



THE OAKS CONDOMINIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

THE OAKS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING – GENERAL SESSION
MONDAY, JANUARY 28, 2019
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
Richard Krychowecky
Brad Lumb
Bill Berry
Phyllis Williams

Absent

Jim Sallee

Also Attending: None

MINUTES

The minutes from the general session of the November 19, 2018 meeting were presented.

MOTION - Mr. Lumb made a motion to approve the general session minutes from the November 19, 2018 meeting as presented. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

PRESIDENT'S REPORT

On behalf of the Board of Directors, Mr. Krychowecky made a statement to the audience concerning Ray Garza and the Association's property manager position. He explained that Mr. Garza's last day of employment as the Oaks Condominium Association's property manager was January 11, 2019. Mr. Krychowecky further explained that the Association's policy was not to discuss employee issues and personnel changes with The Oaks of Woodlake members and residents and, out of respect for Mr. Garza's privacy, the Board of Directors would not be providing additional information concerning Mr. Garza's employment. He also notified the

audience that on December 17, 2018, and in anticipation of the sale of his only condominium unit at The Oaks of Woodlake, Association Treasurer Bruce Hadwin had resigned his position on the Board of Directors. He was pleased to add that Mr. Hadwin has been hired to serve as the Association's next property manager, beginning in early February 2019. Finally, Mr. Krychowecky announced that during the executive session of a special meeting of the Board of Directors on December 17, 2018, members Bill Berry and Phyllis Williams had been appointed to fill vacant positions on the Board.

TREASURER'S REPORT

Mr. Krychowecky submitted the Treasurer's report in writing for the period ending on December 31, 2018.

The Association collected \$265,288.36 for the month, which was \$9,807.36 more than the budgeted amount of \$255,481.00. The total amount collected year to date is \$1,027,989.64, which is \$6,065.64 more than the budgeted amount of \$1,021,924.00.

The Association spent \$28,658.68 for the month on maintenance and repairs, which was \$5,525.32 less than the budgeted amount of \$34,184.00. It spent \$111,032.42 year-to-date on maintenance and repairs, which was \$13,930.00 less than the budgeted amount of \$124,963.00.

The Association spent \$203,756.75 for the month on operating expenses, which was \$9,433.25 less than the budgeted amount of \$213,190.00. It spent \$823,811.78 year-to-date on operating expenses, which was \$31,425.22 less than the budgeted amount of \$855,237.00.

The Association's total balance in its operating account and petty cash account is \$155,245.19. The total cash balance in its reserve accounts is \$1,426,516.65. The Association's total assets amount to \$1,581,761.84 as of December 31, 2018.

BUSINESS

--- Property Manager Vacancy:

Mr. Krychowecky led a lengthy discussion concerning the Association's vacant property manager position. During this discussion, audience members were permitted to address the Board of Directors in order to express their opinions, offer concerns, or ask questions related to the Board's supervision and management of the Association's employees, as well as, the Board's priorities for Mr. Hadwin as he begins his tenure at The Oaks of Woodlake.

--- Surveillance Cameras:

Mr. McGregory informed the Board that the Association had received two bids for the purchase and installation of 11 additional security cameras. The three bids were as follows:

| | | |
|------------------------------|-------------|----------------------|
| All Out Media Solutions | \$9,275.00 | |
| BEXX STI | \$12,481.23 | |
| Concord Security Integrators | \$22,811.70 | (only eight cameras) |

Mr. Gregory suggested the Board further inquire with each company concerning the bids to confirm that the proposed wireless signal coverage will be sufficient to properly operate the cameras. The issue was tabled.

--- Tree Removal:

Mr. Lumb presented proposals for the removal of three trees - an elm tree near Unit 585, an oak tree near the trash receptacle enclosure close to Building 2, and a tree located near Units 43 and 45. The bids were as follows:

| | |
|-----------------|------------|
| Yellowstone | \$3,442.35 |
| Urban Foresters | \$3,442.35 |
| Davey Tree | \$6,884.70 |

Mr. Lumb recommended the Board accept Urban Foresters' bid.

MOTION - Mr. Krychowecky made a motion to accept Urban Foresters' bid of \$3,442.35 to remove three trees. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Financial Audit, Tax Preparation and Annual Meeting:

Mr. Gregory presented proposals for the Association's 2019 financial audit and tax return preparation. The bids were as follows:

| | |
|------------------|------------|
| Cox CPA Services | \$3,495.00 |
| Canady & Canady | \$4,500.00 |

Mr. Krychowecky advised that Canady & Canady were currently performing the Association's 2018 financial audit and he was not entirely pleased with their approach. Additionally, he suggested the Association contact Joseph Stoller and ask if Mr. Stoller would like to submit a bid prior to the Board making a decision. The issue was tabled.

--- Staircases - Unit 578 and Unit 648:

Mr. Gregory presented a proposal for the removal and replacement of the staircases leading to Unit 578 and Unit 648. He stated that the Association had only acquired one bid from D&C Contracting for the \$6,420.00 total. He explained that D&C Contracting had performed several staircase replacements in 2018 and he was very pleased with their quality; the 2018 work was performed at a similar cost as their current proposal.

MOTION - Mr. Krychowecky made a motion to accept Jericho's bid of \$6,420.00 to replace two

staircases. Ms. Moose seconded the motion. The motion was approved by vote of the Board of Directors.

--- Foundation Repair - Building 25:

Mr. McGregory presented proposals for stabilization of the foundation under Unit 349. Mr. Krychowecky advised that Jericho was recommending the placement of 14 piers, Dura Pier was recommending 22 piers, Precision Foundation Services was recommending 24 piers. The bids were as follows:

| | |
|-------------------------------|-------------|
| Jericho | \$5,250.00 |
| Dura Pier | \$9,350.00 |
| Precision Foundation Services | \$10,290.00 |

Mr. McGregory stated that he was impressed with foundation work Jericho has performed previously at The Oaks of Woodlake; he recommended the Board accept Jericho's bid.

MOTION - Mr. Krychowecky made a motion to accept Jericho's bid of \$5,250.00 to stabilize and repair Building 25's foundation. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Pool Deck Replacement:

Mr. Garza presented proposals the replacement of the concrete decking adjacent to the northwest swimming pool. The four bids were as follows:

| | |
|---------------------------|-------------|
| Southern Concrete Raising | \$6,755.00 |
| Paving Agency | \$9,622.34 |
| D&C Contracting | \$9,710.00 |
| Outdoor Elements | \$17,740.00 |

Mr. Berry observed that a significant variance in the square footage of concrete work existed between the four bids. Mr. McGregory voiced concern that the Board should attempt to get this repair work started as quickly as possible, in order to have the pool open for the upcoming spring season.

MOTION - Mr. Krychowecky made a motion that the Association grant full authority to Mr. McGregory for the next 30 days to negotiate and agree to a pool concrete replacement contract at a cost of up to \$10,000.00. Mr. Berry seconded the motion. The motion was approved by vote of the Board of Directors.

--- Access Ramp - Laundry near Building 43:

Mr. McGregory advised the Board that a resident had made a request that the Association install an access ramp to facilitate wheelchair access to the laundry located near Building 43. Mr. Krychowecky recommended the Association's maintenance staff inspect the area

and report back with an estimated cost for them to complete the installation. The issue was tabled.

--- Tree Trimming - Building 6:

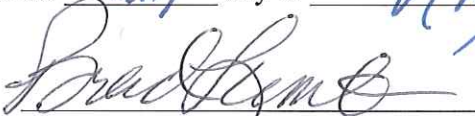
Mr. McGregory stated that the owner of Unit 71 has requested the Association trim tree branches that are in contact with the roof of Building 6. Mr. Lumb volunteered to acquire estimates for the cost of removing the branches and report back to the Board. The issue was tabled.


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 ²⁰~~17~~ day of 17~~14~~ APR, 2019.

By: 
Brad Lumb, Secretary


Dennis McGregory, President