

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.  
ON AUGUST 17, 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 7:00 p.m. Board Members John Traube, Dennis Eberwein, Ed Strout, and Christi Cheng were in attendance. Director Karabinas arrived at 7:10 p.m. Community Association Manager Keri Scott was present and Director of Community Association Manager Jeff Girardeau was present.

Item 2 – Executive Session

The Board adjourned to executive session at 7:01 p.m.

Item 3 – Return from Executive Session

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

Item 4 – Approval of Minutes

The Board of Directors reviewed the minutes from the July 6, 2011 meeting. Director Traube made a motion to approve the minutes as written. Director Eberwein seconded the motion. Three Directors voted in favor, Director Cheng and Director Strout abstained. Motion passed.

Keri reviewed the completed action items from the July 6, 2011 meeting with the Board.

Item 5 – E-Mail Minutes

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

- Item 1- Lap Line  
Director Strout motioned to approve the bid from Crystal Clear to install a lap line at pool 1 in the amount of \$289.14. Director Karabinas seconded the motion and it was unanimously approved.
- Item 2- Pool 1 Repairs  
Keri e-mailed the Board a bid to install a seal on the wade pump at pool 1. Director Karabinas approved the bid in the amount of \$170.31.
- Item 3- Pool 2 Repairs  
Keri e-mailed the Board a bid to patch two areas in pool 2 where the surface material has detached. Director Karabinas motioned to approve the bid in the amount of \$362.75. Director Eberwein seconded the motion and it was unanimously approved.

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

Item 6 – RealManage Issues

The next Board meeting was set for September 14, 2011 at 7:00 p.m. at the Forest Oaks Community Center.

The monthly Board meetings will be set for the second Tuesday of every month at 7 P.M. at the Forest Oaks Community Center beginning in October.

The Treasurer will come into the RealManage office on September 6, 2011 at 2 P.M. to review the 2012 draft budget.

Keri reviewed the July financials with the Board.

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

Keri reviewed the RealManage contract with the Board. Director Eberwein motioned to table this discussion until the next Board meeting. Director Cheng seconded the motion. Two Directors voted in favor, Director Traube, Director Strout, and Director Karabinas voted against. Motion not carried.

Director Traube motioned to approve the three year contract with RealManage with the stipulation that item 25(b) under additional services is removed from the contract. Director Karabinas seconded the motion. Four Directors voted in favor, Director Cheng voted against. Motion passed.

Keri reviewed the new State Legislative laws with the Board.

Keri recommended to the Board to only send out violation letters for overnight street parking if the vehicle registers to that home or the homeowner. Director Strout motioned to continue the overnight street parking inspections the way they are currently being enforced. Director Traube seconded the motion and it was unanimously approved.

Keri recommended to the Board to auto close the overnight street parking violations after 6 months of the homeowner not violating. The Board reviewed the violation letter process with Keri Scott. Keri informed the Board that the current violation letter process is that a homeowner in violation of the deed restrictions will receive a courtesy notice, if the violation continues the homeowner will receive another violation letter. If the violation continues, the homeowner will receive a final Chapter 209 violation letter which allows the homeowner 30 days to either correct the violation or request a hearing before the Board of Directors. If the homeowner violates again after 30 days of receiving the Chapter 209 violation letter, the homeowner will receive a \$50 fine. If the violation continues after two weeks, the homeowner will receive a second \$50 fine. If the violation continues after the second fine, the Board can have the Association's attorney send out a demand for compliance letter. If the violation

continues after the demand for compliance letter, then the Board can pursue a lawsuit. Director Eberwein motioned to auto close the overnight street parking violations after 6 months of the homeowner not violating after the last violation letter the homeowner received. Director Strout seconded the motion. Director Eberwein motioned to amend the current motion to auto close all deed restriction violations after 6 months of the homeowner not violating after the last violation letter the homeowner received. Director Strout seconded the motion. Four Directors voted in favor of the amendment, Director Traube voted against. Amendment passed. Four Directors voted in favor of the amended motion, Director Traube voted against. Amended motion passed.

Keri informed the Board that a homeowner is requesting the two \$50 fines be removed from their account for the trash can and the dented garage door. Director Karabinas motioned to remove the \$50 fine for the dented garage door since this has been repaired, however, do not remove the \$50 fine for the trash can violation. Director Cheng seconded the motion. Four Directors voted in favor and Director Strout abstained his vote. Motion passed.

Keri informed the Board that a homeowner is requesting the Board to settle their account for \$1,100. The homeowner owes \$2,453.50 currently. Director Traube motioned to waive \$100 in late fees from the account. Director Eberwein seconded the motion. Director Eberwein motioned to amend the current motion to include a notification to the homeowner which clarifies exactly how much is owed for late fees, legal fees, and Assessments. Director Strout seconded the amendment. Four Directors voted in favor of the amendment and Director Karabinas voted against the amendment. Amendment passed. Four Directors voted in favor of the amended motion and Director Karabinas voted against the amended motion. Amended motion passed.

Keri informed the Board that a homeowner has received a violation letter for dead grass and is requesting an extension to treat for the fungus that is killing his grass. He currently has a landscape company that is treating the grass and it will take another 3 months to kill the fungus. Director Strout motioned to allow the homeowner 3 months to cure the violation. Director Eberwein seconded the motion and it was unanimously approved.

Keri informed the Board that a homeowner is requesting the late fees be removed from the account and allow the homeowner to pay \$100 a month until the account is paid off. Director Traube motioned to allow the homeowner to pay \$100 a month for the past due Assessments in addition to \$30 a month for current Assessments. If payments are made on time every month, the future late fees will be waived from the account. Director Cheng seconded the motion. Director Eberwein motioned to amend the current motion to waive \$100 in past late fees in addition to all future late fees if the account is paid on time every month. Director Traube seconded the amendment and it was unanimously approved. The amended motion was unanimously approved. Amended motion passed.

Keri informed the Board that a homeowner is requesting a hearing before the Board in regards to overnight street parking and the condition of the sod. The Board scheduled the meeting for September 7, 2011 at 6 P.M. at the Forest Oaks Community Center.

Keri informed the Board that a homeowner reserved the Community Center for August 14, 2011 and the individual that was responsible for opening the center did not show up which left Director Traube having to open the facility for the homeowner. Director Traube motioned to waive \$25 of the rental fee for this homeowner. Director Eberwein seconded the motion and it was unanimously approved.

Keri informed the Board that a homeowner received a fine for overnight street parking and would like to dispute the fine since the inspector does not take photos of the violations. The Board agreed that the fine will remain on the account since the vehicle does register to the homeowner.

The Board discussed the \$250 donation that was given to the Officer Reed Memorial fund in 2010. The Board members that made that decision explained that they felt it was in the general benefit of the entire Homeowners Association since Officer Reed was a member of the Cedar Park Police Department.

#### Item 7 - Board Issues

The Board discussed possibly changing the courtesy letter that is sent out to all homeowners in violation of the deed restrictions.

The Board discussed how to enforce the deed restriction violation for dead grass with the drought conditions. Director Cheng motioned to add the verbiage Director Strout recommended to the courtesy violation letters that are sent out to homeowners for dead grass. Director Karabinas seconded the motion and it was unanimously approved.

The Board decided to table the Community Center opening/closing procedures until next Board meeting.

The Board decided to table the managing contracts/repairs item until next Board meeting.

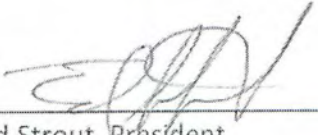
Director Traube informed the Board that Melanie Capesius is interested in being on the Social Committee. Director Traube motioned to appoint Melanie Capesius as the Social Committee chair. Director Cheng seconded the motion and it was unanimously approved.

Director Traube motioned to approve the Social Committee to host two events in 2011 which include Breakfast with Santa and a Halloween party with a total budget of \$2,500. The Social Committee will have to provide the Board with details on how much money will be spent on each event. Director Strout seconded the motion and it was unanimously approved.

Item 8 – Adjournment

Director Cheng made a motion to adjourn the meeting. Director Traube seconded the motion and it was unanimously approved. The meeting was adjourned at 10:30 p.m.

Attest: \_\_\_\_\_

  
Ed Strout, President

Forest Oaks Homeowners Association, Inc.