

White Oak Forest Property Owners Association

At least 72 hours before the meeting, the Agenda was posted on www.wofpoa.com and emailed to members, who are encouraged to observe the Regular Session of the meeting. *This fulfills TPC 209.0051 for OPEN HOA BOARD MEETINGS.*

Minutes – REGULAR BOARD MEETING - Thursday, May 22, 2018, 6:00 PM at 23867 White Oak Court

<u>2018 Elected Officers</u>	<u>IN ATTENDANCE</u>	<u>Appointed Officer(s)</u>	<u>Others</u>
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President, Tracy Wilson	Research Assistant, Charlotte Johnson
Vice President, Keith Pinkston	
Treasurer, Emily Zugar	

PREMEETING ACTIVITY for Property Owners (or anyone else the Board agrees can attend)
There were no other Property Owners in attendance.

CALL TO ORDER

The meeting was called to order by the President at: 6:00 pm

SECRETARY'S MINUTES

- The January 30, 2018 Annual Association Meeting Minutes which had email approval will be corrected, reapproved and signed by the Secretary and will be posted on WOFPOA.COM (*Per Robert's Rules for HOA's p.333*)
- The March 8, 2018 Regular Board Meeting Minutes will stand approved with corrections.
- The April 19, 2018 Regular Board Meeting Minutes were tabled.

REPORTS for FINAL and NEW OFFICER'S DUTIES

Status of NON-CONFIDENTIAL 2017-8 OFFICER TASKS

- The President reported that the Final Duties flash drives are not complete but will be worked on and given to the Research Assistant to be delivered to the Custodian of Records as soon as possible.
- One officer still needs to go by the bank and sign the signature card.
- The President gave the copies of the letters to the 2018-9 Audit Committee Members with 2018-19 Officer and Audit Committee contact information that had been sent to the Research Assistant to be delivered to the Custodian of Records.
- The President reported that the letters to the ACC: with 2018-19 officer contact information were sent and a copy was given to the Research Assistant to be delivered to the Custodian of Records.

PRESIDENT

- Verified that the PO Box was checked 5 times a week and that no non-confidential mail had been received.
- Report that the Secretary, Lori Betz emailed her resignation from the position on May 8, 2018. A printed copy was given to the Research Assistant to be delivered to the Custodian of Records.

- A letter will be sent to all Property Owners requesting a volunteer to fill the position of Secretary.
- Treasurer, Emily Zugar was temporarily appointed Secretary in addition to her Treasurer Duties.
- Report that there has been no response to the email request for a Clerical Assistance to date. Another request will be drafted and sent again once approved to emphasize the need for help on the Board. It was also discussed that we consider putting a hired Secretary before the Property Owners if no one wants to volunteer.
- Revisions to the Proxy form were approved. Ballot revisions were discussed and changes will be made and presented for approval at the next meeting to replace the previous version.
- Email sent to property owner in response to question of whether or not the owned lot is available for sale.

VICE PRESIDENT

- Verified that the voice mail was checked 2-3 times each week and that there were several:
 - Complaints about the hog invasion in the neighborhood (note: these were addressed with return calls and the complainants were advised that the POA bears no responsibility for such problems). It was discussed that if time, money and member participation were available then the POA could provide assistance.
 - A property owner called to address an offer of a Payment Plan for delinquent dues.
- Other than one light on Hickory that was under order to be fixed there had been no other calls or complaints.

TREASURER

- Reported no new changes of ownership but provided documentation for the change of ownership for Lots 68 and 69.
- Provided copies of the April Bank Statements for review and endorsement and there were no transfers in or out from or to the Legal Action Fund – Money Market account.
- Distributed copies of the April Budget Year Summary for the Board to review. There was discussion about the fluctuation of costs month to month for just the street lights.
- Reported mailing pending Notices of *Payment Plan* to all Property Owners with only 2018 Assessments past due balances.
- Responded to one title company request for information.
- Sent flower arrangements on behalf of neighbors to 2 Property Owners.

SECRETARY.

- The President, on behalf of the Secretary, reported sending: Welcome Letters to the new owners of Lots 68 and 69, 4 Thank You Letters for violation compliance and 1 Continued Compliance Request Letter. Copies of all letters provided for the Custodian of Records.
- Reported that the email was checked at least 5 times a week and that there was no communication of a confidential nature that is not reported within other areas of the minutes.
- ACC approval was given for the construction of a new residential home on LOT# 69 to the Carrasco's on May 14, 2018. Keith Pinkston was appointed to oversee the construction and completion of the project. Copies provided to the Custodian of Records and Keith Pinkston.
- Commitment was made by Emily and Tracy to secure the Secretary Notebook, copy of Robert's Rules, and any other pertinent supplies from Lori Betz.
- There was acknowledgement discussion that there are ACC Approved Plans that requested and approval prior to the implementation of One Year Limitation on approvals. Specifically:

- *Lot 7, 23596 White Oak Forest Dr. Douglas & Shirley Hager, outbuilding*
- *Lot 4A, 23610 White Oak Forest Dr. Jimmie & Frances Parker, (LPA Vince & Melanie), outbuilding,.*

RESEARCH ASSISTANT

- Will provide detailed information to the appointed Secretary and the President about the required information to be included in the Meeting Minutes.
- Reported that
 - Public records in the Register of Ownership and Montgomery County Deed Records were used to provide Next Door's Lead with information that needed to be changed for 9 former residents.
 - Report checking Deed Records for a sale reported by a property owner.
 - The Board must determine how the Secretary will make available, to a property owner or others who request it, the Register of Ownership with addresses and number of lots owned.
 - The WOFPOA 2017-18 Annual Book of Records is ready to be bound when all of the remaining required documents are received.
 - Official Minutes for the 2018 Annual Meeting.
 - Copies of the Checking and Legal Action-Money Market Registers for Fiscal 2017-18.
 - The IRS record of Form 990-N Exempt Organization which can be filed by the Secretary between March 1 and July 15, for Tax Period Ending February 28, 2018.
 - Advised the need to change some of the Property Owners official records to reflect Deed Records filed with the County.

PUBLIC BUSINESS SESSION CLOSED AT 6:37 IN ORDER TO ENTER INTO AN EXECUTIVE SESSION

EXECUTIVE SESSION SUMMARY

PRESIDENT

- Verbally advised a property owner concerning the need for Deed Records filing for the sale of their property, as well as, verbally advising the buyers of the same.
- Provided documentation of communication between The Fowler Law Firm and a property owner regarding an agreement to enter into a payment plan for the Treasurer and the Custodian of Records.
- Discussed the merits of filing a formal Lien with the County for past due assessments with regard to a private sale vs. sale through a Title Company.
- Discussed reaching out, at Property Owner's request to their former attorney to resolve final payment of Judgement ruled in favor of the POA.
- Reports communication with The Fowler Law Firm regarding an ongoing violation of:
 - A lot that is not being used exclusively for a single-family residence because it is often used to store vehicles and trailers including a flatbed trailer with commercial landscaping machinery (Mowers, edgers, weed eaters, wheelbarrows). – *Restriction III and 2nd Amendment III*

- Trailers are periodically parked on a vacant lot. - *2nd Amendment Restriction XVII.*
- A trailer is not parked behind the back line of an existing house – *2nd Amendment, Restriction XVII.*
- Landscape debris is sometimes brought in, dumped, and burned on lot. - *Restriction IV*
- Offensive trades or activities conducted on the lot, causing a nuisance or offense to nearby residents due to loud noises from revving engines and loud hammering. – *Restriction III*
- *Restriction III and 2nd Amendment III* Motor vehicles that are not in operating condition, without current license plates and inspections, or are not use as motor vehicles on the streets and highways of the State of Texas are parked or stored on this and the neighbor's lot
- Discussed possibility of POA intervention in possible survey and easement violation and possible request of original survey. Agreed to consult Attorney for further action.
- Reports sending a "Request for Continued Compliance" letter to a Property Owner that is consistent in inconsistent compliance to Deed Restrictions regarding a (Trailer, motor home, boat, or allowed machinery not consistently parked behind the back line of the house - *2nd Amendment, Restriction XVII.*
- Reports sending 5 Thank You letters, with a copy to the Custodian of Record, to property owners with trailer location violations what were corrected and 1 who removed a non-owned recreational vehicle from his residence upon request.

BOARD- Violations Actions

The Treasure reports not sending another "Courtesy Letter" regarding the possible "beginning of construction prior to ACC approval" on a property due to the assumption that construction is not going to continue. Further inquiry will take place prior to any Board action.

TREASURER

- Distributed copies of the A/R Aging Summary of past due account.
- Reported continued compliance of one Payment Plan participant.

RESEARCH ASSISTANT

- Reported that a self-reported sale of an unimproved Lot has still not been updated in Deed Records and therefore must remain in Owner of Records name. Once new owner is reflected in Deed Records then transfer fee will be processed and invoiced.

EXECUTIVE SESSION CLOSED AT 6:37 pm

MEETING ADJOURNED AT 7:10 pm

NEXT BOARD MEETING PLANS – June 19, 2018, 6:00 pm, 23867 White Oak Court