

**THE OAKS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING – GENERAL SESSION
MONDAY, AUGUST 21, 2017
MINUTES**

The general session of the Board of Directors meeting for The Oaks Condominium Association was called to order at 7:00 p.m.

Present

Christina Heldman
Kathryn Moose
Dennis McGregory
Rick Krychowecky
Lee Krause

Absent

George Blake
Mike Mullins
Cheryl Kopp
Niccole Boswell

Ray Garza, the onsite property manager, was also in attendance.

MINUTES

The minutes from the July 24, 2017 meeting were presented. A motion was made, seconded and carried, to approve the minutes as with the correction that Joe Stoller will continue to perform tax returns and tally the ballots at the annual meeting, but will no longer be performing audits.

PRESIDENT'S REPORT

Dennis McGregory presented the President's report, stating that he felt the property was in good hands with the new manager, Ray Garza and that over all they are ahead of the game in most areas of management.

TREASURER'S REPORT

Lee Krause presented the Treasurer's report for the association as of the end of July 2017.

The association has collected \$213,713.40 for the month, which was \$38,775.60 less than the budgeted amount of \$252,489.46. Mrs. Krause advised the Board that the shortage was due to the fact that Creative Management booked some of the July 1 deposits with the date of June 30. Year to date, the association has collected \$2,826,614.40, which is \$49,135.40 more than the budgeted amount of \$2,776,979.00.

TREASURER'S REPORT (continued)

Maintenance and repairs for the association are under budget for the month in the amount of \$31,179.00 and over budget for the year in the amount of \$22,596.76 due in part to major plumbing repairs and roof repairs.

The total operating expenses are over budget for the month in the amount of \$26,615.23 and under budget for the year in the amount of \$13,134.21.

The cash balance in the operating account is \$173,614.76. The cash balance in the reserve account is \$1,361,119.78. Total assets are \$1,534,734.54 as of July 31, 2017.

MANAGER'S REPORT

Ray Garza presented the Manager's report, which included the following:

Work Order Report – The work order report was presented. Mr. Garza advised the Board that the work orders are being completed almost as soon as they are reported. Most work orders have been closed.

Siding Replacement – The onsite staff is in the process of completing the hardi-plank siding replacement on Building 1 and hope to be finished within the next three weeks. There has been some delay in progress due to staff vacations. Once complete, they will begin rehab to the building in the corner of Gessner and Briarforest. TRC (Texas Remodeling Corporation) will begin rehab to Building 16 on September 5, 2017.

Pool Rules – Mr. Garza advised that Board that he is still in the process of reviewing and finalizing a draft of the pool rules. This was tabled until the next meeting.

Building 34 Sewer Line – Mr. Garza advised the Board that Best Plumbing has completed the repair to the sewer line at Building 34. The association will continue with routine jetting of the line as a preventative maintenance measure.

Pest Control - Action Pest Control will be performing routine general pest control on September 18, 2017 and April 18, 2018. The termite treatment will be performed as follows:

Buildings 1 to 20	September 15, 2017 and every 3 years thereafter
Buildings 21 to 40	September 15, 2018 and every 3 years thereafter
Buildings 41 to 58	September 15, 2019 and every 3 years thereafter

Concrete / Sidewalk Repair - Southern Concrete will begin repairs on Zone C mid-September. In order to get Zone B done in the same fiscal year, Mr. Garza will try to negotiate the cost with Southern Concrete, otherwise, Zones B and A will have to be done after September 1, 2018.

CONTRACT PROPOSALS

Surveillance Cameras – Management presented a proposal from Tim Townsend in the amount of \$14,000.00 to have cameras and surveillance equipment installed at the entrance, reception office, manager’s office, and outside of the management office building. Management was requested to obtain a revised proposal for the gate entrance only; and to see what kind of warranty comes with the installation. Due to the cost of the proposal, obtaining competitive proposals was requested at this time.

PATROL SERVICE

There was discussion once again with regard to the performance of the patrol service. Mr. Garza advised that he is in the process of securing proposals from Star Security and Wiser Security, both of which were recommended by Creative Management.

Mr. Garza asked the Board if it was absolutely necessary to have the guest tags printed on colored paper as this was an expense in excess of \$6,000.00 to the association. A Motion was made, seconded and carried, to do away with the colored paper and look into having a date stamp made for the patrol officers to use when issuing guest tags printed on white paper.

It was noted that only one officer is onsite for the 7:00 am to 3:00 pm shift and there may be times that he or she may need to leave the post. In order to minimize the perception the owners have of the patrol service, management was requested to make sure the officers post the “Temporarily Away” signs in both windows when they are away from their post.

ADJOURNMENT

There being no further business, a motion was made, seconded and carried to adjourn the meeting at 7:53 p.m., at which time the Board allowed an open forum for the owners present to address their concerns to the Board and to the onsite manager.

APPROVAL

Approved this the _____ day of _____, 2017.

By: _____

_____, Secretary