

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.  
ON JUNE 14, 2012 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 7:06 p.m. Board Members Joe Capesius, Craig Ellmaker, Robert Medure, Christi Cheng, and David Karabinas were in attendance. 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 7:58 p.m.

Item 4 – Oral Summary of Actions taken in Executive Session

Keri informed the homeowners that the Board approved to table the discussion of the Board contacting delinquent homeowners and set up a conference call with the Associations attorney prior to July Board meeting.

Keri informed the homeowners that the Board approved to pursue two lawsuits for non-payment of Assessments.

Keri informed the homeowners that the Board approved to force mow a property.

Keri informed the homeowners that the Board denied a homeowner request due to not understanding the request.

Keri informed the homeowners that the Board is requesting more information on two homeowner request.

Keri informed the homeowners that the Board approved to reinstate a delinquent homeowners pool card key as long as they continue to make monthly payments.

Keri informed the homeowners that the Board approved a homeowners request for a 209 hearing and set the date and time for the meeting.

Item 5 – Approval of May 8, 2012 Minutes

The Board of Directors reviewed the minutes from the May 8, 2012 meeting. Director Karabinas made a motion to approve the minutes as written. Director Cheng seconded the

motion. Director Capesius, Cheng, and Karabinas voted in favor. Director Ellmaker and Medure abstained their vote. Motion passed.

Keri reviewed the completed action items from the May 8, 2012 meeting with the Board.

Item 6 – Approval of May 23, 2012 Minutes

The Board of Directors reviewed the minutes from the May 23, 2012 meeting. Director Capesius made a motion to approve the minutes as written. Director Karabinas seconded the motion and it was unanimously approved.

Item 7 – Ratify and Reaffirm Board actions considered since last meeting

Keri informed the homeowners of the following items that were approved by the Board since the meeting on May 8, 2012:

- Sunday pool chemical treatment for May 27<sup>th</sup>, June 3<sup>rd</sup>, and June 10<sup>th</sup> in the amount of \$140 per Sunday
- Pool repairs at 708 S. Lynnwood Trail in the amount of \$1,136.06
- Purchase swim diapers in the amount of \$100 and offer these free of charge to homeowners
- Attorney conference call that was free of charge

Item 8 – RealManage Issues

Keri reviewed the May financials with the Board.

Keri reviewed the bid from Native Land Designs to install mulch in the amount of \$5,953.75. Director Karabinas motioned to approve the mulch installation in the amount of \$5,953.75. Director Cheng seconded the motion and it was unanimously approved.

Keri reviewed the bid from Native Land Designs to install two new trees or palms on E. Park Street. Director Karabinas motioned to have Native Land Designs remove the dead palm trees on E. Park Street and wait to install anything in that area. Director Capesius seconded the motion and it was unanimously approved.

Keri reviewed the bid from Native Land Designs for May irrigation repairs in the amount of \$631.30. Director Karabinas motioned to approve the May irrigation repairs in the amount of \$631.30. Director Medure seconded the motion and it was unanimously approved.

Keri informed the Board that she contacted two civil engineers to get a report for the Peyton Place alleyway and both declined to do a report for such a small project. Keri reviewed the bid from Alpha Paving for the Peyton Place alleyway repairs in the amount of \$1,462.50. Director Medure motioned to approve the bid with the stipulation that it is compacted before the drainage grade and cement is installed. Director Ellmaker seconded the motion and it was unanimously approved.

## Item 9 - Board Issues

Tony Gatica reviewed the following pool committee recommendation with the Board:

- Recommendation #1: Set up face to face meeting with Austin Pool Pros to review current contract and clarify the terms (Board of directors, pool committee, and APP).
- Recommendation #2: Eliminate the sign-in sheet at Pool 1
- Recommendation #3: Put into writing Forest Oaks' standard procedure for enforcing the pool rules and deliver to Austin Pool Pros
- Recommendation #4: Standard procedure for enforcing pool rules:
  - 1) The monitor/lifeguard will inform the resident of the rule they are breaking and ask them to stop.
  - 2) If the residents behavior does not change (after 5-10 minutes at least), the monitor/lifeguard will ask the resident a second time to stop and inform them that the HOA Management company (RealManage) will be contacted to deal with the resident.
  - 3) If the resident's behavior still does not change, the monitor/lifeguard will call RealManage to have a representative stop by the pool to talk with the resident.
  - 4) If the situation escalates to where the RealManage representative feels threatened or at risk for physical harm they will call the police to come to the pool to resolve the situation.
- Recommendation #5: Add rule about lap lane use at Pool 1 to the pool rules.

"A lap lane at Pool 1 will be designated by a lane marker rope. Please do not play with or sit or stand on the rope or disconnect the rope. Those using the lap lane should try to limit their swim to 30 minutes if others are waiting or make it possible for other swimmers to pass you while you are swimming."
- Recommendation #6: Have pool monitor supplier install the lap lane rope at Pool 1 when they arrive for the day and take it down and store it in a locked room at the end of the day.
- Recommendation #7: Add guideline for radio use to the Pool Rules.

"Music:  
Please keep audio devices at a moderate volume and be respectful of those around you and within the fenced pool area."

- Recommendation #8: Better define the pool area with respect to smoking/alcohol to make it consistent with the glass bottles rule.

Change current wording to "No smoking or alcoholic beverages are allowed in the fenced pool area."

- Recommendation #9: Address pool party usage by modifying the rules.

"You must be a Forest Oaks resident AND have a card-key to access the pools. Forest Oaks residents can have ten (10) guests per household unless reserving the Pool 2 Amenity Center. See the Pool Parties section."

Add the following text to the rules:

"Please contact the Pool Committee at ([email@xxx.com](mailto:email@xxx.com)) to request guidance about the size and appropriate time for your group if your party will exceed 10 guests."

The committee will continue to recommend the following to residents who ask for larger parties:

- Use Pool 1 before noon
- Set up on the hill if privacy is wanted or an exceptionally large group is expected
- Respect the other guests
- Do not monopolize the pavilion
- Clean up their mess
- Ensure adults are watching young children

Director Capesius motioned to approve all recommendation from the pool committee with the exception of number eight. Director Ellmaker seconded the motion and it was unanimously approved.

Director Capesius informed the Board that the Area Improvement Committee is currently working with the City to get the trail in Forest Oaks extended. Director Capesius, Karabinas, and Medure will meet on June 24, 2012 to walk the area and determine the path to purpose to the City of Cedar Park.

Director Capesius informed the Board that the City of Cedar Park has a program where the City will purchase items for City park areas if there are volunteers within the neighborhood that will install the items.

Director Capesius informed the Board that the City of Cedar Park has agreed to purchase the doggie stations if the HOA will maintain them. Director Karabinas motioned to approve the maintenance expense for four doggie stations. Director Ellmaker seconded the motion and it was unanimously approved.

The Area Improvement Committee would like a bid to install a 20X30 pavilion at 105 N. Lynnwood Trail by the playground area.

The Board discussed how long they should allow a homeowner to have a POD unit on their property. Director Medure motioned to allow a homeowner to store a POD at their home for up to two weeks. Director Ellmaker seconded the motion and it was unanimously approved.

The Board discussed whether to have Crystal Clear Pools & Spas come out on Sunday's to do a chemical treatment in the amount of \$140 per Sunday. Director Karabinas motioned to have Crystal Clear Pools & Spa come out on Sunday's to do a chemical treatment in the amount of \$140 per Sunday during the pool season. Director Ellmaker seconded the motion and it was unanimously approved.

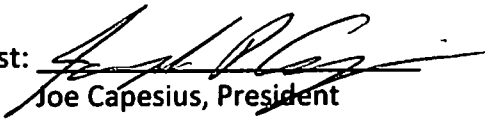
The Board reviewed the yard of the month photos and chose 502 Mandarin Flyway as June yard of the month.

The Board chose to reconvene on June 21, 2012 at 7 p.m. to discuss the remainder of the agenda.

**Item 10 – Adjournment**

Director Karabinas made a motion to adjourn the meeting. Director Medure seconded the motion and it was unanimously approved. The meeting was adjourned at 9:28 p.m.

Attest:



Joe Capesius, President  
Forest Oaks Homeowners Association, Inc.