

## **OAK PARKE HOMEOWNERS ASSOCIATION, INC.**

Minutes of the Monthly Meeting of the Board of Directors  
November 13, 2007

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The meeting of the Board of Directors (the "Board") of Oak Parke Homeowners Association, Inc. (the "Association") was held at 7:00 p.m. on November 13, 2007 at Bethany Lutheran Church.

In attendance were Chris Driggs, Pam Monday, and Scott Robuck, Directors; Carl Gamble, Property Manager. Ginger Grissom and Zeke Salinas also attended the meeting.

1. **Call to Order.** After determining that a quorum was present, the meeting was called to order by Pam Monday at 7:00 p.m.

2. **Approval of minutes of the October 11, 2007 meeting of the Board of Directors.** Chris Driggs moved that the minutes be approved with no corrections. The motion carried unanimously.

3. **Members' Comments.**

Comments by Zeke Salinas were reserved for the Parking Committee and Deed Committee reports.

4. **Committee Reports.**

(a) Activities Committee

Chris Driggs reported that the October 21st Fall Festival was a huge success. Households winning prizes for decorations were:

Most Creative:	10329 Salida Drive
Most Festive:	3800 Leadville
Scariest:	10333 Salida Drive

The next planned activity will be "Holiday in the Park," which is scheduled to take place on December 9th from 5:30 to 7:30 p.m. Amy McDonald, Oak Parke resident and realtor with Keller Williams Realty, will sponsor "photos with Santa" for the event. Prizes will also be awarded in December for best home decorations.

(b) Pool Committee

Chris Driggs reported that the amenity center will be re-roofed and re-painted. Some of the cost of the roof will be paid by insurance funds due to hail damage.

Due to the age of the pools, maintenance repairs have been required this Fall (filters replaced and various other maintenance issues).

(c) Landscape Committee.

Chris Driggs reported that the wrought iron fence has now been installed in the main entrance area. Circle C Landscape company will begin the landscaping project on both sides of the new fence in December. The fence and the landscaping project were both approved by the Board this summer.

Scott Robuck discussed the weed problems in the median areas. It was agreed that something should be done in the median areas so that weeds would not be an issue. No one has responsibility for weeding this area, and the Board does not want to spend additional money for hiring someone to pull weeds.

(d) Parking Committee.

Zeke Salinas reported success in his attempts to get the City of Austin, the 311 operators, and the Austin Police Department to recognize that Area 10 (including Oak Parke) is subject to enforcement by the City of Austin for persons parking illegally in front of homes. The Residential Permit Parking Zone 10 affects the following properties in the Oak Parke community:

(i) Sawmill Drive from the 3800 block or its intersection with Malone Drive west to its end at the entrance to the farm behind Bowie High School.

(ii) Wolftrap Drive -- all of Wolftrap Drive is subject to enforcement.

(iii) Salida Drive -- from its intersection with Sawmill south to 10309 Salida or where it intersects Shavano Drive.

(iv) In November 2007, the City added the homes that are on corner lots adjacent to the indicated streets as follows:

3721 Malone Drive  
10416 Wolftrap Drive  
3901 Trout Drive  
3900 Idalia Drive  
3812 Idalia Drive

3808 Rocky Ford  
3807 Leadville  
3808 Leadville  
3817 Aspen Creek Parkway.

The Residential Permit Parking Zone 10 allows the homeowners listed above to park vehicles in front of their homes without getting ticketed by the City of Austin. Mr. Salinas is responsible for selling these permits to Oak Parke residents. Permits are \$25 for the first year and \$15 for each year thereafter (but you will be charged \$25 if you let the permit lapse a year). If you need a permit, please contact Mr. Salinas. Mr. Salinas's e-mail address and telephone number will be placed on the HOA website.

Homeowners are encouraged to contact Zeke Salinas for their permits prior to January 2008, as the City of Austin will begin enforcement at that time. Homeowners who have problems with persons parking illegally in front of their homes are encouraged to contact the 311 operator to lodge a complaint. If the 311 operator is not willing to handle your complaint, please speak with Mr. Salinas.

(e) Deed Committee.

Zeke Salinas, Richard Jenkins, and John Basham make up the deed committee. The committee members have prepared a very rough analysis to compare the documents that govern the Oak Parke Homeowners' Association (currently the Bylaws, Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions for Oak Parke, ACC Instructions, Code of Rules and Regulations, and One Page Summary). This has been done in an attempt to flush out inconsistencies in the governing documents. A copy of this analysis is attached.

Mr. Salinas reported that further works needs to be done on the analysis. His goal is for the Deed Committee to have a work session with the Board after January 1, 2008.

(f) Security Committee.

Scott Robuck reported that the Board is currently researching upgrades for the camera and key fob system.

**5. Property Manager Reports**

(a) Delinquency Report. This will be addressed during the Board's Executive Session.

(b) Deed Restriction Violations Report. This will be addressed during the Board's Executive Session.

(c) Homeowner Concerns. There was a complaint of a barking dog on Malone. The homeowner filed a police report. Carl Gamble reported that it appears the two neighbors have worked out a resolution to the problem.

(d) Garage Sale Permit Requests. There was one garage sale permit for November 5th.

(e) Pool Request Report. There were no pool party requests for this period.

(f) Manager's Action Items Report.

(i) Tree Problems on Wolftrap. Carl Gamble has contacted the City of Austin to request that trees in the easement areas on Wolftrap be trimmed. The City of Austin has given Mr. Gamble a work order number and will trim the trees that are the City's responsibility. It is not known what date the City will do this.

Mr. Gamble pointed out that a tree is the City's responsibility if the tree is located on an easement. If, however, the tree is located on a homeowner's property, it is the responsibility of the homeowner to trim the tree even if the limbs are hanging over into the easement area.

(ii) Late Fees for Utility Bills. Pam Monday discussed dissatisfaction with Goodwin Management because a utility bill had been paid late. Chris Driggs had previously discussed the matter of late bill payments with Guy Goodwin, and it was thought at that time that all matters had been resolved. Ms. Monday expressed that lateness in paying bills is unacceptable, and payments for late bills and late fees should be made clear on management reports received from Goodwin Management. Carl Gamble assured Ms. Monday that these matters have been addressed and that all utility bills are now set up for automatic drafts from the Association's operating account. Goodwin Management has reimbursed the Association for late fees by making payments to the utility companies. These fees will show up as credits on the Association's utility bills.

(iii) Goodwin Management Report Options. Goodwin Management offers the Association a choice of three monthly reports: (1) a complete report in paper format with all backup documentation; (2) a condensed report in paper format with no documentation; or (3) an electronic report with all documentation. Pam Monday expressed a desire for a different monthly report. Carl Gamble stated that these were the only reports available, and that if the Association was not satisfied, it should seek other management companies that may provide reports more suitable for the Association.

## 6. **Old Business**

(a) Budget

(i) Summary of 2007 Projected vs. 2007 Actual. Scott Robuck summarized last year's proposed budget with the actual expenditures for January through October 2007. The overall picture was that the expenditures for the first ten months of 2007 were 24% (or \$28,255) over the amount projected for the 2007 year. This was due to a number of things, including: (1) excessive cost of 2005 and 2006 audits performed by Rupert & Company; (2) over twice as much spent on attorneys' fees; and (3) some expenditures that should have been taken out of capital improvements were taken out of the operating budget. It was noted that Goodwin Management had made the decision to make some payments from the operating account rather than from the reserve account because there was money in the operating account to make the payments.

It was also duly noted that the current Board took on some burdens from past Boards and from the previous management company. This included preparation and payment of the 2005 and 2006 taxes and preparation and payment for the 2005 and 2006 audits.

(ii) Discussion of Reserve Account. Carl Gamble advised that, since we are an older Association, we should have between \$75,000 and \$100,000 in reserves. We currently only have \$40,000 in reserves. The Board has included a new line item for the 2008 budget whereby \$900 per month (or approximately \$10,800 per year) will be automatically placed into reserves so that the reserve account will grow to the amount necessary to accommodate our Association.

Pam Monday discussed her research with regard to obtaining a better interest rate on the money in reserves. Pam Monday moved that \$20,000 be placed into a CD at Chase Bank for approximately 7 months that would earn 4.75% interest. The motion carried unanimously.

Pam Monday further noted that the reserve account is maintained by the Board and not by Goodwin Management as the Board does not want to place the reserves in the same hands as the operating account. The operating account is currently being maintained by Goodwin Management in a Jumbo CD with Ironstone.

(iii) Proposed Budget for 2008. The Board has worked to create a new and more realistic budget for 2008. It is expected that there can be cuts in expenditures for accountants and attorneys. However, it will be necessary to add an expenditure for the reserves and to take a 5% per year consumer price index into account for the 2008 budget. The proposed 2008 budget is attached.

(iv) Monthly Dues for 2008. Scott Robuck made a motion that the monthly membership dues be increased by \$3.00 per month beginning January

2008 in order to make the 2008 budget proposal possible. The motion carried unanimously.

The Board will notify members of this increase immediately.

(v) Discussion of Ways to Save Money. There was discussion of ways that money could be saved.

Zeke Salinas suggested that some projects could be delayed. For instance, the fence project could have been delayed. However, he opined that some projects (such as replastering the pool) is not necessarily something that you can schedule. The pool plastering project is currently on the capital improvements schedule for 2009. Mr. Salinas also suggested that the Association ask for volunteers to paint the amenity center rather than hiring a painter.

Pam Monday expressed dissatisfaction with the amounts billed by Rupert & Company in 2007 for the audits and tax preparation, and suggested that Stephen Tilson seemed to be a good choice for the Association's new CPA to prepare future audits and taxes. Carl Gamble stated that Mr. Tilson's charges were less than Rupert & Company's charges, and that Mr. Tilson specializes in HOA's.

Scott Robuck discussed saving costs of landscaping by cutting down on the number of times the common areas were mowed. The common areas are currently mowed weekly from March through October, and monthly from November through February.

**7. New Business.**

There was no new business. However, Zeke Salinas thanked the Board for their work in making the community better, and for opening the lines of communication between the Board and the members.

**8. Adjournment.** The meeting was adjourned at 8:37 p.m.

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Chris Driggs, President

Attachments:

- (1) Draft analysis prepared by Deed Committee
- (2) Proposed 2008 Budget