



March 25, 2015

Dear Forest Oaks Owners Association Residents:

Attached you will find the Meeting Notice for the upcoming Forest Oaks Owners Association Annual Meeting.

Three options to participate in the annual meeting and to count towards meeting a quorum:

1. ONLINE

- Enter **<http://www.forestoakstx.ivotehoa.com/>** in your computer browser.
- Use your **registration code**, and cast your vote. You can find your registration code on your coupon book which begins with an "**R**". If you've lost your "R" number, then please call RealManage toll-free at 866-473-2573, or email: **foroaks@ciramail.com**.
- Follow the online voting instructions to cast your vote.

2. PROXY - MAIL OR FAX

- Use the attached **proxy form** to assign your vote to a third party.
- Mark your selection by placing an **x** inside the appropriate box; or write in the person name who you may choose.
- Mail or fax the proxy form to:
RealManage 9601 Amberglenn Blvd. Suite #150
Austin, TX 78729
FAX: 866-919-5696

3. IN PERSON AT THE ANNUAL MEETING

- The Annual Meeting will be held on **Tuesday, April 28, 2015 at 7:30 p.m.** (7:00 p.m. registration) at Reagan Elementary School.

Early Voting Deadlines:

- Electronic voting will begin on Friday, April 10, 2015 and end at midnight on Sunday, April 26, 2015.

If you need voting assistance or a replacement proxy form, please call toll-free 866-473-2573, or email: **foroaks@ciramail.com**.



Please note that there are three positions on the Board available. If you are interested in running for a position on the Board, please send me a short biography at your earliest convenience at foroaks@ciramail.com. These biographies will be posted online on the electronic voting website and at the HOA website www.forestoaksonline.com. Floor nominations will be available as well.

There will be food catered by Rudy's Barbeque, so please come hungry, enjoy the food, and meet some of your neighbors.

The 2014 Annual Meeting Minutes and the approved 2015 Forest Oaks Owners Association Budget are included in the meeting packet as well.

The Board of Directors is making a diligent effort to present a professional and informative meeting. Accordingly, prior to the start of the meeting and during sign in, residents who want to address the membership must sign up for a speaking slot. Due to time constraints, each resident who is signed in to speak will be allocated three minutes to state their concerns. There will be no political speaking allowed during the Annual Meeting.

We look forward to seeing you there!

Sincerely,

Keri Scott, CMCA, AMS
Community Association Manager

FOREST OAKS OWNERS ASSOCIATION, INC.

NOTICE OF THE ANNUAL MEETING OF THE MEMBERS

In accordance with Article III, Section 3.3 of the Bylaws for Forest Oaks Owners Association, Inc. and at the direction of the Board of Directors, notice is hereby given this 25th day of March, 2015 that the Annual Members Meeting will be held at the time and place specified below:

Date:	Tuesday, April 28, 2015
Sign-in Begins at:	7:00 p.m.
Meeting Time:	7:30 p.m.
Place:	Reagan Elementary School 1700 E. Park Street, Cedar Park, Texas 78613

AGENDA

Call Meeting to Order 7:30 p.m.

1. Roll Call/Certifying of Proxies/Proof of Notice of Meeting
2. City of Cedar Park Representative
3. Reading and Approval of April 8, 2014 Annual Meeting Minutes
4. Board of Directors Report
5. Manager's Report
6. Election of Three Directors
7. Committee Reports
8. Communications from Members (Signed-in Guest Speakers may speak in order of sign-in, **with a 3-minute limit per person**, maximum of 30 minutes for all speakers combined.)
9. New Business

Adjournment at 9:00 p.m.

FOREST OAKS OWNERS ASSOCIATION, INC.

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Meeting Time: 7:30 p.m.
Place: Reagan Elementary School
1700 E. Park Street, Cedar Park, Texas 78613

PROXY

The undersigned member(s) hereby appoint(s) ***(Please circle one name, or fill in the blank)***:

- | | |
|----------------------------------|-------------------------------|
| President – Kimberly Gogulski | Secretary – David Oliver |
| Vice President – David Karabinas | Director at Large – John Miri |
| Treasurer – Robert Medure | |

(or) _____ as proxy agent, with full power of substitution and with discretionary authority, to vote the number of votes to which I (we) am (are) entitled to vote at the Annual Meeting of the Forest Oaks Owners Association, Inc. (the "Association") to be held at the time and place set forth above, and at any adjournment thereof, as fully and with the same effect that the undersigned would be entitled to if personally present, to vote upon any matter which may properly come before the members.

This proxy revokes all proxies previously granted by me (us) with respect to the Association and shall be valid for up to eleven (11) months after the date of its execution unless previously revoked. I (we) understand that unless I (we) give other instructions on this proxy, the proxy agent intends to vote the lots or living units represented by this proxy at his or her discretion on the matters that come before the members.

The undersigned hereby ratifies and confirms all that said proxy agents may lawfully do by virtue hereof.

Resident Name(s)
(PLEASE PRINT): _____

Lot Address(es)
(PLEASE PRINT): _____

Member Signature(s): _____ Date: _____

You can vote electronically as well. Please log onto www.forestoaksonline.com, click on the electronic voting link, and enter in your registration code, and cast your vote. You can find your registration code on your coupon book which begins with an "R".

A quorum is required to conduct business at this meeting, therefore you are strongly encouraged to attend. If you cannot attend the meeting, please return this proxy so that you can assign your voting rights to a third party. The proxy may be returned to RealManage by mail or facsimile or brought to the meeting by a neighbor.

**MINUTES OF THE ANNUAL MEETING OF THE MEMBERS
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.**

April 8, 2014

The undersigned, President of the Forest Oaks Owners Association, Inc (“The Association”), hereby certifies that at 7:30 p.m. on April 8, 2014, the Annual Meeting of the Forest Oaks Owners Association, Inc. was held at Reagan Elementary School at 1700 E. Park Street, Cedar Park, Texas 78613. President Joe Capesius, Vice President Robert Medure, Treasurer David Karabinas, Secretary Kimberly Gogulski and Director John Miri were present. Also in attendance were Keri Scott, Community Association Manager, and Carol Green and Miriam Cocciante , Assistant Community Association Managers. The meeting was called to order at 7:35 p.m. and the following business was conducted:

Item 1 – Roll Call, Certifying of Proxies and Proof of Notice

A roll call of the Members was made via sign-in sheet (attached as Exhibit “A”). Of the 1491 lots of record, 32 were present and 125 were represented by proxy, for a total of 157 Class A members present. The following table summarizes the attendance and quorum requirements:

<u>5.03 A Resident/Builder Votes</u>	<u>No. of Votes per Lot</u>	<u>Total Votes</u>
Resident/Builder Lots	1	1,491
TOTAL		1,491
TOTAL VOTES POSSIBLE		1,491
VOTES REQUIRED FOR QUORUM (10%)		149
VOTES PRESENT		<u>Total Votes</u>
Resident		157
Builder		0
Declarant		0
TOTAL		157
QUORUM ACHIEVED		YES

The proxy presented is attached as Exhibit “B” and the proof of notice is attached as Exhibit “C”.

Item 2 – Reading and Dispensation of Annual Meeting Minutes from May 10, 2012

Community Association Manager, Keri Scott, called for any comments or corrections to the draft meeting minutes from the Forest Oaks Owners Association Annual Meeting held on May 10, 2012. There being none, a motion was made to approve the minutes as presented. The motion was seconded and passed unanimously by voice vote.

Item 3 –Board of Directors Report

President Joe Capesius presented the Board report. The following topics were covered briefly:

- Introduction of Board members
- Introduction of RealManage staff
- Use of Electronic Voting to help ensure quorum is met
- Eagle Scouts have finished carving out the trail to connect the F. Oaks trail to the park.
- Covering of the playgrounds
- Maintenance being done on pool 1.

Item 4 – Manager’s Report

Keri Scott presented the Manager’s Report for both 2013 and 2014, since quorum was not met at the 2013 annual meeting. The following topics were covered briefly:

- Presented the Financial Reports
- Presented the Operating Budget
- Explained the Status Assessment Collection
- Explained the Resident Portal
- Explained the Architectural Change and Deed Restriction Enforcement process
- Encouraged Payment Plans to avoid late, and possible, attorney fees

Item 5 – Election of Two Directors

Two (2) Board positions were open. One for a three (3) year term, the other for a two (2) year term. Two members were on the ballot. Kimberly Gogulski and David Oliver. Nominees each gave a brief bio and stated why they wanted to serve on the Board. With no other nominations from the floor, a motion was made, seconded, and unanimously approved to close the floor nominations. With unanimous approval, Kim Gogulski and David Oliver were elected to the Board. A motion was made by Joe Capesius to appoint Kim Gogulski to a two (2) year term and David Oliver to a three (3) year term. Robert Medure seconded the motion and it was unanimously approved.

Item 6 –Committee Reports

Pool Committee

Pool improvements on Pool 1. Contractors pushing to have opened by this weekend. Pool 2 is already open. There will be lifeguards at pool 1 this year. Swim lessons are being offered for a \$70.00 fee.

Social Committee

Spring Festival- Saturday April 12th from 11-3 at Community Center

Landscape Committee

Work is being done on common areas. Air raiding and top dressing of all the pool areas this year. Xeriscaping beds, trimming trees at the entrances and monument signs.

Architectural Committee

A Xeriscaping policy was written for the Architectural Guidelines. You can view this at forestoaksonline.com. 3 new ACC members have joined Dennis this year on the ACC Committee. They are using a new system thru RealManage to receive and vote on ACC requests.

Item 7 – Communication from the Members

- A great program is offered at the YMCA-“Adventure Guide” for 5-12 year olds. Includes monthly activities as well as camping getaways.
- Question was raised regarding the tree issue. Several homeowners were cited for tree quantity violation. Board has solicited attorney opinion on how to enforce the deed restriction and has discussed what the HOA should do about the missing trees.

Item 8 – New Business

There being no further business, the meeting was adjourned at 8:45 p.m.

ATTEST:

Forest Oaks Owners Association, Inc.
Revenue and Expense Budget Summary for FY 2015

	Operating Fund	Replacement Fund	Common Property Fund	Consolidated
REVENUES				
Assessments				
Regular Assessments	\$535,320	-	-	\$535,320
Assessment Allocation	(\$75,000)	\$75,000	-	
Total Assessments	\$460,320	\$75,000		\$535,320
Other Income			-	
Total Other Income				
TOTAL REVENUES	\$460,320	\$75,000		\$535,320
EXPENSES				
Operating Expenses				
Direct Operating Expenses				
Electricity	\$31,008	-	-	\$31,008
Landscape Maintenance	\$101,412	-	-	\$101,412
Pool Operating Expenses	\$98,020	-	-	\$98,020
Repairs and Maintenance	\$33,360	-	-	\$33,360
Other Expenses	\$2,916	-	-	\$2,916
Exterminating	\$1,416	-	-	\$1,416
Taxes	\$2,000	-	-	\$2,000
Telephone	\$5,640	-	-	\$5,640
Trash Removal	\$1,344	-	-	\$1,344
Water and Wastewater	\$30,240	-	-	\$30,240
Total Direct Operating Expenses	\$307,356			\$307,356
General and Administrative Expenses				
Professional Fees	\$6,325	-	-	\$6,325
Bad Debts	\$16,800	-	-	\$16,800
Collection Expense	\$13,608	-	-	\$13,608
Homeowner Activities	\$20,390	-	-	\$20,390
Homeowner Communications		-	-	
Insurance	\$16,903	-	-	\$16,903
Management Fee	\$47,160	-	-	\$47,160
Administration	\$28,610	-	-	\$28,610
Total General and Administrative Expenses	\$149,796			\$149,796
Total Operating Expenses	\$457,152			\$457,152
Capital Expenditures (Non-capitalized)	-	\$105,400	-	\$105,400
Other Expenses	\$750	-	-	\$750
Depreciation	-	-	\$11,890	\$11,890
TOTAL EXPENSES	\$457,902	\$105,400	\$11,890	\$575,192
NET SURPLUS (DEFICIT)	\$2,418	(\$30,400)	(\$11,890)	(\$39,872)

Final

Printed on 10/24/2014

Forest Oaks Owners Association, Inc.
Schedule of Revenues and Expenses - Actual vs. Budget
Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 12/31/2014				YTD 12/31/2014				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
REVENUES											
Assessments											
Regular Assessments											
Full Rate (Builder)	30	0	30	100%	360	0	360	100%	0	(360)	(100%)
Full Rate (Homeowner)	44,580	44,610	(30)	0%	534,960	535,320	(360)	0%	535,320	360	0%
Assessment Allocation											
Assessment Allocation	(5,500)	(5,500)	0	0%	(66,000)	(66,000)	0	0%	(66,000)	0	0%
Total Assessments	39,110	39,110	0	0%	469,320	469,320	0	0%	469,320	0	0%
Other Income											
Amenity Center Rental	0	0	0	0%	7,322	0	7,322	100%	0	(7,322)	(100%)
Architectural Review Fees	20	0	20	100%	640	0	640	100%	0	(640)	(100%)
Compliance Fees	150	0	150	100%	312	0	312	100%	0	(312)	(100%)
Fines	0	0	0	0%	1,150	0	1,150	100%	0	(1,150)	(100%)
Interest Income	(6)	0	(6)	(100%)	159	0	159	100%	0	(159)	(100%)
Late Payment Charges	860	0	860	100%	11,150	0	11,150	100%	0	(11,150)	(100%)
Late Payment Charges Waived	(50)	0	(50)	(100%)	(805)	0	(805)	(100%)	0	805	100%
Lien Filing	414	0	414	100%	5,619	0	5,619	100%	0	(5,619)	(100%)
Miscellaneous Income	0	0	0	0%	333	0	333	100%	0	(333)	(100%)
Penalties and Interest	25	0	25	100%	175	0	175	100%	0	(175)	(100%)
Settlement Income	0	0	0	0%	1,055	0	1,055	100%	0	(1,055)	(100%)
User Fees	225	0	225	100%	1,025	0	1,025	100%	0	(1,025)	(100%)
Total Other Income	1,638	0	1,638	100%	28,135	0	28,135	100%	0	(28,135)	(100%)
TOTAL REVENUES	40,748	39,110	1,638	4%	497,455	469,320	28,135	6%	469,320	(28,135)	(6%)
EXPENSES											
Operating Expenses											
Direct Operating Expenses											
Electricity											
General	3,000	2,565	(435)	(17%)	30,059	30,780	721	2%	30,780	721	2%
Landscape Maintenance											
General	6,612	6,975	363	5%	94,306	93,700	(606)	(1%)	93,700	(606)	(1%)
Lakes / Ponds / Water Features	339	390	51	13%	4,654	4,680	26	1%	4,680	26	1%
Pool Operating Expenses											
Pool Operating Expenses	2,111	2,858	747	26%	113,612	70,001	(43,611)	(62%)	70,001	(43,611)	(62%)
Repairs and Maintenance											

Unaudited

Forest Oaks Owners Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 12/31/2014				YTD 12/31/2014				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
General	2,899	2,980	81	3%	31,963	35,760	3,797	11%	35,760	3,797	11%
Other Expenses											
Other Expenses	106	238	132	55%	2,805	2,856	51	2%	2,856	51	2%
Exterminating											
Exterminating	60	123	63	52%	1,352	1,476	124	8%	1,476	124	8%
Taxes											
Real Property	0	0	0	0%	1,856	2,000	144	7%	2,000	144	7%
Telephone											
Telephone	370	494	124	25%	5,148	5,928	780	13%	5,928	780	13%
Trash Removal											
Trash Removal	108	90	(18)	(20%)	1,279	1,080	(199)	(18%)	1,080	(199)	(18%)
Water and Wastewater											
Irrigation	2,645	3,750	1,106	29%	29,212	45,000	15,788	35%	45,000	15,788	35%
Total Direct Operating Expenses	18,250	20,463	2,213	11%	316,244	293,261	(22,983)	(8%)	293,261	(22,983)	(8%)
General and Administrative Expenses											
Professional Fees											
Professional Fees	1,065	700	(365)	(52%)	7,613	8,725	1,113	13%	8,725	1,113	13%
Bad Debts											
Bad Debts	692	1,400	708	51%	2,384	16,800	14,416	86%	16,800	14,416	86%
Collection Expense											
Collection Expense	573	573	0	0%	6,873	6,876	3	0%	6,876	3	0%
Lawsuits	0	1,250	1,250	100%	4,231	15,000	10,769	72%	15,000	10,769	72%
Homeowner Activities											
Homeowner Activities	7,383	2,150	(5,233)	(243%)	17,691	19,800	2,109	11%	19,800	2,109	11%
Homeowner Communications											
Newsletter	0	0	0	0%	421	0	(421)	(100%)	0	(421)	(100%)
Insurance											
General, Property & Liability	1,331	1,840	509	28%	17,672	21,245	3,573	17%	21,245	3,573	17%
Management Fee											
Contract	3,853	3,853	0	0%	46,239	46,236	(3)	0%	46,236	(3)	0%
Administration											
Administration	1,927	1,927	0	0%	23,120	23,124	4	0%	23,124	4	0%
Coupons	0	50	50	100%	2,631	3,050	419	14%	3,050	419	14%

Unaudited

Forest Oaks Owners Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 12/31/2014				YTD 12/31/2014				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Miscellaneous	187	60	(127)	(211%)	2,965	1,770	(1,195)	(68%)	1,770	(1,195)	(68%)
Total General and Administrative Expenses	17,010	13,803	(3,207)	(23%)	131,839	162,626	30,787	19%	162,626	30,787	19%
Total Operating Expenses	35,260	34,266	(994)	(3%)	448,083	455,887	7,804	2%	455,887	7,804	2%
Other Expenses											
Federal Income Tax	562	0	(562)	(100%)	876	750	(126)	(17%)	750	(126)	(17%)
TOTAL EXPENSES	35,822	34,266	(1,556)	(5%)	448,960	456,637	7,677	2%	456,637	7,677	2%
NET SURPLUS (DEFICIT)	4,926	4,844	82	2%	48,495	12,683	35,812	282%	12,683	(35,812)	(282%)

Forest Oaks Owners Association, Inc.

Detailed Balance Sheet

(Amounts rounded to nearest dollar)

	(1) Operating Fund	(2) Replacement Fund	(3) Common Property Fund	All Funds
	As of 12/31/2014	As of 12/31/2014	As of 12/31/2014	As of 12/31/2014
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
ASSETS				
Current Assets				
Cash - Operating Fund	\$ 269,981	\$ 0	\$ 0	\$ 269,981
Cash - Operating Fund - Amplify CDs	91,744	0	0	91,744
Cash - Replacement Fund	0	217,053	0	217,053
Cash - Replacement Fund CD	0	105,849	0	105,849
Accounts Receivable	72,617	0	0	72,617
Allowance for Bad Debts	(15,400)	0	0	(15,400)
Prepaid Expenses	5,027	0	0	5,027
Prepaid Insurance	6,653	0	0	6,653
Total Current Assets	<u>430,622</u>	<u>322,902</u>	<u>0</u>	<u>753,525</u>
Fixed Assets				
Furniture and Equipment	0	0	24,764	24,764
Basketball Courts	0	0	15,891	15,891
Poolhouse and Swimming Pool	0	0	95,789	95,789
Security Gate	0	0	16,118	16,118
Improvements	0	0	1,748	1,748
Kahana Strap Chaise Lounge Chairs	0	0	3,191	3,191
Accumulated Depreciation	0	0	(100,363)	(100,363)
Total Fixed Assets	<u>0</u>	<u>0</u>	<u>57,137</u>	<u>57,137</u>
Other Assets				
Deposits - Utility	173	0	0	173
Deposits - Other	908	0	0	908
Total Other Assets	<u>1,081</u>	<u>0</u>	<u>0</u>	<u>1,081</u>
TOTAL ASSETS	<u>431,703</u>	<u>322,902</u>	<u>57,137</u>	<u>811,743</u>
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Current Liabilities				
Accounts Payable	2,784	0	0	2,784
Prepaid Assessments	82,106	0	0	82,106
Other Current Liabilities	125	0	0	125
Other Accrued Expenses	4,656	0	0	4,656
Total Current Liabilities	<u>89,672</u>	<u>0</u>	<u>0</u>	<u>89,672</u>
TOTAL LIABILITIES	<u>89,672</u>	<u>0</u>	<u>0</u>	<u>89,672</u>
FUND BALANCES				
Fund Transfers	(76,638)	(80,861)	157,500	0
Prior Years Surplus (Deficit)	370,174	360,771	(87,770)	643,175

Unaudited

YTD Net Surplus (Deficit)	48,495	42,993	(12,593)	78,896
TOTAL FUND BALANCES	342,031	322,902	57,137	722,071
TOTAL LIABILITIES AND FUND BALANCES	431,703	322,902	57,137	811,743