

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.  
ON NOVEMBER 21, 2016 at 6:00 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 6:00 p.m. Board Members Mel Kirkland, David Oliver, Robert Medure, John Miri, and Meri Carlson were in attendance. Community Association Manager, Keri Scott was present.

Item 2 - Merit Service Solutions

Merit updated the Board on the progress throughout the neighborhood.

Item 3 – Homeowner Sign-In Speakers

Bill Robertson discussed the communication policy and the dues increase with the Board.

Autumn Willmann discussed getting Holiday lights installed at the Mandarin Flyway monument sign, dead trees and yard maintenance, and installing lights at the mailboxes with the Board.

Item 4 – Approval of October 10, 2016

The Board of Directors reviewed the minutes from the October 10, 2016 meeting. Director Carlson motioned to approve the minutes as written. Director Oliver seconded the motion. Director Kirkland, Oliver, Miri, and Carlson voted in favor. Director Medure abstained. Motion passed.

Item 5 – Act on or Ratify and Reaffirm Board actions considered since last meeting

Keri informed the homeowners that the Board approved the following since the last Board meeting:

- On October 15, 2016, the Board approved to waive \$90 in late fees on a homeowners account if they make a payment in full.

Item 6 – Financials

Keri reviewed the October financials with the Board.

Item 7 - Annual Budget

The Board reviewed the 2017 budget. Director Oliver motioned to approve the budget with a \$2 per month per homeowner increase. Director Kirkland seconded the motion. Director Kirkland, Oliver, Miri, and Carlson voted in favor. Director Medure voted against. Motion passed.

Item 8 – Old Business

The Board tabled the Bylaw amendment until the next Board meeting.



The Board discussed the pool 2 improvement project. Director Medure motioned to establish a pool 2 improvement project committee and let the committee decide the chair. Director Kirkland seconded the motion and it was unanimously approved.

The Board discussed the Clubhouse rental forms. Director Medure motioned to approve the forms as revised and to re-visit this once the lifeguard company is hired. Director Carlson seconded the motion and it was unanimously approved.

#### Item 9 – New Business

There were no landscape bids to discuss.

Keri discussed the Safeguard Aquatics bid to replace the baby pool pump at pool 2. Director Oliver motioned to approve the Safeguard Aquatics bid to replace the baby pool motor at pool 2 in the amount of \$974.25. Director Carlson seconded the motion and it was unanimously approved.

Keri discussed the RealMaintenance bid to sand blast the metal furniture at pool 2. The Board would also like a bid to powder coat the metal furniture.

Keri reviewed the pool maintenance RFP with the Board. The Board requested a few changes.

The Board discussed the pool committee member search. Director Medure motioned to appoint Rhett Griffith and James Ewald to the pool committee and allow them to determine the pool committee chair amongst themselves. Director Kirkland seconded the motion and it was unanimously approved.

Keri updated the Board on the maintenance repairs completed. The Board added a couple more items to the list of repairs needed.

The Board discussed the Board member communication and re-iterated that Director Carlson is the official Board member communicator to the homeowners.

The Board discussed the communication with the attorney. Director Oliver motioned to have the Association's manager as the only point of contact for attorney communication. Director Medure seconded the motion and it was unanimously approved.

The Board discussed the authorization for attorney communication expenditures between Board meetings. Director Oliver motioned that any legal inquiry requires three Board members to approve before the information is sent to the attorney for review. Director Carlson seconded the motion and it was unanimously approved.



The Board discussed the ROW agreement and Director Kirkland will send an agreement to the Board for review.

The Board tabled the Village paint color until the next Board meeting.

The Board discussed the Clubhouse parking lot policy and decided the issue is not large enough to create a policy and will just run the license plates if this occurs and contact the owner asking them not to park in the parking lot.

The Board scheduled the next Board meeting for December 5, 2016 at 4 p.m.

The Board approved 1208 Antelope Ridge as the November yard of the month.

Item 10 - Committee Reports

The Holiday event will be held on December 9<sup>th</sup>.

Item 11 – Executive Session

The Board adjourned to executive session at 9:55 p.m.

Item 12 – Return from Executive Session

The Board returned from executive session at 10:05 p.m.

Item 13 – Oral Summary of Actions taken in Executive Session

Keri informed the homeowners that the Board approved to allow a homeowner an extension until Spring 2017 to replace the dead tree in the front yard as long as they remove the dead tree now.

Keri informed the homeowners that the Board will not enforce a missing tree in the street strip that hasn't been there in over four years since the four year statute of limitations has passed.

Keri informed the homeowners that the Board approved to waive a fine on a homeowners account for a boat parked on the property.

Item 14 – Adjournment

Director Carlson made a motion to adjourn the meeting. Director Miri seconded the motion and it was unanimously approved. The meeting was adjourned at 10:05 p.m.

Attest:



Mel Kirkland, President

Forest Oaks Homeowners Association, Inc.

