

CROWN OAKS PROPERTY OWNERS' ASSOCIATION
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
Montgomery Community Building, Montgomery, TX 77316
April 24, 2024

DIRECTORS PRESENT

Chris Carlson, President
Rick Schissler, Vice President
Jim Stanczak, Treasurer
Brandon Parker, Secretary
Natalie Littlejohn, Director
Craig John, Director
Wayne Roberts, Director

DIRECTORS ABSENT

Shaun Lawton, Director

IN ATTENDANCE

Debbie Heaton represented the managing agent, IMC Property Management.
There were no homeowners present.

CALL TO ORDER

Due to notice of the meeting having been given and a quorum of Directors being present, the regular meeting was called to order at 8:00 PM immediately following the reconvened 2023 Annual Meeting. 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 February 2024 financials
- Ratification of Actions Taken Between Meetings
 - Consideration of Minutes from the February 22, 2024 Board meeting approved by the Board via email vote (2/26/24).
 - Acceptance of Sharon Dunaway's resignation from the Board (2/26/24)
 - Expenditures & actions approved by the Board via email vote:
 - Brush cleanup at Majestic Park (\$650) 2/29/24
 - Easter Bunny (\$250) 3/2/24
 - Sprinkler system assessment (\$300) 3/6/24
 - Sprinkler valve & broken line repair (\$800) 3/6/24
 - Crown Park mulch & grass (\$2,489.75) 3/23/24

On a motion duly made by Rick Schissler and seconded by Natalie Littlejohn, said actions were ratified and unanimously approved.

COMMITTEE REPORTS

Committee Leaders

ACC – Nick and Kelly Carter
Entrances/Access/Security – Larry Neigel
Communication /Social – Natalie Littlejohn
Roads/Drainage – Brandon Parker
Lakes – Craig John
Parks – Rob Hamilton
Landscape – Sharon Dunaway
Long Term Planning – Rick Schissler
Finance – Brandon Parker

Architectural Control: No report.

Access Control/Security: Our Committee chair, Larry Neigel, moved from Crown Oaks. Back gate not closing, IMC will contact Wallace. Gate code will be changed.

Communications/Social: The calendar on the Crown Oaks website had been updated to include all the trash dates, food truck schedules and meeting dates. Garage sale planned for May 3-5.

Roads/Drainage: Brandon Parker reported that the downed stop sign at Queen Elizabeth and Kingford was reinstalled and multiple potholes along Kingford and Queen Elizabeth were filled. The Finance and Roads Committees agreed to delay the summer 2024 road overlay project until October in order to invest those and other Association funds in 26-week CDs (more detail in the Committee Reports at the end of these minutes).

Lakes: No reportable activities.

Landscape: Sharon Dunaway provided a complete summary of the recent landscaping activities in her report provided in the March Newsletter (included at the end of these minutes).

Long-Term Planning: Rick Schissler discussed the Long-Term Planning Committee meeting held 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. The COPOA already has in place a policy for fines and penalties. The Committee drafted a revised policy document for Board review.

Parks: The Committee is researching a trash receptacle for Crown Park and based on a bidding process, recommended extermination of the leaf-cutter ant infestation at Majestic Park. Motion was made by Rick Schissler to spend up to \$750 for the extermination and seconded by Natalie Littlejohn, the Board voted unanimously to approve the expenditure.

Finance: Brandon Parker highlighted the current financials. The Finance Committee put in place 26-week CD's paying 5% APR.

MANAGEMENT COMPANY REPORT

No report.

OFFICER ELECTIONS

As required in the COPOA Bylaws, the Board shall elect one of their own to position of President, Vice President and Treasurer/Secretary at the first regular meeting of the Board first following the Annual Meeting. Accordingly, the following officers were elected by open vote:

- President: Chris Carlson
- Vice President: Rick Schissler
- Treasurer: Jim Stanczak
- Secretary: Brandon Parker

OWNERS FORUM

Owners were present at the Annual Meeting that preceded this Regular Meeting, but elected not to remain in attendance for the Regular Meeting. At the Annual Meeting, owners initiated discussion on the following topics:

- The Association-owned pond at the front of the community.
- Drainage swale cleanout along Kingridge Dr.
- Possibility of providing a Zoom meeting for the regular BOD meetings.
- Walking safety along the side of roads in Crown Oaks with speeding cars.
- The appearance of the MUD123 entity on our property tax notices.

SCHEDULE NEXT MEETING

The next regular meeting of the Board of Directors of the Crown Oaks Property Owners' Association will be held on June 27, 2024. As previously noted, all Regular Meetings of the Board will be held at the Conroe IMC office.

ADJOURNMENT

There being no further business, on a motion duly made by Craig John and seconded by Rick Schissler, this Regular Meeting was adjourned to Executive Session at 8:40 PM.

EXECUTIVE SESSION

The Executive Session was called to order by Chris Carlson at 8:45 PM.

Hearings

At the request of the owner of property COPO54680, the hearing originally scheduled for 2/22/24 had been rescheduled to the 4/24/24 meeting, however the owner did not attend the meeting.

Committee Assignments

Committee leaders are established at the Board meeting first following the Annual Meeting. The Board is pleased that two non-Board members have volunteered to chair the landscape and parks committees. Board members agreed to the following committee assignments:

- ACC – Nick and Kelly Carter
- Entrances/Access/Security – Wayne Roberts
- Communications – Natalie Littlejohn & Rick Schissler
- Social – Natalie Littlejohn
- Roads/Drainage – Brandon Parker
- Lakes – Craig John
- Parks – Rob Hamilton
- Landscape – Sharon Dunaway
- Long-Term Planning – Rick Schissler
- Finance – Jim Stanczak

MUD123 Issue

The Board discussed options for investigating the MUD123 issue as it may affect Crown Oaks. It was agreed that a summary of the issue should be prepared to efficiently introduce the topic to the Association attorney and to solicit a legal opinion for the best path forward.

ADJOURNMENT

There being no further executive business, on a motion duly made by Natalie Littlejohn and seconded by Rick Schissler, the Executive Session was adjourned at 9:30 PM.

REGULAR MEETING RECONVENED

The open session of the Regular Meeting was reconvened at 9:31 PM.

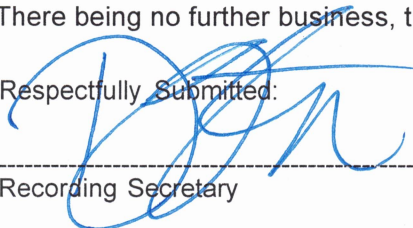
MUD123 Expenditure

Upon returning to open session, upon a motion made by Brandon Parker and seconded by Natalie Littlejohn, the Board voted unanimously to spend up to \$2,500 for an initial legal review of the MUD123 circumstances as pertain to Crown Oaks and for recommendation of the best approach to proactively mitigate financial or other risks to Crown Oaks that may be presented by the new MUD, if any.

ADJOURNMENT


There being no further business, the Regular Meeting was adjourned at 9:35 PM.

Respectfully Submitted:



Recording Secretary

Approved:



Chairman of the Meeting



Date

CROWN OAKS PROPERTY OWNERS' ASSOCIATION

REGULAR BOARD OF DIRECTORS MEETING

April 24, 2024

COMMITTEE REPORTS

FINANCE & ROADS COMMITTEE

Those of you that are new to Crown Oaks may not know that we undertake a major road repair and repaving project each summer, normally during the weeks when school is out of session. This year's repaving project will be delayed until early fall. The Finance Committee and Roads Committee jointly agreed to delay spending money on the large road repair project until October this year in order to invest those and other Association funds in 100% FDIC-insured 26-week CD's paying 5% APR that will produce for the Association approximately \$20K in before-tax interest. The Roads Committee plans to repair and repave Majestic Dr. from the back gate eastward as far as this year's paving and capital reserves budgets will permit, ideally all the way to Crown Oaks Dr. That of course will depend upon asphalt cost and just how much expensive base repair will be required.

LANDSCAPE COMMITTEE

Mowing, New Landscaping and Park Enhancements

New annuals, perennials and shrubs were installed on March 26. At the front circle, we planted some great heat and drought tolerant perennials... Red Firecracker plant, Zexmenia, and Salvia Leucantha (Mexican Bush Sage). We also planted assorted color Vincas, also known for their drought and heat tolerance. Under the Crown Oaks sign, at the front entrance, we planted Vincas, "Bandana" Lemon Zest Lantana and Salvia Autumn Sage. More annual plants will be added to the tip of the peninsula inside the front entrance in the next few weeks. Right inside the front entrance on the brick wall, we took out old diseased Cleyera shrubs and replaced with Buford Hollies.

Alamo is doing a great job for us mowing the 14 miles of road easements, dams, parks, front and back entrance areas, as well as two other lots that the neighborhood owns and maintains. They mowed on April 1 and will return to mow in 2 weeks. Each month they mow twice through the fall.

Alamo will also be adding a synthetic material border to a mulch path at the Crown Park playground, adding cedar mulch in the back of the fenced area and seeding with Bermuda seed the fenced playground area that is currently dirt.

The irrigation work at the front entrance and inside peninsula mentioned in the last newsletter will start around the week of April 14 weather permitting. The job will take 3-5 days.

We are getting bids on taking down 6 dead trees at Majestic Park.

Sprinkler System Revamp

This month we initiated a desperately needed complete revamp of the front entrance sprinkler system. The dead grass and wilted landscape plants during last summer's extreme heat exposed the poor condition of the system. Over the years many mediocre repairs and modifications were made to the system rendering it a complete mess, in particular, hacked up wiring and non-operational sprinkling zones. Some past modifications were actually detrimental to system performance instead of an improvement. Virtually all of the rotor sprayers were leaking, a few were broken completely, there were three line-breaks and multiple non-functioning valves.

The complete revamp included replacement of all existing valves and rotors, replacement of improperly deployed MP rotator sprayers. Zones were added and all rotors and pop-up sprayers were replaced and additional ones added where needed. Bad wiring was replaced and a new, up to date controller with rain sensor and technician handheld remote-control capability was installed. There are now 12 fully functional sprinkler zones (for which we now finally know the location of the associated valves) so everything should remain nice and green this summer. We will have to monitor and adjust as necessary the watering schedule and possibly a few sprayers here and there as we learn how the landscape responds to the quantity of water supplied by each zone of the system. We want to optimize the system performance while minimizing our monthly water bill.