Financials
 - November and December 2023, January 2024
- Ratification of Actions Taken Between Meetings
 - Consideration of Minutes from the December 19, 2023 Board meeting approved by the Board via email vote (2/4/24).
 - Expenditures & actions approved by the Board via email vote:
 - Replacement of stolen and missing signs (\$994) 1/10/24
 - Cable fence repairs at Crown & Majestic Parks (\$670) 1/12/24

On a motion duly made by Rick Schissler and seconded by Craig John, said actions were ratified and approved.

COMMITTEE REPORTS

Committee Leaders

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

Architectural Control: No report.

Access Control/Security: Larry Neigel reported gates are generally working smoothly, however a recent issue with the back exit gate not closing will be investigated and Larry will contact Wallace to fix the problem if he is unable to do so. It was agreed that when IMC receives notice of a gate problem, IMC will first contact Larry to see if he can remedy the problem before contacting the gate maintenance company.

Communications/Social: The next community event will be the Easter festivities currently planned for March 23 from 11:00 – 1:00. The calendar on the Crown Oaks website had been updated to include all the trash dates, food truck schedules and meeting dates.

Roads/Drainage: Brandon reported on planned and ongoing road activities as summarized in the Roads Report at end of these minutes.

Lakes: Recent activities at Majestic Lake Dam are reported at the end of these minutes.

Landscape: Sharon provided a complete summary of the spring landscaping activities currently taking place. Please see her report provided in the February Newsletter.

Long-Term Planning: Rick Schissler discussed the upcoming Long Term Planning Committee meeting scheduled for the evening of March 6. New legislation (HB 614) enacted by the 2023 Texas Legislature and effective January 1, 2024 established new requirements for restrictive covenant enforcement policies and the associated levying of fines by a POA/HOA.

Parks: The gates in the wrought iron fence at Crown Park were repaired by a Board member.

Finance: Brandon highlighted the current financials. The Finance Committee will evaluate additional short-term investment in CD's to achieve better return on Association funds.

MANAGEMENT REPORT

No report.

OWNERS' FORUM

Owners present at the meeting initiated discussion on the following topics:

- Security and suspicious vehicles in the community after dark.
- Too many stop signs, perhaps replace some with yield signs.
- Extraordinarily high Unigas bills for natural gas
- Drainage issues along some roads.

SCHEDULE NEXT MEETING

The next regular meeting of the Board of Directors of the Crown Oaks Property Owners' Association will be held on April 25, 2024.

ADJOURNMENT

There being no further business, the Regular Meeting was adjourned to Executive Session at 7:45 PM.

EXECUTIVE SESSION

The Executive Session was called to order by Chris Carlson at 7:50 PM.

Hearings

At the request of the property owners, hearings were conducted for two property accounts:

- COPO45017
- COPO40673

The owners of the property with account number COPO54680 had requested a hearing but were unable to attend the meeting and the hearing will need to be rescheduled.

Bylaws Amendment

In 2023 and several prior years the Association has repeatedly struggled to seat new directors at the Annual Meeting due to the inability to reach a quorum of the members. Recent changes to the Texas Property Code permitted the Association attorney to draft a very narrowly tailored amendment to the Crown Oaks Bylaws to adjust the quorum for the sole limited purpose of holding a meeting of the members and to seat new directors for positions vacated by normal term expiry. The Board reviewed and discussed this proposed amendment.

Non-Board Member Committee Chairs

The Board agreed that on an as needed basis, committees could be chaired by an Association Member who is not a member of the Board. A Board member would serve as the liaison between such non-Board member committee chair and the Board as may be required from time to time. On a motion made by Rick and seconded by Brandon, the Board approved Larry Neigel to chair the Gates/Security Committee.

2024 Initiatives

The Board suggested 15 potential projects/actions for Crown Oaks for 2024 planning purposes.

ADJOURNMENT

There being no further executive business, the Executive Session was adjourned at 9:00 PM.

REGULAR MEETING RECONVENED

The open session of the Regular Meeting was reconvened at 9:01 PM.

Bylaws Amendment

Following the Executive Session, there remained only one item of business requiring a vote of the Board in open session; that of the Bylaws Amendment summarized above. On a motion made by Rick and seconded by Brandon, the amendment was approved unanimously.

ADJOURNMENT

There being no further business, the Regular Meeting was adjourned at 9:02 PM.

Respectfully Submitted:

Recording Secretary

Approved:



Chairman of the Meeting



Date

CROWN OAKS PROPERTY OWNERS' ASSOCIATION

REGULAR BOARD OF DIRECTORS MEETING

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COMMITTEE REPORTS

ROADS COMMITTEE

In the last two months, the Road committee has completed multiple rounds of pothole repairs. We will start to work on the Summer 2024 overlay RFP in early March. This work will include developing the scope, meeting with vendors, soliciting proposals, reviewing proposals and contract terms, making a recommendation to the Board, and obtaining Board approval to schedule and complete the work. We are currently targeting early summer to complete the work so that school bus routes are not impacted.

Additionally, we replaced the stop and road name signs at the corner of Crown Oaks Dr and Kingford Dr that were stolen. This single sign cost the community over \$450. A missing No Swimming sign was replaced at Crown Lake Dam and two faded stop signs were also replaced.

LAKES COMMITTEE

Last October TCEQ conducted a routine inspection of the Majestic Lake Dam. Just a few days ago we received their report recommending certain remedial actions be taken. The Board has retained Vogt Engineering to assist with addressing issues cited by TCEQ. Vogt Engineering originally represented the Association to oversee the work done in 2020 when Majestic Dam was repaired following the Hurricane Harvey damage.

Vogt is currently soliciting bids for repair of the dissipation baffles on the spillway apron that were vandalized last summer and noted in the TCEQ report as requiring repair. Since the TCEQ report was just received, both the Lakes Committee and Vogt will be evaluating the suggested repairs to the dam and planning the path forward to address these issues.