



**THE OAKS CONDOMINIUM ASSOCIATION**  
A TEXAS NON-PROFIT CORPORATION

**THE OAKS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING – GENERAL SESSION  
MONDAY, NOVEMBER 20, 2017  
MINUTES**

The general session of the Board of Directors meeting for The Oaks Condominium Association was called to order at 7:03 p.m.

Present

Christina Heldman  
Kathryn Moose  
Dennis McGregory  
Rick Krychowecky  
Lee Krause  
Cheryl Kopp

Absent

George Blake  
Mike Mullins  
Niccole Boswell

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

**MINUTES**

The minutes from the October 16, 2017 meeting were presented. A motion was made, seconded and carried to approve the minutes as presented.

**TREASURER'S REPORT**

Lee Krause presented the Treasurer's report for the association as of October 31, 2017.

The association collected \$253,560.10 for the month, which is \$648.90 less than the budgeted amount of \$252,359.00. The total amount collected year to date is \$490,734.00, which is \$17,684.00 less than the budgeted year to date amount of \$508,418.00.

Maintenance and repairs for the association are over budget for the month in the amount of \$17,993.75 and for the year in the amount of \$37,446.76. The association was over budget in this category due to the building and roof repairs; and replacement of the AC unit that services the weight room and the clubhouse.

### **TREASURER'S REPORT (continued)**

The total operating expenses are over budget for the month in the amount of \$20,852.00 and for the year in the amount of \$40,113.48 due to insurance costs, utility expenses and exterminating.

After a transfer from the reserve account to the operating account, the total cash balance in the operating account is \$5,451.99. The cash balance in the reserve account is \$1,434,912.60. Total assets are \$1,440,364.59 as of October 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 maintenance staff is now running only a few days behind with processing work orders as they are reported, he hopes to see improvement on this and that work orders should start to receive immediate attention in the next few weeks.

Onsite Maintenance Personnel / Irrigation System - Mr. Garza advised the Board that due to expenses relating to payroll, Tony's position was not filled when he resigned. Instead, the maintenance and repair of the irrigation system has been outsourced to Texas Environmental Services. Due to the recent repairs, the association hopes to see a reduction in water bills of approximately \$3,000.00 to \$5,000.00 per month due the repairs and changes to the timers. This will continue to be monitored. The onsite staff will do only minor repairs to the sprinkler heads as they become necessary and if time permits.

Vehicle Parking Resolution (amendment proposed) - Mr. Garza again presented a draft of the proposed vehicle parking resolution. The Board considered the possibility of bar coded parking stickers. After lengthy discussion, this issue was again tabled for a special meeting due to the concern with inability to properly police the parking, and the effect it will have on the owners within the community who do park in the visitor parking area. This will be revisited by the Board via email over the next 60 days.

Contract Spaces - Management advised the Board that there are currently 26 spaces available for lease.

### **ASK BEFORE YOU ALTER**

Motion was made, seconded and carried to approve the application that Luis from Unit#381 presented to install a deck in front of the unit.

### **NETWORK IMPROVEMENTS**

Mr. Garza presented the Board with proposals for network improvements. Motion was made, seconded and carried to approve the proposal from Lance Williams in the amount of \$850.00 for installation of the NAS system so files can be shared and backed up. The possibility of going to a CLOUD system will be considered at a later date when more information can be obtained.

### **CAMERA INSTALLATION**

Management presented two proposals for the installation of a new camera system within the community which includes seven (7) cameras, two (2) monitors and two (2) recorders. Both proposals allowed for expansion and the ability to allow for audio. The 2 proposals were from Bexx, Inc. and Texas Total Security.

Motion was made, seconded and carried to approve the proposal from Roger Beck with Bexx.

### **UNIT 257 - FORECLOSED UNIT**

Mr. Garza advised the Board that recently there was a need to gain access to and rekey Unit 257, which was foreclosed on by the Association last year. The current condition of Unit 257 will allow the association to lease the unit for minimal repairs. Motion was made, seconded and carried to approve an expense up to \$2,500.00 to make repairs in order to lease the unit.

### **BOARD MEMBER RESPONSIBILITIES**

Management presented a policy and guidelines to be signed by each member of the Board. Mr. Garza advised the Board that there was no reason for concern, but that he was only able to find that only one Board member had a policy on file, being Cheryl Kopp. This was tabled until the policy can be revised.

**MASS EMAILS - OWNER AND TENANT**

Mr. Garza advised the Board that much of the general property communication is being done via email, including water shut off notices. An email has been sent to all owners requesting email addresses of their tenants so the water termination notices can be sent to the tenants as well as the owners.

**CONTRACT PARKING AGREEMENT**

Mr. Garza presented a draft of the contract parking agreement. This issue was tabled until a final draft can be presented at the next meeting.

**ANNUAL MEETING**

The annual meeting notice will be mailed out by the onsite office staff next week. The annual meeting has been rescheduled for Monday, January 15, 2018.

**POLICY CHANGE**

When the Board receives "Ask Before You Alter" applications, especially during a period in which the Board does not intend to meet (i.e. December), motion was made, seconded and carried to allow the President and Vice President to make determinations so the owner does not have to delay their work.

**ADJOURNMENT**

There being no further business, motion was made, seconded and carried to adjourn the meeting, 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 6<sup>th</sup> day of MARCH, 2018.

By:   
Kristin Helander, Secretary