



THE OAKS CONDOMINIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

THE OAKS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING – GENERAL SESSION
MONDAY, MAY 21, 2018
MINUTES

The general session of the Board of Directors meeting for The Oaks Condominium Association was called to order at 7:09 p.m.

Present

Dennis McGregory
Rick Krychowecky
Kathryn Moose
Christina Heldman
Brad Lumb
Bruce Hadwin

Absent

George Blake

Ray Garza, the onsite Property Manager, was also in attendance.

MINUTES

The minutes from the general session of the April 16, 2018 meeting were presented.

MOTION - Mr. Krychowecky made a motion to approve the minutes from the April 16, 2018 meeting as presented. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors (6 Yes, 0 No).

PRESIDENT'S REPORT

Mr. McGregory announced that earlier in the evening during an executive session of the meeting of the Board of Directors, Bruce Hadwin had been appointed as the Board of Director's new Treasurer by unanimous vote.

TREASURER'S REPORT

Mr. Garza presented the Treasurer's Report for the Association as of April 30, 2018.

The Association collected \$245,755.81 for the month, which is \$6,603.19 more than the budgeted amount of \$252,539.00. The total amount collected year to date is \$2,040,162.00, which is \$21,290.90 more than the budgeted amount of \$2,018,872.00.

Maintenance and repairs for the Association were under budget for the month in the amount of \$285.14 and over budget for the year in the amount of \$42,060.03. The Association is over budget due to expenses related to bat remediation, roofing and foundation repairs.

The total operating expenses are under budget for the month in the amount of \$13,520.86 and over budget for the year in the amount of \$68,179.56. The Association was over budget in this category primarily due to unexpected costs related to utilities and legal fees.

The balance in the operating account and petty cash account is \$42,642.03. The cash balance in the reserve account is \$1,333,393.43. Total assets are \$1,376,035.46 as of April 30, 2018.

MANAGER'S REPORT

Mr. Garza presented the Manager's report for the Association:

Work Orders - 55 work orders were assigned and completed during the last reporting period.
Landscaping - When the community lost an employee last October, instead of replacing him, his salary was used to outsource special landscaping projects, gutter cleaning and irrigation. The Association is still positive \$600.00 year to date.

Landscaping - Mr. Garza thanked Mr. Lumb and Mr. Hadwin for the time they have dedicated to the community to improve the landscaping.

Personnel - A maintenance employee resigned this month after being offered new employment that he was better suited for. The Association will seek candidates for his replacement and start setting appointments for interviews.

Transformers - The Association now has, on property, a backup for both the 125 KVA transformer and the 250 KVA transformer. In the event one fails in the future, the only necessary down time should be the time needed to replace the transformer.

Welcome Packet - Mr. Garza and Ms. Bell have worked together to improve the Welcome Packet of materials that is distributed to owners and tenants. The packet and forms are available online and as a printed booklet available in the management office. Printing expenses were reduced by 35% due to a change in printing companies.

OLD BUSINESS

No old business was addressed.

NEW BUSINESS

--- Fuse Panel:

Mr. Garza advised that he has contacted Dennis Sager, an electrician who has performed past electrical work for the Association, to see if he has any interest in bidding on replacing the fuse panel that services the management office, club house and exercise room. Mr. Sager declined to bid. Mr. Garza explained that replacement of the fuse panel would like require some buildings be without electricity for three to five hours. Mr. McGregory suggested the Association wait until cooler outside temperatures in order to conduct an installation.

MOTION - Mr. Krychowecky made a motion that the Association accept the bid from Wood Electric for replacement of the fuse panel at a cost of \$4,000.00, provided Wood Electric would honor their bid and perform the work in the fall, during cooler weather. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors (6 Yes, 0 No).

--- Electric Car Charging Stations:

The owner of Unit 738 requested the Board approve installation of an electric car charging device for his vehicle. The Board discussed concerns including where the device would be installed and how much electricity will the device use. Mr. Lumb volunteered to research information related to electric car charging stations and report back to the Board.

--- Landscaping Contract:

Mr. Garza explained the current landscaping contract with GroundsKeepers expires on June 30, 2018. GroundsKeepers has been informed the Association will not automatically renew the contract and that proposals will be solicited annually. The Association has received three proposals from GroundsKeepers, Texas Environments and Yellowstone; the Association is still waiting to receive a proposal from a fourth company. Mr. Lumb and Mr. Hadwin expressed dissatisfaction with the performance of GroundsKeepers.

MOTION - Mr. Krychowecky made a motion that the Association grant full authority to Mr. McGregory for the next 30 days to negotiate and accept a new landscaping contract at a cost of up to \$12,500.00 per month. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors (6 Yes, 0 No).

--- Golf Cart Replacement:

Mr. Garza advised the Board that the maintenance staff has recently experienced problems related to the age of the Association's seven golf carts. He explained that the Association has

spent approximately \$32,100.00 on golf cart maintenance since 2011. Additionally, two golf carts were purchased in 2009, at an expense of \$9,400.00. Recently, one golf cart experienced a fire, became inoperable, and needs to be replaced. A second cart recently stopped functioning, but the staff was able to repair it. A third cart will likely need replacement due to age. Mr. Garza requested the Board adopt a plan for gradual replacement of the golf cart fleet over the next few years. He further recommended the Association purchase a refurbished 2015 golf cart from Goodson at a cost of \$3,850.00.

MOTION - Mr. Krychowecky made a motion to purchase a refurbished 2015 golf cart from Goodson at a cost of \$3,850.00. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors (6 Yes, 0 No).

--- Fidelity Mutual Bank Account

Mr. Garza advised the Association's account at Fidelity Mutual contains only \$111.00.

MOTION - Mr. Krychowecky made a motion to close the Fidelity Mutual account and place its funds in the Association's operating account. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors (6 Yes, 0 No).

ADJOURNMENT

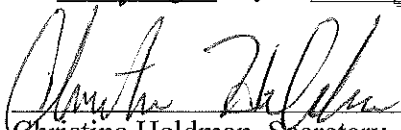
MOTION: Mr. Krychowecky made a motion to adjourn the meeting. Ms. Heldman seconded the motion. The motion was approved by vote of the Board of Directors (6 Yes, 0 No).

After adjournment, the Board allowed an open forum for the audience present to address their concerns to the Board of Directors and Property Manager.

APPROVAL

Approved this the 18 day of June, 2018.

By:


Christina Heldman, Secretary


Dennis McGregor, President