

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.
ON FEBRUARY 22, 2011 at 6:00 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 7:40 p.m. Board Members John Traube, Christi Cheng, and Dennis Eberwein were in attendance. Board Members Ed Strout and Susan Heizler were absent. Community Association Manager Keri Scott was present.

Item 2 - Approval of Minutes

The Board of Directors reviewed the minutes from the January 12, 2011 meeting. Director Traube made a motion to approve the minutes as written. Director Cheng seconded the motion and it was unanimously approved.

Keri reviewed the completed action items from the January 12, 2011 meeting with the Board.

Director Eberwein motioned to read all e-mail minutes into the monthly Board meeting minutes. Director Cheng seconded the motion and there were two votes in favor of the motion and one vote against the motion. Motion passed.

Item 3 - January E-Mail Minutes

There are no e-mail minutes for January.

Item 4 - RealManage Issues

The next Board meeting was set for March 24, 2011 at 7:00 p.m. at Director Traube's home.

The Annual Meeting was set for May 10, 2011 at 7:30 p.m. at Ronald Reagan Elementary School. The Board would like Bill Flickinger to attend the Annual Meeting. The Board would like to include a map of the school to show homeowners where to park and what location the meeting will be held. The Board would also like to limit the Board position nominees to 3 minutes each and have no political speaking during the homeowner sign-in speaker portion of the meeting.

The Board discussed charging homeowners that do not show up for their scheduled 209 hearing \$75.00. This is the fee that RealManage charges to show up for the scheduled 209 hearings, therefore, this fee will be passed along to the homeowner that fails to show up for the meeting. Director Traube motioned to

add verbiage in the 209 hearing letter that states "If you fail to cancel or reschedule this appointment within 24 hours of the meeting, or if you fail to show up for the scheduled meeting, your account will be charged \$75.00. This verbiage needs to be approved by the Association's attorney before implementing. Director Eberwein seconded this 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 the homeowner at [REDACTED] has received their final notice, in addition to, two fines regarding overnight street parking and continues to be in violation. Director Traube motioned to have the attorney send a demand letter to this homeowner regarding overnight street parking. Director Eberwein seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] has received their final notice, in addition to, two fines regarding overnight street parking and continues to be in violation. Director Eberwein motioned to have the attorney send out a demand letter to this homeowner regarding overnight street parking. Director Cheng seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] has received their final notice, two fines, and a demand letter from the attorney regarding overnight street parking and continues to be in violation. Director Eberwein motioned to have the attorney pursue a lawsuit against the homeowner for violating the overnight street parking. Director Traube seconded the motion and it was unanimously approved.

Keri reviewed the December 2010 and January 2011 financials with the Board. Director Traube would like to know if the accountant would recommend moving the 2010 operating surplus to the reserve account.

Keri reviewed the wildflower bids from Native Land Designs and Landscapes USA. Director Cheng motioned to deny the wildflower bid. Director Traube seconded the motion and it was unanimously approved.

Keri reviewed the monument sign upgrades from Native Land Designs. Director Traube motioned to approve phase 1 quote 1, 2, 3 and 4 in the amount of \$2,453.02 as recommended by the landscape committee. Director Eberwein seconded the motion and it was unanimously approved.

Keri reviewed the bid to re-sod the playground area at pool 1 from Native Land Designs. The Board would like Keri to get a revised bid from Native Land Designs to fill the ruis with dirt and seed over the dirt. The Board would also like Keri to ask Noah's Park to split the costs with the HOA.

Keri reviewed the bid to install a timer on the slide and buckets at pool 2. The Board would like to know if there is a separate pump for the buckets and the slide. If there is, they would like two bids; one to turn both of the pumps off and the other to turn the pumps off separately.

Keri reviewed the bids to install a new camera and a new monitor at the playground area at pool 1 from Dyezz Surveillance. Director Eberwein motioned to install a new camera at pool 1 playground area without installing a new monitor. Director Traube seconded the motion and it was unanimously approved.

Keri reviewed the bid to replace the back door to the Community Center. The Board would like a revised bid to only install new doors at the front of the Community Center.

Keri informed the Board that Willatt & Flickinger' office will be increasing their rates as of March 1, 2011. The Board would like Keri to get bids from other attorney offices to compare rates.

Keri informed the Board that there is new collection policies that will go into effect at RealManage which will allow the Board to auto refer accounts at the \$360 amount. Director Eberwein motioned to approve the new collection policy which will refer all accounts that owe \$360 or more directly to the Association's attorney. Director Traube seconded the motion and it was unanimously approved.

Keri informed the Board that there can be verbiage added into the collection letters that are sent out from RealManage that informs the homeowner how much will be added to their account if they are referred to the Association's attorney.

Keri informed the Board that the homeowner at [REDACTED] is stating that they did not park their vehicle on the street overnight and is requesting the \$50 fine be removed from their account. Director Traube motioned to deny the request and not to remove the fine since the vehicle was noted on the inspectors report. Director Cheng seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] is stating that they did not park their vehicle on the street overnight and is requesting the \$50 fine be removed from their account. Director Traube motioned to deny the request and not to remove the fine since the vehicle was noted on the inspectors report. Director Cheng seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] is requesting the Board to waive the late fees on the account if a payment is made in full. Director Eberwein motioned to waive all but one late fee on the account if a payment is made in full by March 11, 2011. Director Traube seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] is requesting permission to park an RV on the street from August 11-13. The Board said that the homeowner would need to get permission from the City of Cedar Park.

Keri informed the Board that the homeowner at [REDACTED] is requesting the Board to waive the late fees on the account if a payment is made in full. Director Eberwein motioned to waive \$90 in late fees if the account balance is paid in full by March 1, 2011. Director Traube seconded the motion and it was unanimously approved.

Item 5 – Board Issues

The Board discussed the open Board position and possible candidates to fill this position.

The Board discussed the open ACC Chair position. Director Traube motioned to appoint Donald Garritano as the ACC Chairman. Director Cheng seconded the motion and it was unanimously approved.

The Board will review the basketball court rules and e-mail Keri with any changes needed.

The Board will review the ACC Guidelines and e-mail Keri with any changes needed.

Item 6 – Adjournment

Director Eberwein made a motion to adjourn the meeting. Director Traube seconded the motion and it was unanimously approved. The meeting was adjourned at 9:40 p.m.

Attest:


John Traube, President
Forest Oaks Homeowners Association, Inc.