

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.
ON AUGUST 21, 2013 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 7:09 p.m. Board Members Craig Ellmaker, Robert Medure, and David Karabinas were in attendance. Board Members Joe Capesius and Christi Cheng were absent. Community Association Manager Keri Scott was present.

Item 2 – Executive Session

The Board adjourned to executive session at 7:09 p.m.

Item 3 – Return from Executive Session

The Board returned from executive session at 7:50 p.m.

Item 4 – Oral Summary of Actions taken in Executive Session

Keri informed the homeowners that the Board approved to hire Native Land Designs to force mow a property. RealManage will inspect this property every two weeks and if the property is not mowed after two inspections in a row, the property will be force mowed.

Keri informed the homeowners that the Board approved to send two homeowners to the Association's attorney for a demand for compliance letter to be sent for violations of the deed restrictions.

Keri informed the homeowners that the Board approved a homeowner to use the Community Center for a Zumba class as long as the class is for the homeowners and their guests; not the general public.

Item 5 – Approval of July 9, 2013 Minutes

The Board of Directors tabled the approval of the meeting minutes due to Director Karabinas being the only Board member in attendance that was at the July meeting.

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

Keri informed the homeowners that the Board approved the Commercial Swim bid to replace the sand filters for both pools in the amount of \$3,862.70.

Keri informed the homeowners that the Board approved the RealMaintenance bid to replace the shower valve in the women's restroom at pool 1 in the amount of \$265.75.

Keri informed the homeowners that the Board approved the Native Land Designs bid to repair the mainline irrigation leak at pool 1 in the amount of \$275.00.

Keri informed the homeowners that the Board approved the RealMaintenance bid to replace the lower shower handle in the women's restroom at pool 1 in the amount of \$168.16.

Keri informed the homeowners that the Board approved the RealMaintenance bid to replace the upper shower handle in the women's restroom at pool 1 in the amount of \$124.41.

Keri informed the homeowners that the Board approved the Commercial Swim bid to replace the slide pump motor at pool 2 in the amount of \$771.37.

Keri informed the homeowners that the Board approved the Native Land Designs bid to repair the rock column of the E. Park Street fence located behind 1100 Willowbrook in the amount of \$342.80.

Item 7 – RealManage Issues

Keri reviewed the July financials with the Board.

The Board tabled the attorney bids until the next Board meeting.

Director Medure is working on getting the repair for the shade canopy at 708 S. Lynnwood Trail covered under warranty.

Keri reviewed the Native Land Designs bid with the Board to remove the dead tree at 1101 Peyton Place in the amount of \$81.19. Director Medure motioned to approve the bid to remove the dead tree. Director Karabinas seconded the motion and it was unanimously approved.

Keri reviewed the Native Land Designs bid with the Board for the irrigation repairs needed in the amount of \$1,895.03. The Board requested some clarifications from Native Land Designs. Director Medure motioned to approve the irrigation bids pending answers from Native Land Designs on two issues with the bids. Director Karabinas seconded the motion and it was unanimously approved.

The Board asked Keri to have Native Land Designs remove the poison ivy along E. Park Street before the Five K run on Saturday, August 24, 2013.

Keri reviewed the Commercial Swim bid with the Board to replace the pool lights that are out in the amount of \$468.57. The pool committee reported that there are now more pool lights that are out. Director Medure motioned to have Commercial Swim replace all pool lights that are currently out. Director Karabinas seconded the motion and it was unanimously approved.

The Board tabled the autofill bid until the next Board meeting.

Keri reviewed the Commercial Swim bid with the Board to replace the leaking bulkhead on filter 4 at pool 1 in the amount of \$564.19. The Board asked that Keri contact Commercial Swim and ask them what caused the leak.

Keri reviewed the Commercial Swim bid with the Board to replace the waterline tiles at pool 1 in the amount of \$6,332.82. Director Medure motioned to deny the bid. Director Karabinas seconded the motion and it was unanimously approved.

Keri reviewed the Commercial Swim bid with the Board to replace the coping on the North side of the pool at pool 1 in the amount of \$275.00. Director Medure motioned to approve the bid. Director Ellmaker seconded the motion and it was unanimously approved.

Keri informed the Board that a homeowner requested to have the lifeguard hours extended from 10 a.m. to 8 p.m. instead of 12 p.m. to 8 p.m. Director Ellmaker motioned to deny extending the lifeguard hours. Director Karabinas seconded the motion and it was unanimously approved.

The pool committee informed the Board that the pool signs will be ready soon. Director Medure motioned to approve up to \$250 to have RealMaintenance install the signs at each pool area. Director Karabinas seconded the motion and it was unanimously approved.

The pool committee informed the Board that the current slide height requirement is the child has to be able to walk by themselves with no assistance.

Director Medure has pins for a timer and will give these to Forest Oaks HOA to use on the basketball court lights. Director Karabinas motioned to have RealMaintenance set the timer from 6 p.m. to 10 p.m. Director Ellmaker seconded the motion and it was unanimously approved.

Keri reviewed the RealMaintenance bid with the Board to repair the basketball court fencing in the amount of \$273.50. Director Karabinas motioned to approve this bid to repair the fence. Director Medure seconded the motion and it was unanimously approved.

The Board asked Keri to get a bid to install a gate on the basketball court.

The Board discussed whether to get a license to review camera footage. The Board would like Keri to contact the police department and determine how they would respond if we called them for a vandalism act at the pool area.

The Board tabled the camera maintenance bid until the next Board meeting.

The Board tabled the removal of the cameras until the next Board meeting.

The Board discussed the deed restriction violation process and a force mowing policy. The Board would like to know if RealManage can customize the landscape violations only to preview, courtesy, and then a final letter (not Chapter 209 letter). The Board would want the procedure to be:

1st Inspection – Preview notice

2 weeks later if the homeowner is still in violation – Courtesy Notice

2 weeks later if the homeowner is still in violation – Final Notice (custom letter)

7 days later if the homeowner is still in violation – Force mow property

The Board tabled the reserve study bid until the next Board meeting.

The Board tabled the pool 1 pavement extension bid until the next Board meeting.

Keri asked the Board if we can change the Community Center hours to 2 p.m. to 5 p.m. instead of 2:30 p.m. to 5:30 p.m. The Board approved this request and asked Keri to change the sign that is posted at the Community Center.

Keri informed the Board that the landscape and publicity committee chairs are resigning due to selling their home. Keri informed the Board that committee members are needed for the ACC, Landscaping, Publicity, and Social committees. The Board asked Keri to send out an e-mail blast to the homeowners requesting volunteers.

Item 8 – Board Issues

The Board tabled the interior design of the Clubhouse until the next Board meeting.

The Board tabled the deed restriction violation letters – trees required per lot until the next Board meeting.

Director Karabinas informed the Board of the Five K details.

The Board tabled the trash can install at pavilion located at 105 N. Lynnwood Trail until the next Board meeting.

The Board tabled the Board member approval process for expenditures until the next Board meeting.

The Board tabled the discussion of reviewing and approving the cleaning crew contract until the next Board meeting.

The Board tabled the discussion on rescheduling the second attempt annual meeting date until the next Board meeting.

The Board tabled the no trespassing affidavit until the next Board meeting.

The Board set the next Board meeting for Tuesday, September 10, 2013 at 7 p.m.

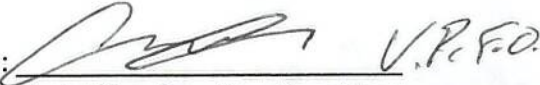
The Board chose 1001 Suffolk Court as August yard of the month.

Item 9 – Homeowner Sign-In Speakers

Ed Strout informed the Board that he would be interested in coordinating a Halloween event for the homeowners. The Board asked him to put a budget together and they will review this and would like to allow this for a Fall social event.

Item 10 – Adjournment

Director Ellmaker made a motion to adjourn the meeting. Director Medure seconded the motion and it was unanimously approved. The meeting was adjourned at 9:22 p.m.

Attest:  V.P.F.O.
Craig Ellmaker, Vice President
Forest Oaks Homeowners Association, Inc.