



THE OAKS CONDOMINIUM ASSOCIATION

A TEXAS NON-PROFIT CORPORATION

THE OAKS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING – GENERAL SESSION
MONDAY, MARCH 18, 2019
MINUTES

The general session of the Board of Directors meeting for The Oaks Condominium Association was called to order at 7:06 p.m.

Present

Dennis McGregory
Kathryn Moose
Richard Krychowecky
Brad Lumb
Bill Berry
Phyllis Williams

Absent

Jim Sallee

Also Attending: Bruce Hadwin, Property Manager

MINUTES

The minutes from the general session of the February 18, 2019 meeting were presented.

MOTION - Mr. Krychowecky made a motion to approve the general session minutes from the February 18, 2019 meeting as presented. Mr. Lumb 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 provided the Treasurer's report for the period ending on February 28, 2019.

The Association collected \$255,481.00 for the month, which was \$7,521.32 more than the budgeted amount of \$247,959.68. The total amount collected year to date is \$1,532,886.00, which is \$10,226.98 more than the budgeted amount of \$1,543,111.98.

The Association spent \$24,541.17 for the month on maintenance and repairs, which was \$5,601.83 less than the budgeted amount of \$30,143.00. It spent \$161,106.72 year-to-date on maintenance and repairs, which was \$24,142.28 less than the budgeted amount of \$185,249.00.

The Association spent \$199,499.54 for the month on operating expenses, which was \$8,689.46 less than the budgeted amount of \$208,189.00. It spent \$1,284,864.12 year-to-date on operating expenses, which was \$4,325.88 less than the budgeted amount of \$1,289,190.00.

The Association's total balance in its operating account and petty cash account is \$45,266.46. The total cash balance in its reserve accounts is \$1,480,163.30. The Association's total assets amount to \$1,525,429.76 as of February 28, 2019.

MANAGER'S REPORT

Mr. Hadwin presented the Manager's report. He informed the Board of Directors that foundation stabilization work under Unit 349 had begun on the day of the meeting. He stated that the Association was awaiting approval of permits to begin staircase replacements. Mr. Hadwin further explained that concrete panels adjacent to the main pool appear to be lifting and this may require removal of a cypress tree. He also informed the Board that he anticipates work will begin soon on repair of the small northwest pool's concrete panels. Mr. Hadwin concluded by explaining he has been in communication with the Houston Water Department concerning the property's malfunctioning water meter; this meter stated the Association utilized 3.9 million gallons of water in December, when a proper reading would have been approximately 700,000 gallons. Mr. Hadwin has been working with the Citizens Assistance program of the Mayor's Office to prompt the Water Department to test and repair the water meter. The Association is paying the Water Department \$7,500.00 per month as an estimate of the actual water usage while the meter issue is being resolved.

BUSINESS

--- Ask Before You Alter Request - Unit 525:

The Board reviewed an application from the owner of Unit 525, requesting approval to install new french doors and to refinish an existing deck with wood stain of natural cherry color.

MOTION - Mr. Krychowecky made a motion to approve the Ask Before You Alter Request made by the owner of Unit 525. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Ask Before You Alter Request - Units 15 and 428:

The Board reviewed an application from the owner of Units 15 and 428, requesting approval to replace both units' existing sliding glass doors with new french doors.

MOTION - Mr. Krychowecky made a motion to approve the Ask Before You Alter Request made by the owner of Units 15 and 428. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Foundation Repair - Unit 3:

Mr. Hadwin presented proposals for stabilization of the foundation under Unit 39. Mr. Krychowecky advised that all three bids recommended four exterior pilings be installed. Mr. Gregory informed the Board that each company that submitted a bid has recently performed adequate similar foundation stabilization work at The Oaks of Woodlake. The bids were as follows:

Jericho	\$1,600.00
Dura Pier	\$2,000.00
Precision Foundation Services	\$3,200.00

MOTION - Mr. Krychowecky made a motion to accept Jericho's bid of \$1,600.00 to stabilize and repair Building 3's foundation. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Tree Removal and Trimming:

Mr. Lumb presented proposals for the removal of two trees and the trimming of five additional trees. The trees to be removed are an elm tree near Unit 517 and a leaning oak tree near the trash receptacle enclosure close to Building 5; the removals will include grinding of the tree stumps. The trees to be trimmed are an oak tree near Unit 49, an oak tree near Unit 71, an oak tree near Unit 145, a pine tree near Laundry Room 2, and an oak tree Unit 565. The bids were as follows:

Urban Foresters	\$6,668.20
Arbor Care	\$9,607.19

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

MOTION - Mr. Lumb made a motion to accept Urban Foresters' bid of \$6,668.20 to remove three trees. Mr. Krychowecky seconded the motion. The motion was approved by vote of the Board of Directors.

--- Termite Control:

Mr. Hadwin informed the Board that the Association is currently in the third year of a three year termite treatment process conducted by Action Pest Control. He explained that Buildings 41

through 58 will be treated in the autumn of 2019 at a cost of approximately \$8,500.00. Action Pest Control also provides The Oaks of Woodlake with perimeter pest control of all buildings performed twice a year at a cost of \$4,060.00 and mosquito treatments from May to September at a cost of \$1,350.00.

--- Financial Audit and Tax Preparation:

Mr. Krychowecky 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

MOTION - Mr. Krychowecky made a motion to accept Cox CPA Services' bid of \$3,495.00 to conduct the Association's 2019 financial audit and tax return preparation. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Annual Meeting Election Monitoring:

Mr. Krychowecky presented a proposal from Joseph Stoller, a certified public account, of \$975.00 to monitor and certify the Association's Board of Directors election in conjunction with the Association's 2019 annual meeting. He explained that Mr. Stoller has performed this service for many years at The Oaks of Woodlake.

MOTION - Mr. Krychowecky made a motion to accept Joseph Stoller's bid of \$945.00 to monitor the Association's 2019 Board of Directors election. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

--- Parking:

Mr. Krychowecky led a brief discussion of a proposed resolution outlining parking rules and procedures. He explained that the Board of Directors that former property manager, Ray Garza, and the Board of Directors had worked with the Robert Merkel Weinberg Butler Hailey law firm over several months in the spring and summer of 2018 to draft the resolution proposal. Mr. Krychowecky was hopeful that the Board could resume discussion of this proposal during the next few monthly meetings. Additionally, he informed the unit owners and residents in the audience that the proposed resolution could be viewed on the Association's website and that the Board would welcome any questions and comments.

--- Water Expenses:

Mr. Hadwin reported that the Association had received an excessively high water bill from the City of Houston in early January. This anomaly was immediately reported to Houston city services and he is currently working with city personnel to identify the cause of the problem. He stated that the property is not experiencing any abnormally soft ground that would typically occur with an underground water leak, suggesting the issue may be caused by a malfunctioning

meter.

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 15 day of April, 2019.

By: 
Brad Lumb, Secretary


Dennis McGregor, President