

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.
ON NOVEMBER 22, 2010 at 7:00 P.M.
AT JOHN TRAUBE'S HOME
605 BUFFLEHEAD LANE, CEDAR PARK, TEXAS 78613

Item 1- Call to Order/ Establish a Quorum

The meeting was called to order at approximately 7:21 p.m. Board Members John Traube, Christi Cheng, and Ed Strout were in attendance. Board Members Susan Hetzler and Dennis Eberwein were absent. Community Association Manager Keri Scott was present.

Item 2 – Approval of Minutes

The Board of Directors reviewed the minutes from the October 20, 2010 meeting. After discussion, corrections were made. Director Traube made a motion to approve the minutes as corrected. Director Cheng seconded the motion and it was unanimously approved.

Keri reviewed the completed action items from the October 20, 2010 meeting with the Board.

Item 3 – E-Mail Minutes

The Board of Directors reviewed the October e-mail minutes. Director Strout made a motion to approve the October e-mail minutes as written. Director Cheng seconded the motion and it was unanimously approved.

Item 4 – RealManage Issues

The next Board meeting was set for December 15, 2010 at 7:00 p.m. at Director Traube's home.

Director Cheng motioned to request RealManage to provide Forest Oaks Board of Directors their policies that are currently in place to provide consistency of operation when a RealManage employee is terminated, on maternity leave, or gets a promotion within the company. Director Strout seconded the motion and it was unanimously approved.

Keri reviewed with the Board the owners who have not corrected deed restriction violations and have received their 209 notices and fines.

Keri informed the Board that there are three homeowners that have received fines for overnight street parking and continue to violate. Director Traube motioned to send the three homeowners for overnight street parking to the attorney for a demand letter to be sent to these homeowners. Director Cheng seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] has received their final notice in regards to lawn maintenance and the lawn is in need of a force mow. Director Traube motioned to force mow the property at [REDACTED]. Director Cheng seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] has received their final notice in regards to trimming the shrub in the front lawn that is growing over the front window. The Board would like Keri to e-mail a photo of the shrub to them to review.

Keri reviewed the October financials with the Board.

Keri informed the Board that there is a water meter on E. Park Street that was shut off and needs to be turned back on. The Board would like Keri to contact the City of Cedar Park to determine why the meter was shut off and when the meter was removed from that location.

Keri reviewed the revised ACC guidelines with the Board. The Board recommended changes and would also like the ACC committee to highlight the changes that were made to the document and e-mail this to the Board for review.

Keri informed the Board that the homeowner at [REDACTED] is stating that the fence owned by the HOA is in need of replacement. The Board requested Keri to get bids for fence replacement in this area for a wood fence and fencecrete material to compare the costs.

Keri informed the Board that the homeowner at [REDACTED] is requesting to review the deed restriction violation letters for overnight street parking for the past two years. Keri informed the Board that this will cost the Association \$75 an hour to do so. Director Cheng made a motion to approve the homeowner at [REDACTED] to come into RealManage and review the overnight street parking violation letters for the previous two years. Director Traube seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] received a violation letter in regards to dead grass in the front lawn. The homeowner is currently treating the lawn and states that if the lawn is not improving by February 28, 2011, they will replace the grass in March 2011. Director Strout made a motion to allow the homeowner this extension and if the grass is not making an improvement by February 28, 2011, then the homeowner needs to replace the grass in March 2011. Director Cheng seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] is requesting the attorney fee be waived from the account since the homeowner is stating he never received the RealManage collection letters. The Board would like Keri to e-mail the Board all the statements and collection letters that have been sent to the homeowner. Director Traube made a motion that if the homeowner received all proper notification from RealManage and the homeowner makes a payment in full, all but one of the late fees will be waived from the account. The attorney fee will not be waived from the account. Director Cheng seconded the motion and it was unanimously approved.

Keri informed the Board that there are a few homeowners on Antelope Ridge that received violation letters for their trash can being left out on Tuesday afternoon and they would like to be able to put their trash cans out on Tuesday afternoons and not receive a violation letter for this. The Board denied the homeowners request to allow them to put the trash cans out on Tuesday before 6 p.m.

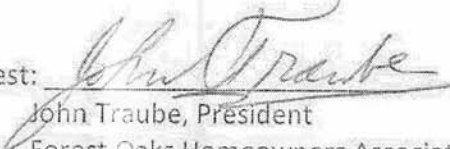
Item 5 – Board Issues

Director Traube discussed the newsletter process and requested that the Communications Committee send drafts of all newsletters to the Board for review and approval prior to sending it to Neighborhood News for publication.

Item 6 – Adjournment

Director Cheng made a motion to adjourn the meeting. Director Strout seconded the motion and it was unanimously approved. The meeting was adjourned at 9:20 p.m.

Attest:

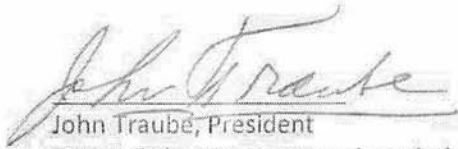

John Traube, President

Forest Oaks Homeowners Association, Inc.

E-MAIL AMENDMENT
FOREST OAKS OWNERS ASSOCIATION, INC.
WEDNESDAY, OCTOBER 6, 2010

Item 1- Community Center Rentals

Keri e-mailed the Board informing them that there is an individual that is not a Forest Oaks homeowner that is interested in renting the Community Center. Keri informed the Board that if they want to rent the facility out to a non-homeowner, they need to add this to their insurance policy which will be an additional cost each month. Director Hetzler motioned to deny the individuals request to rent the Forest Oaks Community Center. Director Traube seconded the motion and it was unanimously approved.

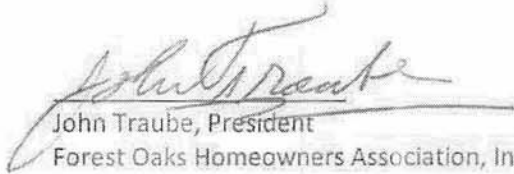


John Traube, President
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E-MAIL AMENDMENT
FOREST OAKS OWNERS ASSOCIATION, INC.
THURSDAY, OCTOBER 21, 2010

Item 1- Pool 1 Repair

Keri e-mailed the Board a bid from Crystal Clear to repair the plaster at 708 Lynnwood Trail. Director Traube motioned to have the "Plaster Pops" repaired per the bid. Director Hetzler seconded the motion and it was unanimously approved.


John Traube, President
Forest Oaks Homeowners Association, Inc.