



THE OAKS CONDOMINIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

**THE OAKS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING – GENERAL SESSION
MONDAY, SEPTEMBER 17, 2018
MINUTES**

The general session of the Board of Directors meeting for The Oaks Condominium Association was called to order at 7:12 p.m.

Present

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

Absent

None

Also Attending: Ray Garza, Property Manager

MINUTES

The presentation and approval of the minutes from the general session of the August 20, 2018 meeting and the general session of the special meeting held on August 28, 2018 were tabled.

PRESIDENT'S REPORT

Mr. McGregory announced the recent resignation of Christina Heldman from the Board of Directors effective August 30, 2018. The Board expressed its gratitude for Ms. Heldman's dedication to improving the property for its residents.

TREASURER'S REPORT

Mr. Hadwin presented the Treasurer's report for the period ending on August 31, 2018. August 31, 2018 also serves as the conclusion of the Association's 2018 fiscal year.

The Association collected \$267,207.82 for the month, which was \$14,848.82 more than the budgeted amount of \$252,359.00. It collected \$3,081,187.85 year-to-date, which was \$52,879.85 more than the budgeted amount of \$3,028,308.00.

The Association spent \$57,889.51 for the month on maintenance and repairs, which was \$2,874.49 less than the budgeted amount of \$60,764.00. It spent \$668,567.57 year-to-date on maintenance and repairs, which was \$27,620.43 less than the budgeted amount of \$696,188.00.

The Association spent \$227,251.57 for the month on operating expenses, which was \$6,565.43 less than the budgeted amount of \$233,817.00. It spent \$2,731,866.62 year-to-date on operating expenses, which was \$74,506.62 more than the budgeted amount of \$2,667,360.00.

The Association's total balance in its operating account and petty cash account is \$168,231.11. The total cash balance in its reserve accounts is \$1,315,600.63. The Association's total assets amount to \$1,483,831.74 as of August 31, 2018.

MANAGER'S REPORT

Mr. Garza presented the Manager's report and advised that the staff had completed a total of 55 work orders in August. Mr. Garza commended employees Merced Mendoza and Marino Romero for their work replacing five backflows, saving the Association approximately \$3,500.00. Mr. Garza reported that the Association has created and begun implementation of its time and action plan regarding the Annual Meeting to be held in December 2018. He further advised that the sidewalk surrounding the exterior of the property has been photographed and he is working with the City of Houston to assist them in making sidewalk repairs that are the responsibility of the city government.

BUSINESS

--- 2018-2019 Capital Improvement Budget:

The Board discussed the proposed capital improvement budget for the 2018-2019 fiscal year. The proposal was drafted by Mr. Garza, Mr. Hadwin and Mr. Krychowecky. The proposal called for 10% of the Association's income (\$305,000.00) to be spent on capital improvement projects.

MOTION - Mr. Krychowecky made a motion to approve the 2018-2019 capital improvement budget as presented. Mr. Hadwin seconded the motion. The motion was approved by vote of the Board of Directors.

--- Bank Account Signing Authority:

MOTION - Mr. Krychowecky made a motion to have Dennis McGregory and Bruce Hadwin, in their respective capacities as the President and Treasurer of the Board of Directors, granted

signing authority and privileges on each of the Association's bank accounts and, further, for any other persons who currently hold signing authority on any of the Association's bank accounts to have their signing authority and privileges removed. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Surveillance Cameras:

Mr. Garza led a discussion regarding current security camera coverage on the property and the potential of installing additional cameras in the near future. He presented a report from Bexxs, Inc. detailing the proposed placement of new cameras and wireless antennas in additional areas of the property. The Board requested Mr. Garza obtain a full proposal, including costs, from Bexxs, Inc. before moving forward.

--- Unit 637 - Ask Before You Alter Request

The Board reviewed an application from the owner of Unit 637, requesting approval to install a wood fence. The application was tabled until proper measurements and dimensions could be determined.

MOTION - Mr. Krychowecky made a motion to grant Dennis McGregory the authority, on behalf of the Board of Directors, to approve or deny the Ask Before You Alter Request made by the owner of Unit 637 over the next 30 days. Mr. Hadwin seconded the motion. The motion was approved by vote of the Board of Directors.

--- Ask Before You Alter Request - Unit 59:

The Board reviewed an application from the owner of Unit 59, requesting approval to install a wood fence, including a wood portico covering. The application was tabled until the Board could have an opportunity to inspect the area.

--- Ask Before You Alter Request - Unit 149:

The Board reviewed an application from the owner of Unit 149, requesting approval to extend the unit's second floor balcony. Several Board members expressed concerns regarding the structural implications of allowing the alteration.

MOTION - Mr. Krychowecky made a motion to deny the Ask Before You Alter Request made by the owner of Unit 149. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

--- Signage:

The Board engaged in a preliminary discussion regarding the possibility of updating its signage located in the northwest and northeast corners of the property's exterior, as well as, at the front gate. Mr. Sallee volunteered to work on a proposal for review at an upcoming meeting. Mr. Garza suggested installing additional signage on the property's interior in hopes of providing

better directions for guests, contractors and third party vendors.

--- Tree Removal:

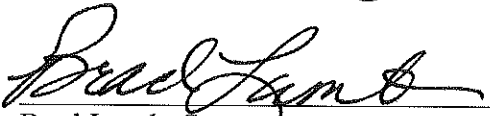
Mr. Lumb advised the Board of a proposal the Association had received from Arbor Care, Inc. for the removal of four trees and the pruning of two additional trees. The Association had requested Arbor Care inspect the grounds and make recommendations concerning potential hazards presented by trees on the property; this proposal represented its recommendations. Arbor Care's proposed removal services would cost \$4,925.38. Mr. Krychowecky requested Mr. Garza acquire two additional bids. Mr. McGregory requested Mr. Garza inquire about the cost of stump removal. The matter was tabled pending the acquisition of additional bids.

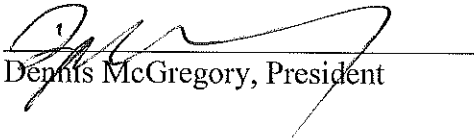
ADJOURNMENT

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