



THE OAKS CONDOMINIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

**THE OAKS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING – GENERAL SESSION
MONDAY, AUGUST 19, 2019
MINUTES**

The general session of the Board of Directors meeting for The Oaks Condominium Association was called to order at 7:14 p.m.

Present

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

Absent

Jim Sallee

Also Attending: Bruce Hadwin, Property Manager

MINUTES

The minutes from the general sessions of the July 15, 2019 and August 18, 2014 meetings were presented.

MOTION - Mr. Krychowecky made a motion to approve the general session minutes from the July 15, 2019 meeting as presented. Mr. Lumb 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 August 18, 2014 meeting as presented. Ms. Moose 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 July 31, 2019.

The Association collected \$272,917.44 for the month, which was \$17,436.44 more than the budgeted amount of \$255,481.00. The total amount collected year to date is \$2,825,481.78, which is \$15,190.78 more than the budgeted amount of \$2,825,481.78.

The Association spent \$33,785.21 for the month on maintenance and repairs, which was \$3,642.21 more than the budgeted amount of \$30,143.00. It spent \$317,480.32 year-to-date on maintenance and repairs, which was \$18,483.68 less than the budgeted amount of \$335,964.00.

The Association spent \$490,813.17 for the month on operating expenses, which was \$281,421.17 more than the budgeted amount of \$209,392.00. It spent \$2,534,671.54 year-to-date on operating expenses, which was \$76,640.54 more than the budgeted amount of \$2,667,222.00. The large variance in the July operating expenses is a result of the Board of Directors authorizing the full payment of its 2019-2020 insurance premiums in a single July 2019 payment, rather than extended over 12 monthly payments. The 2018-2019 Operating Budget did not account for this lump sum payment.

The Association's total balance in its operating account and petty cash account is \$176,305.55. The total cash balance in its reserve accounts is \$1,262,596.19. The Association's total assets amount to \$1,438,901.74 as of July 31, 2019.

MANAGER'S REPORT

Mr. Hadwin presented the Manager's report. Roof replacement on Building 45 has been completed. An electrical transformer was repaired by Brandt Electric after the discovery of the transformer's damaged limiter. Annual inspections of the property's backflow preventers was recently conducted; some repair work will be necessary on ten backflow preventers. A portion of the columns surrounding the management office were recently replaced. Siding replacement on Building 14 will be performed by the The Oaks' maintenance personnel and should begin shortly.

BUSINESS

--- Water Meter

Mr. Hadwin informed the Board that the Association had not yet received a water bill from the

City of Houston since its representative performed a recent site inspection of one of the water meters located at The Oaks of Woodlake; this meter began returning exceptionally high readings (by historical standards) in December 2018. Therefore, the management staff cannot confirm if the city has adjusted the high readings it had estimated since the winter. Mr. Krychowecky requested Mr. Hadwin reach out to Houston's Collections Department to renew its dialogue concerning The Oaks of Woodlake's water bill from January to July.

--- Irrigation

Mr. Lumb and Ms. Hill presented a proposal from Von Younger Landscaping for the property-wide repair of The Oaks of Woodlake's irrigation system. Ms. Hill explained that Von Younger had recently performed an inspection of the entire property and provided the Association with an extensive list of recommended repairs. Von Younger's recommendations could be implemented at a cost of \$14,886.23. Mr. Hadwin stated that the Association had not planned and budgeted for this work and it should be treated as a capital improvement project.

MOTION - Mr. Krychowecky made a motion to accept Von Younger's bid of \$14,886.23 for the repair of the property's irrigation system. Ms. Hill seconded the motion. The motion was approved by vote of the Board of Directors.

--- Ask Before You Alter Request - Unit 365:

The Board reviewed an application from the owner of Unit 365, requesting approval to replace its sliding glass door with windows and to replace the current bedroom windows with windows of a different size. Mr. McGregory suggested the Board acquire more information from the unit owner before granting approval.

MOTION - Mr. Krychowecky made a motion to grant Dennis McGregory the authority, on behalf of the Board of Directors, to approve the Ask Before You Alter Request made by the owner of Unit 365, over the next 30 days. Mr. Berry seconded the motion. The motion was approved by vote of the Board of Directors.

--- Ask Before You Alter Request - Unit 621:

The Board reviewed an application from the owner of Unit 621, requesting approval to replace an exterior door with new french doors and to remove the concrete patio slab and existing fence and build a new wood deck and fence. Mr. Krychowecky suggested the Board acquire more information from the unit owner before granting approval.

MOTION - Mr. Krychowecky made a motion to grant Dennis McGregory the authority, on behalf of the Board of Directors, to approve the Ask Before You Alter Request made by the owner of Unit 621, over the next 30 days. Mr. Berry seconded the motion. The motion was approved by vote of the Board of Directors.

--- Building Siding Renovations - Buildings 2 and 3:

Mr. Hadwin presented proposals for the 2020 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 2 and 3. The bids were as follows (combined for both buildings):

Three Brothers	\$125,000.00
D&C Contracting	\$134,560.00
Strata	\$198,409.75

Mr. Gregory asked Mr. Hadwin to contact D&C Contracting and request a revised proposal prior to the Board making a decision on approving any of the bids. The issue was tabled.

--- Parking

Mr. Krychowecky led a brief discussion of the Association's efforts to revise its parking policy over the previous year. Mr. Lumb suggested altering the current policy to allow both unit owners and the Association's management staff to tow unauthorized vehicles from reserved parking spaces. The discussion was tabled until next month's meeting.

--- Courtesy Officer Contract

Mr. Hadwin informed the Board that Star Protection had requested an increase on the hourly rates the Association is charged for courtesy officer personnel. Star Protection requested the hourly rate for officers be raised \$1.08 per hour (to \$17.33) and the hourly rate for site supervisors be raised \$1.40 per hour (to \$19.69). Mr. Hadwin added that this would be the first time Star Protection's rates have increased since the initial contract was agreed upon.

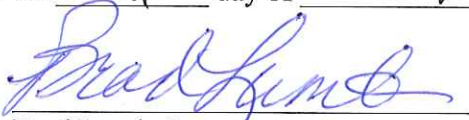
MOTION - Mr. Krychowecky made a motion to raise Star Protection's hourly rates for officers and site supervisors to \$17.33 and \$19.69, respectively, effective immediately. Mr. Lumb seconded the motion. The motion was approved by vote of the Board of Directors.

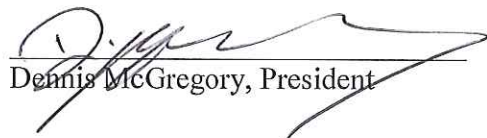
ADJOURNMENT

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 26 day of Sept, 2019.

By: 
Brad Lumb, Secretary


Dennis McGregor, President