

# CROWN OAKS PROPERTY OWNERS' ASSOCIATION

## MINUTES OF THE 2023 ANNUAL MEETING

April 24, 2024, AT 6:30 P.M.

Montgomery Community Building, Montgomery, TX 77316

### ORDER OF BUSINESS

#### 1. 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 6:37 PM. The President, Chris Carlson, presided and the managing agent assisted in recording the minutes.

#### 2. In Attendance

Debbie Heaton represented the managing agent, IMC Property Management. There were 7 homeowners present.

#### 3. Establish a Quorum

Due to the inability to establish a Quorum in each case, the 2023 Annual Members Meeting of the Crown Oaks POA originally scheduled to be held on October 26, 2023 was adjourned, subsequently reconvened on December 19, 2023 and again adjourned. The third attempt to reach a Quorum to conduct all official business was made on April 24, 2024. Pursuant to the Fifth Amendment to the COPOA Bylaws, a Quorum was reached at this April meeting for the limited purpose of electing 3 new Directors. However, the size of the Quorum did not permit any other official business to be conducted.

#### 4. Introductions

The current Board of Directors and Committee Chairs were introduced.

##### Directors Present

Chris Carlson, President  
Rick Schissler, Vice President  
Brandon Parker, Secretary & Treasurer  
Natalie Littlejohn, Director  
Craig John, Director

##### Directors Absent

Shaun Lawton, Director

#### 5. Approve Previous Annual Meeting Minutes

The 2022 Meeting Minutes were reviewed. Upon Rick Schissler's motion to approve the Minutes as written and seconded by Natalie Littlejohn, the 2022 Annual Meeting Minutes were approved.

## **6. President's Report**

Chris Carlson highlighted the improvements and projects completed in Crown Oaks over the past year (summary attached).

## **7. Financial Status**

Brandon Parker summarized financials during the Committee Reports.

## **8. Committee Reports**

- a. ACC/Deed Restriction Violation – Chris Carlson spoke on the process and noted the ACC committee's goal continues to be processing requests within 24- 48 hours. There are currently no outstanding unprocessed applications.
- b. Entrances/Access Control/Security – Having some issues with the back gate. The code for the gates will be changed.
- c. Communications/Social – Natalie Littlejohn spoke of upcoming events. A community newsletter was started in June with the goal of making it a monthly communication tool between the Board and the community.
- d. Finance – Brandon Parker reviewed the current financials and the 2024 budget.
- e. Lakes – Craig John reported that there are no current issues with the lakes. However, a couple of the artificial fish shelters installed have moved due to insufficient weighting and may need to be removed.
- f. Landscape – Chris Carlson spoke on behalf of Sharon Dunaway, Landscape Committee Chair, providing Sharon's report on the new landscaping completed and the planned sprinkler system renovations.
- g. Long Term Planning – Rick Schissler discussed 2023 meeting of the Committee where a revised COPOA Fines Policy was drafted to conform with new Texas law concerning such policies for POAs/HOAs. Additionally, the above local market price charged to Crown Oaks customers for natural gas by Unigas was discussed and a subcommittee formed for further investigation.
- h. Parks – Natalie Littlejohn referenced the 2023 installation of the new playground equipment and that all is currently stable in the parks. Additional park improvements are listed at the end of these minutes.
- i. Roads/Drainage – Brandon Parker and Chris Carlson spoke on the current state of the roads, pothole filling, paving of 1.6 miles of Crown Oaks Dr. and the rising costs for road repairs observed in 2023 expected to continue to rise in 2024.

## **9. Board of Directors Election**

- a. Elect 3 Board of Director Positions for 3-year terms
- b. Candidate Introductions
- c. Nominations from the Floor – None were made.
- d. Collection of Ballots
- e. Announcement of Election Results

There were 3 open Director positions to fill and 3 candidates for those positions. The candidates in attendance spoke of their background and plans to help the community if elected.

Through low vote count combination of electronic and paper ballots, Brandon Parker, Jim Stanczak and Wayne Roberts were elected for the 3-year terms.

Election vote count:

Brandon Parker – 76

Wayne Roberts – 76

Jim Stanczak – 78


#### 10. Residents' Forum

The residents in attendance spoke on various topics including the pond in the front of the community, roadside swale drainage, walking safety along the roads, possibility of having Zoom meetings and the appearance of the MUD123 entity on Crown Oaks property tax notices.

#### 11. Adjournment


At 7:55 PM Chris Carlson asked for a motion to adjourn the meeting, Craig John made the motion, Rick Schissler seconded it and the motion carried.

Respectfully Submitted:



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Recording Secretary

Approved:



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Chairman of the Meeting

  
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Date

## 2023 CROWN OAKS IMPROVEMENTS

Although the Board was short-handed this year, a lot of important projects were completed. The Board is pleased to present the following list of accomplishments and improvements made to Crown Oaks during 2023.

### PRIORITIZED THE STEWARDSHIP OF FINANCIAL ASSETS

- Established a strict new spending policy and process
- Changed banking arrangements to fully insure association funds
- Instituted monthly financial review meetings with IMC
- Will have processed/collected 19 of 31 accounts receivable by year end
- Changed CPA firm for better service at lower cost

### IMPROVED COMMUNITY COMMUNICATIONS

- Launched new community website
- Early approval and publishing meeting minutes to website
- Started a community-wide newsletter

### IMPROVED INFRASTRUCTURE

- New playground equipment installed in both parks
- New cable fence at the east end of the Majestic Lake Dam

### RENOVATIONS AND REPAIRS

- Repaired and repaved 1.6 miles of Crown Oaks Drive
- Installed 36 new and replacement park, dam and road signs
- Renovated back gate rock gardens, refurbished front gate landscaping, removed dead trees
- Installed commercial motors (replacing residential-rated motors) on front gates and entered into a quarterly gate maintenance contract
- Replaced culvert pipe and roadway at the Crown Park entrance
- Breaker boxes repaired at Crown Park and Majestic Lake for safety
- Replaced light pole and two light fixtures at Crown Park/Lake
- Removed broken/inoperative lanterns from front fence columns
- Repaired cable fences at Crown Park and Crown Lake Dam
- Repaired both gates in the wrought iron fence at Crown Park
- Made minor repairs to the dock, backfilled trench between the dock and the dam and deployed fish habitat structures at Crown Lake
- Improved Christmas decorations at both gates

### SOCIAL EVENTS

- Scheduled food truck events at Majestic Park
- Meet the Easter Bunny at Majestic Park
- Fall Festival & Car Show
- Christmas with Santa at Majestic Park
- Light the Night Christmas event.