

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE FOREST OAKS OWNERS ASSOCIATION, INC.
ON NOVEMBER 30, 2017 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 7:00 p.m. Board Members Mel Kirkland, Meri Carlson, John Miri and Jeff Kikel were in attendance. Board member Robert Medure was absent. Representing RealManage, Branch Leader Benjamin Yaeger was present, and introduced the new Community Association Manager, Mary Arnold, due to the resignation of Keri Scott.

Item 2 - Homeowner Sign-In Speakers

There were four homeowners present. Questions were asked concerning the change in Community Association Managers and the best contact/communication information.

Item 3 – Approval of October 9, 2017

The Board of Directors reviewed the minutes from the October 9, 2017 meeting. A motion was made, seconded, and unanimously carried to approve the minutes as written.

Item 4 – Act on or Ratify and Reaffirm Board actions considered since last meeting

A motion was made, seconded, and unanimously carried to ratify the following items:

- Approval of the Merit proposal to replace valve at main pool - \$361.04
- Approval of the Merit proposal to replace valve by Lollipop where a car drove over the valve and crushed it - \$454.65
- Authorization to send Safeguard Aquatics a notice of non-renewal of their pool contract
- Approval of the Window Genie proposal to install holiday lights

Item 5 – Financials

Mrs. Arnold summarized the association's financial status based on the October 31, 2017 financial report.

Item 6 – New Business

Safeguard Aquatics & AccuTabs: The Board discussed the issues with Safeguard's performance. As a result, a motion was made, seconded, and unanimously carried to inform Safeguard their services are no longer needed effective immediately, and that the association will pay them what is owed through the end of the current contract to end the contract early. A new contractor, The Pool Dude, has already been engaged to service the maintenance needs of the pool.

Pool Monitor/Lifeguard Proposals for 2018: Proposals for monitors and lifeguards were procured from Austin Pool Pros and Lifeguards for Hire, and sent to the pool committee for review and recommendation to the Board.

Janitorial Contract: Proposals to provide janitorial services to the amenities were procured from RealMaintenance and Auto Air. After review, a motion was made, seconded, and unanimously carried to approve the contract with RealMaintenance.

Lighting Repairs: Auto Air included with their janitorial proposal a list of their observations when visiting the property, which included several light outages as follows: At south pool, 3 lights not coming on in mens' room, light out on corner by pump room door, ground light out in center of small park, ground light out nearest parking lot, and at the north pool, 2 fan lights out, parking lot light post out by garbage can area, and light post by slide out. Mrs. Arnold asked the Board for approval to issue work orders to have these lighting issues addressed, which was unanimously approved.

Next Board Meeting: The Board scheduled the next board meeting for January 16th, at 6:00 p.m. In addition, the board set a regular meeting schedule of 3rd Tuesday of every month (starting in January) at 6:00 p.m. There is no board meeting in December.

Yard of the Month: 3102 Summerwood Ct. Was suggested for the honor of Yard of the Month.

Item 7 – Committee Reports

The pool committee reported that they were still reviewing the proposals for pool monitors and lifeguards in 2018, and will make a recommendation to the Board once their review is complete.


Item 8 – Executive Session

The Board adjourned to Executive Session at 8:05 and reconvened the board meeting at 8:20. The Board summarized the decisions made in Executive Session as follows:

- Authorized collection lawsuits on two accounts that reached eligibility for such action (account numbers R0010036L0012495 and R0273704L0012246)
- Authorized lien filing on two accounts that reached eligibility for such action (account numbers R0010036L0012495 and R0096630L0054261)
- Authorized 6 month payment plan and waiver of late fees only if payment plan is honored (account number R0123689L0012522)
- Denied request from non-profit organization to use clubhouse free of charge

Item 9 – Adjournment

A motion was made, seconded, and unanimously carried to adjourn the meeting at 8:28 p.m. The next Board of Directors meeting will be held on January 16th, 2018 at 6:00 p.m.

Attest: 
Mel Kirkland, President
Forest Oaks Homeowners Association, Inc.