

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

**THE OAKS CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING – GENERAL SESSION**  
**MONDAY, OCTOBER 15, 2018**  
**MINUTES**

The general session of the Board of Directors meeting for The Oaks Condominium Association was called to order at 7:05 p.m.

Present

Dennis McGregory  
Kathryn Moose  
Rick Krychowecky  
Brad Lumb  
Bruce Hadwin

Absent

Jim Sallee

Also Attending: Ray Garza, Property Manager

**MINUTES**

The minutes from the executive sessions of the August 20, 2018 and September 17, 2018 meetings were presented.

MOTION - Mr. Krychowecky made a motion to approve the general session minutes from the August 20, 2018 meeting as presented. Mr. Hadwin seconded the motion. The motion was approved by vote of the Board of Directors.

MOTION - Mr. Krychowecky made a motion to approve the general session minutes from the September 17, 2018 meeting as presented. Mr. Hadwin seconded the motion. The motion was approved by vote of the Board of Directors.

**PRESIDENT'S REPORT**

Mr. McGregory had nothing to report.

## **TREASURER'S REPORT**

Mr. Hadwin presented the Treasurer's report for the period ending on September 30, 2018.

The Association collected \$236,301.12 for the month and the year, which was \$19,179.88 less than the budgeted amount of \$255,481.00.

The Association spent \$26,549.03 for the month and the year on maintenance and repairs, which was \$3,593.97 less than the budgeted amount of \$30,143.00.

The Association spent \$218,858.67 for the month and the year on operating expenses, which was \$11,499.67 more than the budgeted amount of \$207,359.00.

The Association's total balance in its operating account and petty cash account is \$149,554.22. The total cash balance in its reserve accounts is \$1,351,719.97. The Association's total assets amount to \$1,501,274.19 as of September 30, 2018.

## **MANAGER'S REPORT**

Mr. Garza presented the Manager's report and advised that the staff had completed a total of 75 work orders in September. Mr. Garza stated that he has been performing at least two building inspections per week as part of the property's building assessment project; these weekly inspections have resulted in an increase of new work orders to address issues identified during the process. Mr. Garza reported the on-going renovations of Building 50, performed by the Oaks maintenance staff, are approximately 90% complete. He also thanked the unit owners for their patience during the power outage that took place on October 3, 2018. Mr. Garza explained that cost of repairs totaled \$55,500.00. An insurance claim has been filed against the Association's equipment breakdown policy and, if approved, the Association would be responsible for its \$25,000.00 deductible.

## **BUSINESS**

--- Signage:

Mr. Krychowecky explained to the audience that earlier in the evening, during the executive session, Mr. Sallee made a presentation concerning new signage at the property's front gate and northeast and northwest corners. He further advised that Mr. Sallee intended to seek out proposals for the graphic design work before the Board would make any further decision and that the matter had been tabled.

--- Surveillance Cameras:

Mr. Gregory inquired as to the status of the proposed purchase and installation of additional surveillance cameras throughout the property. Mr. Garza advised the Board that he was still awaiting an additional proposal before he was prepared to make a recommendation. The issue was tabled.

--- Building Siding Renovations:

The Board briefly discussed the building siding project anticipated by the capital improvement budget for the upcoming year. Mr. Garza and Mr. Gregory estimated that the Association could likely replace the siding on three small buildings or two large buildings with the budgeted funds. Mr. Gregory stated he had observed that Buildings 2, 3 and 4 and Buildings 31 and 32 were all candidates for renovation based on their current conditions. Mr. Gregory and Mr. Garza agreed to meet in order to walk the property and determine what buildings are most in need of siding repair.

--- Sidewalk Renovations

Mr. Garza presented a proposal from Southern Concrete to complete The Oaks of Woodlake's planned Phase C concrete sidewalk renovations for \$16,000.00. He also advised that he had received a proposal from Leveled Concrete for \$6,900.00. The Board tabled any further discussion until Mr. Garza had an opportunity to analyze the two proposals to be certain their scope of work were identical.

--- Employee Holiday Work Schedule:

The Board of Directors discussed the upcoming work schedule for The Oaks of Woodlake employees during the 2018 holiday season. Mr. Garza proposed following schedule:

Thursday, November 22	Closed for Thanksgiving
Friday, November 23	Closed the day after Thanksgiving
Monday, December 24	Closed for Christmas Eve
Tuesday, December 25	Closed for Christmas Day
Monday, December 31	Closed for New Year's Eve
Tuesday, January 1	Closed for New Year's Day

MOTION - Mr. Krychowecky made a motion to approve Mr. Garza's proposed 2018 holiday schedule, excusing Association employees from work on November 22-23rd, December 24-25th, December 31st and January 1st. Mr. Hadwin seconded the motion. The motion was approved by vote of the Board of Directors.

--- Tree Removal:

Mr. Garza presented three proposals for the removal of five dead trees, including stump grinding. These trees had been previously identified as requiring removal by Arbor Care in August 2018.

The proposals were as follows:

Arbor Care	\$5,693.00
Yellowstone	\$4,546.00
Texas Environments	\$3,193.38

MOTION - Mr. Krychowecky made a motion to accept Texas Environments' bid of \$3,193.38 to remove five trees, including stump grinding. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

--- Ask Before You Alter Request - Unit 145:

The Board reviewed an application from the owner of Unit 145, requesting approval to build a new extended patio and fence. The proposal would replace an older fence currently in place.

MOTION - Mr. Krychowecky made a motion to approve the Ask Before You Alter Request made by the owner of Unit 145, provided the owner work with Mr. Garza to ensure the Oaks maintenance staff has access to any drain enclosed within the fencing. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

### ADJOURNMENT

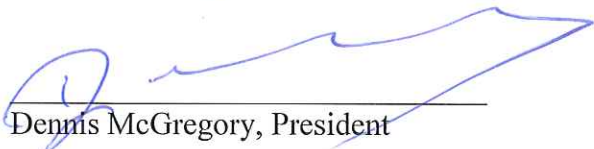
MOTION: Mr. Krychowecky made a motion to adjourn the meeting. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

### APPROVAL

Approved this the 19<sup>th</sup> day of November, 2018.

By:

  
Brad Lumb, Secretary

  
Dennis McGregor, President