

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.  
ON JUNE 15, 2011 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 7:45 p.m. Board Members John Traube, Dennis Eberwein, Christi Cheng, Ed Strout, and David Karabinas were in attendance. Community Association Manager Keri Scott was present.

Item 2 – Approval of Minutes

The Board of Directors reviewed the minutes from the May 4, 2011 meeting. Director Eberwein made a motion to approve the minutes as written. Director Karabinas seconded the motion and it was unanimously approved.

Keri reviewed the completed action items from the May 4, 2011 meeting with the Board.

Item 3 – E-Mail Minutes

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

- Item 1- Irrigation Repairs  
Keri e-mailed the Board the March irrigation bids that total \$121.48. Director Eberwein approved this expense.
- Item 2- Irrigation Repairs  
Keri e-mailed the Board the April irrigation bids that total \$754.73. Director Eberwein motioned to approved all irrigation repairs except the ones caused by construction damage. Director Karabinas seconded the motion and it was unanimously approved.
- Item 3- Dyezz  
Director Strout approved to have Dyezz install the remote log-in software which will cost the Association \$75 per location per year to maintain.
- Item 4- D&O Insurance Policy  
Keri e-mailed the Board the D&O Insurance quotes from Liberty Mutual and Travelers for a June 1, 2011 renewal. Director Karabinas motioned to sign a contract with Liberty Mutual for the D&O Insurance policy for 2011. Director Eberwein seconded the motion. Motion denied.
- Item 5- D&O Insurance Policy  
Keri e-mailed the Board the D&O Insurance quotes for a June 1, 2011 renewal. Director Traube motioned to continue with Travelers insurance as the D&O Insurance carrier at the rate of \$4,939 per year with a \$5,000 deductible. Director Karabinas seconded the motion and it was unanimously approved.

- Item 6- Insurance Package and Umbrella Policy

Keri e-mailed the Board the bid from Scottsdale for the package and umbrella insurance policy. Director Traube motioned to approve the renewal of the current package policy through Scottsdale Insurance and to add the umbrella policy to the package for a total of \$27,795.90. Director Karabinas seconded the motion and it was unanimously approved.

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

Item 4 – RealManage Issues

The next Board meeting was set for July 6, 2011 at 7:00 p.m. at Director Traube's home.

Keri reviewed the May financials with the Board.

Keri informed the Board that the Amplify CD's will be maturing in the next couple of months. Director Traube motioned to have Amplify invest the CD's each for one year having one CD renew every quarter of the year. Director Cheng seconded the motion and it was unanimously approved.

Keri reviewed the rock wall bids with the Board. Director Traube motioned to hire All Pro Improvements to complete the rock wall repairs at E. Park Street and Shiloh, E. Park Street and Tulip Trail, and S. Lynnwood and Antelope Ridge with the stipulation that one job will be completed first and if that job is satisfactory, then they can complete the rest of the jobs. Director Strout seconded the motion. Director Traube amended the motion to remove the stipulation and have All Pro complete the three rock wall repairs on one visit to the property. Director Karabinas seconded the amendment and it unanimously approved. The amended motion was unanimously approved.

Keri reviewed the bids with the Board to install a rock border around the playground at 708 S. Lynnwood Trail. Director Strout motioned to table this discussion until the next Board meeting. Director Eberwein seconded the motion and it was unanimously approved.

Keri reviewed the bid from Native Land Designs with the Board to install sod by the playground at 708 S. Lynnwood Trail. Director Traube motioned to table this discussion until the next Board meeting. Director Eberwein seconded the motion and it was unanimously approved.

Keri reviewed the Community Center door bids with the Board. The Board would like Prins Construction to give a bid to only replace the back doors.

Keri informed the Board of several complaints that homeowners are making stating that the pool monitor at pool 1 is not monitoring the gate and allowing anyone access to the pool area. The Board asked Keri to contact Family Swim Gym one more time to inform them of the issues and ask what they recommend happen.

Keri informed the Board that the homeowner at [REDACTED] is requesting the \$50 fine be removed from the account for the trash can violation. Director Eberwein motioned to deny the homeowners request since there is a photo of the trash can on the side of the home. Director Traube seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] is requesting an extended payment plan with a down payment of \$250 and a monthly payment of \$200 until the balance is paid in full. Director Eberwein motioned to approve the extended payment plan as requested. Director Cheng seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] is stating that they made a payment in full in April 2011 and was sent to the attorney for non-payment of Assessments. Keri informed the Board that the payment that the homeowner made was not posted to the account until May 2011. The homeowner is requesting the legal fees be waived from the account. Director Cheng motioned that the charges stand as-is and will not be removed from the account. Director Eberwein seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] is requesting the late fees be reduced so that they can make a payment in full this month. Director Strout motioned to waive \$100 in late fees from the account. Director Eberwein seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] is requesting the late fees and the legal fees be waived from his account due to never receiving a statement. The Board did agree to waive \$100 in late fees at the previous Board meeting and the homeowner is requesting all the fees be waived from the account. Director Traube motioned to deny the homeowners request to remove all the late and legal fees from the account and the previous agreement still stands. Director Cheng seconded the motion and it was unanimously approved.

Keri informed the Board that the homeowner at [REDACTED] is requesting an extension until August 15, 2011 to treat the lawn for weeds. The homeowner has hired a professional company and they said it will take up to 3 months to treat the weeds in the lawn. Director Strout motioned to approve the extension until August 15, 2011. Director Traube seconded the motion. Four Directors voted in favor and Director Eberwein voted against. Motion passed.

Keri informed the Board that a homeowner's vehicle got broken into and they want an ad in the next newsletter informing homeowners to lock their vehicles. The Board agreed to have an ad in the next newsletter to inform homeowners to remove valuables from their car and to always lock their car to avoid burglaries.



Item 5 – Board Issues

Director Traube motioned to schedule the second attempt Annual Meeting for August 30, 2011. Director Karabinas seconded the motion and it was unanimously approved.

Director Cheng motioned to post the Annual Meeting date immediately on the Community website, send out an e-mail blast, post signs one month prior to the meeting, and include an article in the next newsletter. Director Karabinas seconded the motion and it was unanimously approved.

Keri asked the Board if they would like to include a biography of each candidate that will be running for the Board in the Annual Meeting packet. The Board agreed to send out an e-mail blast to all homeowners and post a notice at the pool bulletin boards that inform homeowners to submit their biography if they are interested in running for the Board. The biographies will then be posted on the website and the cover letter to the Annual Meeting packet will inform homeowners to log onto the website to review all the biographies.

Online Voting – Tabled

Director Eberwein informed the Board of the legislation that is pending approval from the Governor that will affect the way homeowners associations operate business.

Director Traube informed the Board that the City Council wants attendance from Board members at the next City Council meeting.

Director Stout informed the Board that he has started a Twitter account.

Director Strout requested to add the insurance renewal as a task for 2012 and inform the Board at least two months in advance of renewal rates.

Keri gave the Board a copy of the easement document that was filed by the developer for the waterfall area on Brushy Creek and Mandarin Flyway. This area is owned by Silver Oaks Townhomes; however, the Forest Oaks HOA has an easement to maintain the waterfall area.

The Board would like to discuss having lifeguards/pool monitors on Memorial Day weekend in 2012.

Keri asked the Board how they would like to proceed with the lawns that are dying in the neighborhood. The Board said to continue to sending out violation letters but RealManage must get Board approval before fining the homeowner for dead grass.

Director Traube motioned to table the Christmas lighting discussion until the next Board meeting. Director Strout seconded the motion and it was unanimously approved.

Keri reviewed a bid from Crystal Clear to replace the missing tiles at the bottom of the pool at 708 S. Lynnwood Trail. Director Traube motioned to approve Crystal Clear to install the missing tiles. Director Strout seconded the motion and it was unanimously approved.

Keri reviewed a bid from Crystal Clear to install an on/off switch to the buckets and slide at 105 N. Lynnwood Trail. Director Traube motioned to approve Crystal Clear install the on/off switch at 105 N. Lynnwood Trail. Director Karabinas seconded the motion and it was unanimously approved.

Keri informed the Board that the pool company is adding chemicals to the pool on Friday and the chemicals are not lasting until Monday. It will cost \$138.02 to come out on Sunday mornings to add additional chemicals and avoid the pool to be shut down for the day. Director Traube motioned to have Crystal Clear come out every Sunday and check both pools and add chemicals as needed until August 21, 2011. Director Karabinas seconded the motion and it was unanimously approved.

Item 6 – Adjournment

Director Eberwein made a motion to adjourn the meeting. Director Karabinas seconded the motion and it was unanimously approved. The meeting was adjourned at 10:20 p.m.

Attest:



John Traube, President

Forest Oaks Homeowners Association, Inc.