

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.
ON MARCH 20, 2018 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 6:03 p.m. Board Members Mel Kirkland, Meri Carlson, John Miri, Jeff Kikel and Robert Medure were in attendance. Representing RealManage, Director of Community Association Manager Training & Support, Mary Arnold.

Item 2 – Approval of November 30, 2017

The Board of Directors reviewed the minutes from the February 19, 2018 meeting. A motion was made, seconded, and unanimously carried to approve the minutes as written.

Item 3 – Financials

Mrs. Arnold summarized the financial report dated 2/28/18. As of 2/28/18, the association had \$936,569 in assets and liabilities, expenses came in under budget for the year by \$13,116 (\$59,852 actual vs. \$72,968 budgeted), and booked revenue exceeded actual expenses by \$26,887 (\$86,739 revenue vs. \$59,852 expenses).

Item 4 – Committee Reports

There were no reports from the Social Committee or Pool Committee.

Mel spoke on behalf of the Landscape Committee, reporting that everything was going well with Merit, and that the recent irrigation damages from the Spectrum construction by pool #1 have all been repaired.

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

There were no items to be ratified this month.

Item 6 – Old Business

2018 Annual Meeting: The 2018 annual meeting notice has been mailed out to all association members, and the electronic voting site has been set up. The Social Committee will arrange for the food and refreshments. The City has been contacted to request their attendance, but they have not yet responded.

Item 7 – New Business

Landscape Contract Renewal: The contract with Merit Service Solutions expires April 1st, and a renewal proposal was submitted with a 3% increase. A motion was made, seconded, and unanimously carried to approve the new contract with Merit Service Solutions from 4/1/18 – 3/31/19.

Concrete Driveway Addition Proposal: Merit Service Solutions submitted a proposal at the Board's request to extend the concrete driveway in the park area at Diner. A motion was made, and seconded to approve the proposal at a cost of \$3,800.18, providing that Merit has an engineer sign off on the plans and specs. If they cannot, the proposal is not approved, and the topic will be reconsidered at a later date. The motion passed with a 3-1 vote.

Trash Area Enclosure Proposal: A proposal was presented to the Board to enclose the trash area at pool #2 to resolve the issue with homeowners dumping their trash there. This trash then has to be removed by the association's maintenance crew, since the trash company will not take anything outside of the trash bins, creating additional costs to the association. After discussion, the Board elected to table this project at this time, as the Board wishes to wait a while to see if this continues to be a problem.

Pool Repair / Accutab System Removal Estimate: A motion was made, seconded, and unanimously carried to ratify the approval of the proposal from The Pool Dude to disconnect the Accutab system and convert back to a chlorine feeder system at a cost of \$1,696.94.

Item 8 – Executive Session


The Board adjourned to Executive Session at 7:08 and reconvened the board meeting at 7:30. The Board summarized the decisions made in Executive Session as follows:

- The Board agreed to pay all outstanding invoices in full from the volunteer who had been opening the clubhouse for owners who had reserved it through February.
- The Board elected not to refer homeowner R0009735L0012188 with the unapproved fence alteration to the attorney at this time pending further review of the account history.
- The Board unanimously agreed to waive all fines assessed to homeowner R0260254L0012598, as they were not building an addition to the property as it appeared during inspections

Item 9 – Adjournment

A motion was made, seconded, and unanimously carried to adjourn the meeting at 7:34 p.m. The next Board of Directors meeting will be held on April 17th, 2018, immediately following the annual meeting, for the purpose of electing officers.

Attest:


Mel Kirkland, President

Forest Oaks Homeowners Association, Inc.