



THE OAKS CONDOMINIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

THE OAKS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING – GENERAL SESSION
MONDAY, AUGUST 20, 2018
MINUTES

The general session of the Board of Directors meeting for The Oaks Condominium Association was called to order at 7:07 p.m.

Present

Dennis McGregory
Kathryn Moose
Rick Krychowecky
Brad Lumb
Bruce Hadwin
Jim Sallee

Absent

Christina Heldman

Also Attending: Ray Garza, Property Manager

MINUTES

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

MOTION - Mr. Hadwin made a motion to approve the general session minutes from the July 16, 2018 meeting as presented. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

TREASURER'S REPORT

Mr. Hadwin presented the Treasurer's report for the period ending on July 31, 2018.

The Association collected \$261,218.66 for the month, which was \$8,859.66 more than the budgeted amount of \$252,359.00. It collected \$2,813,980.03 year-to-date, which was \$38,031.03 more than the budgeted amount of \$2,775,949.00.

The Association spent \$28,674.00 for the month on maintenance and repairs, which was

\$2,538.00 less than the budgeted amount of \$31,212.00. It spent \$377,406.11 year-to-date on maintenance and repairs, which was \$34,074.11 more than the budgeted amount of \$343,332.00.

The Association spent \$201,883.00 for the month on operating expenses, which was \$21,977.00 less than the budgeted amount of \$223,860.00. It spent \$2,504,615.05 year-to-date on operating expenses, which was \$81,072.05 more than the budgeted amount of \$2,423,543.

The Association's total balance in its operating account and petty cash account is \$160,566.66. The total cash balance in its reserve accounts is \$1,283,382.44. The Association's total assets amount to \$1,443,949.10 as of July 31, 2018.

MANAGER'S REPORT

Mr. Garza presented the Manager's report and advised that the staff had completed a total of 35 work orders. Due to the severe drought, the sprinkler system has been operating six days a week, resulting in more repairs than normal. This month there were two irrigation controllers replaced and the maintenance staff has repaired two backflows and will be repairing another three backflows over the next few weeks.

BUSINESS

--- Unit 71 - Gutters and Exterior Building Repair:

Mr. Garza advised the Board that the fascia board has been repaired and new gutters installed to Unit 71. Unfortunately, since there has been no rain they cannot be certain if these repairs have fixed the water penetration problem, but the area will continue to be monitored closely.

MOTION - Mr. McGregory made a motion to hire a licensed mold inspector to investigate the condition of Unit 551 and provide a report to the Association. Mr. Krychowecky seconded the motion. The motion was approved by vote of the Board of Directors.

--- Unit 211 - Foundations:

Mr. Garza presented the Board with two of the three proposals requested for the foundation repair necessary to Unit 211. This issue was tabled until the third proposal is received and all three can be reviewed at the same time. The Board advised that a decision will be made before the next regularly scheduled meeting in September.

--- Community Garage Sale:

Mr. Garza advised the Board of Directors that an owner had requested the Board authorize a community wide garage sale in the fall and spring. After consideration, there was general consensus that the Board will permit a garage sale to be held, provided there is a group of volunteers to oversee it and the people who do not live within the community and wish to come

to the sale park outside the perimeter of the property on the street. Mr. Garza stated that he will send an email to the owners and residents seeking volunteers.

--- Ravine Erosion:

Mr. Garza led a discussion regarding erosion occurring in and around the ravine. Mr. Lumb explained that Mr. Garza and himself had gathered bids from three companies to complete the work. The three bids were as follows:

Armando Lawn Services	\$14,000.00
Groundskeepers	\$39,925.00
Yellowstone	\$31,959.00

All three companies estimated the work would take approximately one week. Mr. Lumb recommended hiring Armando Lawn Services.

MOTION - Mr. Krychowecky made a motion to accept Armando Lawn Services' bid of \$14,000.00 to perform erosion remediation in the area of the ravine. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

--- Northeast Pool Cleaning:

Mr. Garza advised the Board that a resident had expressed concern with regard to the stains in the small pool located in the northeast corner of the property. This pool had been recently drained and cleaned; however, the stains persist. Mr. Garza further explained that he believed the pool had a negative reaction to chlorine. He informed the Board that the pool will be drained and painted again to correct this problem when the weather cools. Mr. Krychowecky stated that he anticipates money will be appropriated in the upcoming 2018-2019 Capital Improvements Budget to replace some of the property's pool furniture.

--- Exterior Building Water Shut-off Valves:

Mr. McGregory explained that the water shut-off valves located on some buildings had, over the course of many years, been enclosed behind resident fences. Mr. Garza stated that maintenance staff will look into the possibility of moving the fences or installing gates in these areas as time allows.

--- Insurance Procedures and Water Damage Responsibility Resolutions:

Mr. Krychowecky presented to the Board of Directors two proposed resolutions; these resolutions would govern the Association's insurance claims administration and water leak procedures, respectively. He explained that these resolutions had been drafted over the course of the previous year and had been finalized with the consultation of the Association's outside legal counsel. He further explained that, if approved, the resolutions will be filed with the county and copy will be mailed to all owners.

MOTION - Mr. Krychowecky made a motion to adopt the Responsibility for Water Damage resolution. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

MOTION - Mr. Krychowecky made a motion to adopt the Procedures Relating to Insurance, Insurance Deductibles, and Claims Procedures resolution. Mr. Hadwin seconded the motion. The motion was approved by vote of the Board of Directors.

--- Leasing Policy:

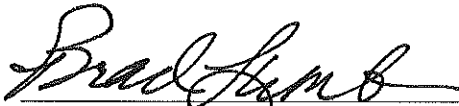
Prompted by several audience members, Mr. Krychowecky led a lengthy discussion regarding the Association's Leasing and Occupancy resolution. Specifically, some residents were concerned that a unit had been rented utilizing the website Airbnb. Mr. Krychowecky explained that the management staff was aware of this particular situation and that actions had been taken to make sure the unit owner was aware that short-term leases shorter than six months in length were prohibited at the Oaks of Woodlake. Mr. Krychowecky also advised the audience that although the management staff and Board of Directors appreciates being notified of suspected violations of the Association's rules, the Association considers its enforcement of Association rules to be confidential and it is the Association's policy to discuss potential violations and penalties only with the offending individual(s).

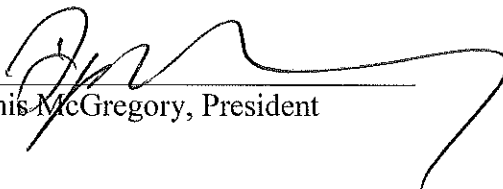
ADJOURNMENT

MOTION: Mr. Krychowecky made a motion to adjourn the meeting. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

APPROVAL

Approved this the 15th day of October, 2018.

By: 
Brad Lumb, Secretary


Dennis McGregory, President