



THE OAKS CONDOMINIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

THE OAKS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING – GENERAL SESSION
MONDAY, NOVEMBER 19, 2018
MINUTES

The general session of the Board of Directors meeting for The Oaks Condominium Association was called to order at 7:08 p.m.

Present

Dennis McGregor
Kathryn Moose
Richard Krychowecky
Brad Lumb
Bruce Hadwin

Absent

Jim Sallee

Also Attending: Ray Garza, Property Manager

MINUTES

The minutes from the general session of the October 15, 2018 meeting were presented.

MOTION - Ms. Moose made a motion to approve the general session minutes from the October 15, 2018 meeting as presented. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

PRESIDENT'S REPORT

Mr. McGregor thanked the members of the Board of Directors for the time they have spent serving the community. Additionally, he reminded the unit owners in attendance that the annual meeting will take place on December 17, 2018.

TREASURER'S REPORT

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

The Association collected \$277,022.33 for the month, which was \$21,541.33 more than the budgeted amount of \$255,481.00. The total amount collected year to date is \$513,323.45, which is \$2,361.45 more than the budgeted amount of \$510,962.00.

The Association spent \$33,469.34 for the month on maintenance and repairs, which was \$3,326.34 more than the budgeted amount of \$30,143.00. It spent \$60,018.37 year-to-date on maintenance and repairs, which was \$267.63 less than the budgeted amount of \$366,107.00.

The Association spent \$221,990.29 for the month on operating expenses, which was \$5,641.29 more than the budgeted amount of \$216,349.00. It spent \$440,848.96 year-to-date on operating expenses, which was \$17,140.96 more than the budgeted amount of \$423,708.00.

The Association's total balance in its operating account and petty cash account is \$128,170.33. The total cash balance in its reserve accounts is \$1,358,020.07. The Association's total assets amount to \$1,486,190.40 as of October 31, 2018.

MANAGER'S REPORT

Mr. Garza presented the Manager's report and advised that the staff had completed a total of 65 work orders in October. Mr. Garza notified the Board that he has been working with Houston city government to have the exterior perimeter sidewalks repaired and he is confident they will be repaired at no cost to the Association.

BUSINESS

--- Sidewalk Renovations:

Mr. Garza presented proposals for the final phase of the three year sidewalk repair project. The two bids were as follows:

Southern Concrete Raising	\$15,787.50
Leveled Concrete	\$12,475.28

Mr. Garza stated that he intends to have the work started as quickly as possible and that he anticipates the work will take approximately two weeks.

MOTION - Mr. Krychowecky made a motion to accept Leveled Concrete's bid of \$12,475.28 to perform sidewalk and concrete repair. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

--- Surveillance Cameras:

Mr. McGregory inquired about Mr. Garza's research into the costs associated with adding more

security cameras on the property. Mr. Garza advised the Board that he had just recently identified vendors willing to offer a proposal for the installation of additional cameras. The issue was tabled to allow time for all proposals to be received.

--- Annual Meeting:

Mr. Lumb reminded those in attendance of the importance of submitting their ballot proxy for the annual meeting so a quorum could be obtained. He also invited those in attendance whose name appear on the annual meeting election ballot to briefly introduce themselves to the audience at the beginning of the evening's question and answer session, immediately following adjournment of the meeting.

--- Foundations - Unit 319

Mr. Garza stated that the owner of Unit 319 had informed the management office that she believed there has been significant movement within her building; she requested the Association have the building inspected by an engineering firm. Mr. Garza advised the Board that McCrory Engineering had inspected Unit 319 approximately six months ago and found no need for foundation work to be done at that time. Mr. Gregory instructed Mr. Garza to contact McCrory Engineering and arrange for a new inspection of Unit 319.

--- Pool Furniture:

Mr. Garza reminded the Board that a resident had previously requested the Board consider the purchase of new pool furniture. He suggested that the Association consider purchasing furniture during the winter, as it would be considered off-season and prices would likely be lower than in the summer. The Board reached general consensus that any new pool furniture should be durable and easy to clean and maintain. This issue was tabled pending further research.

--- Access Ramp - Unit 667:

Mr. Garza advised the Board that a resident of Unit 667 made a request that the Association install a ramp between Buildings 50 and 51 to facilitate wheelchair access. Mr. Gregory asked Mr. Garza to obtain an estimate from Leveled Concrete for the associated costs.

--- Building Siding Renovations:

Mr. Garza presented proposals for the 2019 phase of the property's on-going building siding renovation project. He advised that, after consultation with Mr. Gregory, he had acquired bids for Buildings 31, 32 and 33. The bids were as follows:

D&C Contracting	Building 31	\$59,319.00
Texas Remodeling Contractors	Building 31	\$59,100.00
D&C Contracting	Building 32	\$60,925.00
Texas Remodeling Contractors	Building 32	\$45,372.00

D&C Contracting	Building 33	\$60,925.00
Texas Remodeling Contractors	Building 33	\$45,372.00
Camp Construction	Buildings 31-33	\$197,328.95 (total)

MOTION - Mr. Krychowecky made a motion to accept D&C Contracting's bid of \$59,319.00 to replace the siding on Building 31. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

MOTION - Mr. Krychowecky made a motion to accept Texas Remodeling Contractor's bid of \$45,372.00 to replace the siding on Building 32. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

MOTION - Mr. Krychowecky made a motion to accept Texas Remodeling Contractor's bid of \$45,372.00 to replace the siding on Building 33. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Signage:

Mr. Garza advised the members present that he will be meeting with Joseph Pancho, a graphic designer, to obtain a cost proposal for the design of a new logo for The Oaks of Woodlake. If approved, the design would be utilized on new exterior signage located at the front entrance gate, as well as, the northwest and northeast corners of the property. He stated that he will also inquire as to Mr. Pancho's fees for serving as the Association's point of contact with sign fabrication companies.

--- Tree Removal:

Mr. Lumb led a discussion regarding the possibility of removing three trees from the property. Mr. Garza and Mr. Lumb identified an oak tree near the trash receptacle enclosure close to Building 2, an elm tree near Unit 587 and a tree located near Units 43 and 45. The Board asked Mr. Garza to obtain cost estimates for the removal of the oak tree and the tree located near Unit 43. The issue was tabled.

--- Driveway Repair:

Mr. Garza presented proposals for the patching and repair of 14 problematic areas of asphalt totaling approximately 2,545 square feet. The two bids were as follows:

Barry Worthington	\$17,815.00
The Paving Agency	\$10,453.00

MOTION - Mr. Krychowecky made a motion to accept The Paving Agency's bid of \$10,453.00 to perform asphalt repair and installation of two speed bumps. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Employee Holiday Bonuses:

MOTION - Mr. Krychowecky made a motion to provide all Association employees with a holiday bonus equal to two percent of their annual salary. Mr. Hadwin seconded the motion. The motion was approved by vote of the Board of Directors.

--- Tree Branch Removal - Unit 71:

Mr. Garza notified the Board that the owner of Unit 71 has asked that the Association consider removing the branches of the large tree that are touching the roof of her unit. The Board instructed Mr. Garza to inspect the tree and determine if the branches could be removed by the property's maintenance staff or if it will require an outside vendor.

--- Roof Renovation - Unit 413:

Mr. Garza informed the Board that the owner of Unit 413 has requested the Association consider replacing Building 31's roof. Association records indicate that the roof was last replaced in 1999 and it has been repaired six times since its installation. Mr. McGregory stated he would inspect the roof and report back to the Board concerning the roof's condition.

--- Door Replacement - Unit 211:

Mr. Garza presented to the Board that the owner of Unit 211 has asked the Association to replace his unit's front door. Mr. Krychowecky explained that, at a previous meeting, the Board learned this front door had sustained damage related to the property's sprinkler system. Mr. McGregory instructed Mr. Garza to replace the door. Mr. Krychowecky reminded those in attendance that unit owners have a general responsibility to notify the Association of damage to their units, including the limited common areas, as soon as they have reason to believe that damage is likely to be occurring from a source outside the interior of the unit.

--- Painting - Unit 197:

Mr. Garza notified the Board that the owner of Unit 197 has requested permission to obtain paint from the Association so she can hire a third-party contractor to paint the exterior entranceway to her unit. Mr. Krychowecky recommended the Board treat this request as an Ask Before You Alter Request, as it represented an alteration of the unit's limited common area.

MOTION - Mr. Krychowecky made a motion to approve the Ask Before You Alter Request made by the owner of Unit 197 for permission to obtain paint from the Association in order to paint the unit's exterior entranceway. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

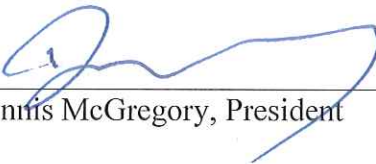
ADJOURNMENT

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

APPROVAL

Approved this the 5 day of MARCH, 2019.

By: 
Brad Lumb, Secretary


Dennis McGregor, President