

CROWN OAKS PROPERTY OWNERS' ASSOCIATION
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
IMC Property Management Office – 3500 W. Davis, Conroe
August 29, 2024

DIRECTORS PRESENT

Chris Carlson, President
Rick Schissler, Vice President
Jim Stanczak, Treasurer
Natalie Littlejohn, Director
Wayne Roberts, Director

DIRECTORS ABSENT

Brandon Parker, Secretary
Craig John, Director
Shaun Lawton, Director

IN ATTENDANCE

Debbie Heaton represented the managing agent, IMC Property Management.
There were 3 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 6:38 PM. The President, Chris Carlson, presided and the managing agent assisted in recording the minutes.

APPROVAL OF FINANCIALS

The July 2024 financials were approved by Board vote at the meeting.

RATIFICATION OF ACTIONS 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:

- Ratification of Board Actions Taken Between Meetings
 - April – June 2024 Financials approved via email vote of the Board (8/21/24).
 - Minutes from the June 27, 2024 Board meeting approved via email vote of the Board (7/1/24).
 - Expenditures approved via email vote
 - Repair of erosion at a road intersection (\$300) 6/30/24
 - Repair damage to rear gate (\$2,500) & replace motor (\$385) 7/18/24
 - MUD 123 legal analysis & report (\$2,166) 7/26/24
 - Repair of broken sprinkler system mainline & a zone valve (\$547) 8/19/24

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

APPROVAL OF NEW AND UPDATED POLICIES

- a. CC&R Violations and Fines (Updated)
- b. Regulation of Standalone Electric Generators (Updated)
- c. Capital Reserve Check/ACH Disbursal Policy (New)

Upon a motion made by Rick Schissler and seconded by Jim Stanczak, the Board voted unanimously to approve the new policy and the two updated policies. These policies will be posted to the Association's website.

COMMITTEE REPORTS

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

Architectural Control – No report from the Committee. IMC reports applications are up to date.

Entrances/Access/Security – Wayne Roberts and a resident are researching security camera systems for the gate areas and will develop a scope of work to obtain bids for board consideration. The MISD has requested 6 new gate remotes for the buses servicing Crown Oaks. The Association provided remotes to the school district in 2020 and those have reportedly fallen into disrepair. On a motion duly made by Rick Schissler and seconded by Wayne Roberts, the Board voted unanimously to provide the replacement remotes at an estimated cost of under fifty (50) dollars total. Natalie Littlejohn volunteered to handle the transaction.

Communications – The Board will strive to distribute a monthly newsletter provided there are topics of interest to the community. Past newsletters have been posted to the website under the tab Residents Area. Rick Schissler asked for contributions to the newsletter.

Social/Events – Due to the final payment for the 2023 Christmas lights being made in early 2024 from funds budgeted for community events, the Board will need to augment the events budget for the remainder of 2024. The 2023 lights were contracted for after the 2024 budget had already been approved by the Board and could not be changed. Note that events are posted on the website Community Calendar found under the Residents Area tab.

Roads/Drainage – No report.

Lakes – The dock at Crown Lake needs repair and possible replacement. This work will need to be considered for the 2025 budget.

Parks – Rob Hamilton provided the report on Parks found in the Committee Reports at the end of these minutes. Additionally, the Board discussed the poor condition of the BBQ grills at Majestic Park their lack of use. On a motion duly made by Rick Schissler and seconded by Jim Stanczak, the Board voted unanimously to remove the grills and not replace them.

Landscape – Sharon Dunaway reported that the landscaper continues to do a good job mowing and removed a large oak tree that had fallen across the roadside easement at no additional cost to the Association. Some of the plants in the front were lightly trimmed and some will begin blooming in the fall as temperatures cool.

Long-Term Planning – Rick Schissler described progress on the MUD 123 issue and Jim Stanczak discussed the ongoing discovery process for the Unigas charges for natural gas in Crown Oaks. Please see the Committee Reports at the end of these minutes for more.

Finance – Jim Stanczak summarized the current financials and provided the summary at the end of these minutes.

MANAGEMENT COMPANY REPORT

No report.

OWNERS FORUM

Owners initiated discussion on the following topics:

- One of the residents present at the meeting volunteered to help with flag placement for Veterans' Day.
- Community safety, speeding vehicles and cost of assessments.
- Failure of drivers to slow or move over for residents walking along the roadside.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors of the Crown Oaks Property Owners' Association will be held on Wednesday, October 23, 2024. This will be the Annual Meeting of Members followed by the regular open Board of Directors meeting. The meetings will start at 6:30 and will be held at the Montgomery Community Building. Notices of the meetings will be sent to the community.

ADJOURNMENT

There being no further business, on a motion duly made by Rick Schissler and seconded by Jim Stanczak, the open portion of this meeting was adjourned to Executive Session at 8:57 PM.

EXECUTIVE SESSION

The Executive Session was called to order by Chris Carlson at 9:00 PM. The following topics were discussed:

- Accounts Receivable/Collection Matters – The list of delinquent accounts was reviewed as was the status of the ongoing legal processes to collect the amounts owed the Association. This list is also reviewed by the Finance Committee at its monthly finance review with IMC. Six accounts were discussed in detail to establish the basis upon which to authorize the Association's attorney to place an assessment lien on the property to protect the Association's interest in uncollected assessments and legal fees.
- Deed Restrictions Review – The violations report was reviewed with IMC.
- Schedule and dates for the upcoming meetings and the budget process.

ADJOURNMENT

There being no further executive business, on a motion duly made by Rick Schissler and seconded by Jim Stanczak, the Executive Session was adjourned at 9:35 PM.

REGULAR MEETING RECONVENED

The open session of the Regular Meeting was reconvened at 9:36 PM. Upon returning to open session, the following business was transacted:

- Upon a motion made by Natalie Littlejohn and seconded by Jim Stanczak, the Board voted unanimously to waive the small residual interest charges owed by 8 owner accounts for which the principal charges and associated legal fees have been paid in full. The amount owed by an individual account ranged from \$1.43 to \$7.08. Total amount to be cancelled was \$29.43 and these were all residual interest charges and not amounts attributable to the annual assessment or legal fees owed to the Association's law firm for the collection work.

- Following Executive Session discussion and upon a motion duly made by Rick Schissler and seconded by Jim Stanczak, the Board voted unanimously to direct the Association attorney to file a notice of assessment lien against the properties with the following account numbers:

COP014919

COP015106

COP015524

COP014855

COP015356

COP015174

ADJOURNMENT


There being no further business and upon a motion made by Natalie Littlejohn and seconded by Rick Schissler, the Regular Meeting was adjourned at 9:37 PM.

Respectfully Submitted:



Recording Secretary

Approved:



Chairman of the Meeting

9/18/24

Date

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REGULAR BOARD OF DIRECTORS MEETING

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COMMITTEE REPORTS

PARKS

Crown Park- Trash Can

A trash can for the playground area has been ordered from Trash Cans Unlimited. A payment of \$813.58 including shipping was sent to confirm. Shipping was scheduled for August 22, but have not received notice as of yet. The board previously approved the expense up to \$1,000.

Future Projects-

Overgrowth on east side of Majestic Park will need to be addressed in the next year.

Study of dock structures at both lakes for replacement of handrails and decking. The wood is beginning to warp and splinter. (This might be under lakes committee.)

Note-

A resident recently expressed disappointment on Facebook about the quality and variety of amenities in the parks, i.e., picnic tables, benches, tennis and basketball courts, sports fields, shade structures and so on. I have not had anyone directly contact me with any concerns.

Submitted by Rob Hamilton

LONG-TERM PLANNING

The Long-Term Planning Committee met on Wednesday, July 31st, 2024. The following topics were discussed:

1. Update on Unigas (Jim Stanczak) – Jim has been able to establish good communication with Andrea at the Texas Railroad Commission. She has been very helpful in providing background information and walking us through the process of how rates are set. Also, we now have the opportunity to appear before the Commission (in Austin) to present our case. A final decision will be made on this issue once we exhaust our efforts to work with Unigas.

Previous attempts to get a copy of the COPOA agreement with Unigas or its predecessor that purportedly gives them the exclusive right to provide our community with natural gas have been stonewalled by Unigas. COPOA President, Chris Carlson, subsequently signed and sent a letter to the President of Unigas requesting a copy. We are awaiting a response.

2. Update on MUD 123 (Rick Schissler) – We had previously hired an attorney, with Board approval, who specializes in this area of the law, to review the situation and provide us with options. A lengthy discussion that centered around his recommendations was conducted. It was decided that we would draft a letter to our County Commissioner Charlie Riley asking for his intervention and help in resolving the situation created by CO's inclusion in MUD 123 "Area of Benefit." The County had entered into the MUD 123 Kesem BLVD Agreement with MUD 123, which covers the building of access roads to a new real estate development. A response from Commissioner Riley's office was recently received and it will be on the agenda for our next meeting in September.

3. Review the issue of continuing damage to our entrance gates (Wayne Roberts, Chair of the Entrances & Gates Committee) After a brief discussion it was agreed that the installation of some type of camera system at the gates would potentially be the best solution. Our neighbor, Grand Lakes, has a history of identifying

so-called "gate crashers" and successfully being reimbursed for the necessary repairs. COPOA recently spent \$2500. to rebuild one of the gates at our back entrance. Several folks at the meeting volunteered to research the use of cameras and report back to the committee at our next meeting.

4. How to handle pickup of storm debris with the County (Chris Carlson, President) Chris has communicated with the County on picking up the debris from Beryl. The County received money from the Federal government for this purpose. However, they have adopted the position that Federal rules do not allow them to pick up debris in gated communities, and therefore our request for assistance was rejected. Chris researched and followed up with an email to members about how and where they could dispose of their green debris.

5. Reserve Study (2024 – 2028) - a short discussion was held about future capital expenditures over the next five (5) years. The repaving of our roads continues to require 80%+ of our Reserve Funds. This topic will be on the agenda for the September meeting where more time will be allocated for its discussion.

I want to thank everyone who attended the meeting for joining us and offering a wide range of ideas on how to solve some of the issues facing the community. Also, a big thank you to those who volunteered to research issues such as security cameras.

Keep a lookout for an email announcement about our next meeting in September. If you have the time and the inclination, then please join us. We are a working committee and if you join, we will put you to work!

Submitted by Rick Schissler