

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.
ON NOVEMBER 8, 2011 at 7:00 P.M.
AT THE FOREST OAKS COMMUNITY CENTER
105 N. LYNNWOOD TRAIL, CEDAR PARK, TEXAS 78613

Item 1- Call to Order/ Establish a Quorum

The meeting was called to order at approximately 7:05 p.m. Board Members Ed Strout, David Karabinas, Don Garritano, and Joe Capesius were in attendance. Board Member Christi Cheng was absent. Community Association Manager Keri Scott was present.

Item 2 – Executive Session

The Board adjourned to executive session at 7:06 p.m.

Item 3 – Return from Executive Session

The Board returned from executive session at 7:40 p.m.

Item 4 – Oral Summary of Actions taken in Executive Session

Keri informed the homeowners that the Board reviewed the collection report.

Keri informed the homeowners that the Board approved to have the Association’s attorney send a demand letter to a homeowner in violation of the deed restrictions for not painting their garage door panel that was replaced and does not match the remaining garage door panels.

Keri informed the homeowners that the Board approved to have the Association’s attorney send a demand letter to a homeowner in violation of the deed restrictions for a trash can in public view.

Keri informed the homeowners that the Board approved to suspend landscaping violation letters being sent to homeowners in regards to dead grass.

Keri informed the homeowners that the Board approved a homeowner to use the grass area at 105 N. Lynnwood Trail for a fit camp on December 10, 2011 from 8 a.m. to 9 a.m. with the understanding that this area is open to the homeowners and not reserved only for this event.

Keri informed the homeowners that the Board approved a payment plan for a homeowner to pay the past due assessments.

Keri informed the homeowners that the Board denied a homeowners request to put a car cover on their truck parked in the driveway.

Item 5 – Approval of Minutes

The Board of Directors reviewed the minutes from the October 11, 2011 meeting. Director Capesius made a motion to approve the minutes as written. Director Strout seconded the motion and it was unanimously approved.

Keri reviewed the completed action items from the October 11, 2011 meeting with the Board.

Item 6 – Ratify and Reaffirm Board actions considered since last meeting

The following motions were handled by e-mail as documented:

- Item 1 – Mandarin Flyway Irrigation
Keri e-mailed the Board a bid from Native Land Designs to replace the main line sleeve at Mandarin Flyway in the amount of \$1,577.46 plus tax. Director Karabinas motioned to approve the bid. Director Garritano seconded the motion. Director Strout, Karabinas, and Capesius voted in favor. Motion passed.
- Item 2 – Pool 2 Cameras
Keri e-mailed the Board a bid from Dyezz to replace the existing sun damaged camera domes at pool 2 location. Director Strout motioned to approve the bid. Director Karabinas seconded the motion. Director Karabinas, Garritano, Cheng and Capesius voted in favor. Motion passed.
- Item 3 – Vista Ridge March-A-Thon
Keri e-mailed the Board a request from the Vista Ridge marching band requesting to march down the Forest Oaks streets on November 19, 2011 from 10 a.m. until 1 p.m. Director Karabinas motioned to allow the band to march down the Forest Oaks streets. Director Garritano seconded the motion. Director Strout, Karabinas, Garritano, and Cheng voted in favor. Motion passed.

Director Capesius motioned to approve the e-mail motions as documented. Director Strout seconded the motion and it was unanimously approved.

Item 7 – RealManage Issues

Keri reviewed the October financials with the Board.

Keri reviewed the sod replacement bid for 708 S. Lynnwood Trail with the Board. Director Karabinas motioned to deny the bid to replace the sod at 708 S. Lynnwood Trail. Director Capesius seconded the motion and it was unanimously approved.

Keri discussed the Mandarin Flyway irrigation that was installed in the right of way with the Board. Director Garritano had requested by e-mail that Keri research the irrigation issue and determine why the irrigation was installed in the right of way by the Developer. After discussion of this issue, Director Garritano motioned to no longer request Keri to research the irrigation at Mandarin Flyway. Director Strout seconded the motion and it was unanimously approved.

Keri reviewed the bid from Crystal Clear to install an adapter ring for the pool light at 105 N. Lynnwood Trail. Director Karabinas motioned to approve the bid in the amount of \$302.82. Director Garritano seconded the motion and it was unanimously approved.

Item 8 - Board Issues

Director Garritano discussed the possibility of amending the DCCR's. The Board requested Director Garritano to compile a list of deed restrictions items for the declarant to review and clarify. Director Strout motioned to table this discussion until there is further information. Director Garritano seconded the motion and it was unanimously approved.

Director Strout discussed the draft fining procedures. Director Strout motioned to approve the fining procedures. Director Capesius seconded the motion and it was unanimously approved.

The Board discussed the request that a homeowner had at the October Board meeting. The homeowner requested the Board acknowledge the 6 or 12 month rule in regards to deed restriction violations was never communicated with the homeowners, would like the Board to determine what fines have been collected and determine how to reimburse these homeowners, and rewrite the policy to include the 6 or 12 month rule. Director Strout motioned to not refund any of the fines that have been assessed. Director Garritano seconded the motion. Director Karabinas motioned to amend the motion that the Board determined the fining policy was documented and adequately distributed to homeowners. Director Strout seconded the amendment and the amendment was unanimously approved. The amended motion was unanimously approved.

Keri reviewed the current collection policy with the Board.

Keri reviewed the draft records retention and records production policies with the Board. Director Capesius motioned to approve the records retention and records production policies. Director Karabinas seconded the motion and it was unanimously approved.

Keri reviewed the draft payment plan policy with the Board. Director Capesius motioned to approve the payment plan policy that RealManage provided. Director Karabinas seconded the motion and it was unanimously approved.

Director Garritano reviewed the possible changes to the ACC guidelines to comply with the new legislation and asked that the attorney review these to make sure everything is in compliance. Director Capesius motioned to have the Association's attorney review the changes and make sure it complies with the new legislation. Director Karabinas seconded the motion and it was unanimously approved.

Director Karabinas showed the Board photos of possible "Yard of the Month" candidates. Director Karabinas motioned to approve 1212 Rawhide Trail as the November Yard of the Month. Director Garritano seconded the motion and it was unanimously approved.

The Board discussed the Community Center door bids. Director Karabinas motioned to deny the Community Center bids and not solicit any more bids. Director Capesius seconded the motion and it was unanimously approved.

Item 9 – Homeowner sign-in speakers

No homeowners were in attendance.

Item 10 – Adjournment

Director Garritano made a motion to adjourn the meeting. Director Capesius seconded the motion and it was unanimously approved. The meeting was adjourned at 9:08 p.m.

Attest: _____


Ed Strout, President

Forest Oaks Homeowners Association, Inc.