

OAK PARKE HOMEOWNERS ASSOCIATION, INC.

Minutes of the Monthly Meeting of the Board of Directors
February 5, 2008

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 February 5, 2008 at Bethany Lutheran Church.

In attendance were Chris Driggs, Pam Monday, and Scott Robuck, Directors; Carl Gamble, Property Manager. Ginger Grissom, Zeke Salinas, Adam Turchiano, Stacy Turchiano, and Becky Carrabine. Sarah Leese of Austin Curb Appeal also attended the meeting until her presentation completed.

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 January 8, 2007 meeting of the Board of Directors.** Scott Robuck moved that the minutes be approved with no corrections. The motion carried unanimously.

3. **Members' Comments.**

(a) Zeke Salinas.

Mr. Salinas reported of his request to attorney Susan Haney to review the 2006 opinion letters because he believes that one is in error. The request was made directly to Ms. Haney with a copy to the Board since she maintains the historical records for the Association. Pam Monday requested that all records requests go directly to Carl Gamble rather than to Ms. Haney as we need to be mindful of our budget and limiting amounts spent on attorneys' fees. Mr. Gamble maintains most current records and is able to make them available to Members more efficiently upon Board approval and without additional cost to the Association. Pam Monday also noted that records requests need to be specific as to records requested. The person making the request should also note the purpose of the request.

4. **Committee Reports.**

(a) Activities Committee

Becky Carrabine presented a detailed budget for the 2008 activities, and reported that Katy Duffy, Tiffany Hall, and Carrie Nelson are assisting her with the activities committee this year. Currently there are four activities planned with the first being the Spring Fling.

(b) Pool Committee

Chris Driggs reported that the new roof has now been installed, and that the trim on the amenity center still needs to be painted.

(c) Landscape Committee.

Sarah Leese with Austin Curb Appeal presented her landscape design for the South side of Brodie Lane along the main entrance (area going towards Shady Hollow). The design will help hide the current eyesore in this area and provide color year-round. This landscaping will not be paid for by the Association as it is hoped that members will make donations. For instance, a member (or several members combined) could donate a tree for \$215.00 or a crepe myrtle bed for \$1,685.00. Plaques will be placed beside the tree or bed showing who donated it. Depending on donations, the Association may have to start with some of the design and add the rest later as additional donations are made. This design will be presented at the annual meeting and flyers will be distributed so that members know the cost of the various trees, shrubs, and beds. The Association will provide the funds for the existing sprinkler system to be expanded to provide coverage for this new area. Chris Driggs thanked Sarah Leese for providing the design free-of-charge to the Association.

(d) Parking Committee.

Zeke Salinas reported that he has almost sold out of parking stickers and his audit was successful. He gave a 60-second summary of the parking program, which is basically implemented to keep students from parking in front of Members' homes in certain areas of our neighborhood. The cost is \$20 per parking packet per year. Mr. Salinas currently has one packet left, but can purchase additional from the City of Austin if needed. For those needing permits, please contact Zeke Salinas. Mr. Salinas's information is on the HOA website.

(e) Deed Committee.

Zeke Salinas is in the process of putting a summary together for the Board for a possible February meeting. The goal is to begin with a few of the deed restrictions that are the most important and most problematic.

(f) Security Committee (Now the "Safety Committee").

(i) Solicitors. Ginger Grissom has researched the soliciting problem, and has not located any ordinance that prohibits solicitors. She has also not located any statute that requires solicitors to have permits. She has found recommendations from the Attorney General's office and the State Bar of Texas regarding door-to-door sales. Those recommendations are attached. Becky Carrabine stated that they had placed a "No Soliciting/No Flyers" sign outside their door, and this had been a real deterrent. Zeke Salinas reported two things that he learned at the Commander's meeting about solicitors:

(1) Solicitors need to display an ID on their person indicating their company affiliation

(2) Residents should call 911 and report a SUSPICIOUS PERSON. By reporting it in this manner, a police officer will be dispatched to investigate the situation. It was noted that the 311 operators are City of Austin workers (often temporary workers) and it is best to place the call directly to 911.

(ii) Commander's Meeting. Zeke Salinas attended the Commander's Meeting on January 29th. His notes from this meeting are attached. Overall, city-wide statistics indicate that our area is the second safest area in the city. Mr. Salinas also noted that Brad Conner will be replacing Commander Joy Mooney as new commander for our area.

(iii) CO2 cartridges. The CO2 cartridges found in our neighborhood are thought to be those used by Bowie High School students getting high or those used in paint ball guns.

(iv) Lady with Camera. There was a report of a lady taking pictures of homes in our neighborhood. When asked why she was doing this, she gave several accounts. Her description and license plate information have been turned in to Joshua Visi, our new neighborhood police officer. Officer Visi is investigating this matter.

(v) Vandals Shooting Rear Windows. Circle C has reported a return of vandals shooting out rear windows on SUVs. It is recommended that Members who park vehicles in their driveways back them into their driveways to minimize damage. This is because front windshields are made to withstand more damage than back windshields. It is also noted that the Austin Police Department has persons of interest under surveillance.

(vi) Neighborhood Watch Program. The neighborhood watch meeting will be held on February 12th @ 6:30 p.m. at the South Austin Station. The South Austin Station is located at 404 Ralph Ablanado Drive (near Slaughter Lane and South 1st Street).

5. **Property Manager Reports**

- (a) Delinquency Report. To be discussed in Executive Session.
- (b) Deed Restriction Violations Report. To be discussed in Executive Session.
- (c) Homeowner Concerns. None noted.
- (d) Garage Sale Permit Requests. None.
- (e) Pool Request Report. None.
- (f) Manager's Action Items Report.

(i) Tax Return/Annual Audit. Steve Tilson is the new CPA for the Association. It was noted that the 2007 tax return was sent to the IRS in January. The annual report will be completed by May 2008. It was noted that Mr. Tilson will charge around \$2,200 for the annual report as opposed to the \$5,000 charged last year by Rupert & Co.

(ii) Reserve Amount. It was noted that \$900 per month will be transferred to the Association's reserve account. This account is maintained at Chase Bank. Goodwin Management does not have access to this account.

(iii) Annual Report for Annual Meeting. Carl Gamble will prepare the annual report for the annual meeting. It will include an income statement and balance sheet for 2007 and the 2008 budget. Carl will also prepare the agenda for the annual meeting and make the 2007 annual meeting minutes available.

(iv) Electric and Water Bills. Pam Monday questioned the recent electric and water bills. Carl Gamble will review the year-to-date distribution to determine if they're out-of-line and, if so, check to determine if leaks can be detected.

6. **Old Business**

(a) Annual Meeting. The annual meeting will take place on March 4th. It was discussed that there should be multiple sign-in stations to make things go more efficiently. Zeke Salinas and other volunteers will assist the Board at this meeting so that no funds are expended to have extra Goodwin Management personnel at the meeting. If we meet a quorum, there will be a drawing for gift cards. Refreshments will also be served and Sarah Leese with Austin Curb Appeal will present her landscape design.

7. **New Business**

(a) Church Contract. The Association gives Bethany Lutheran Church a yearly donation of \$500.00 for allowing us to use the church for meetings. A \$500.00 donation for 2008 was discussed.

(b) Porter Contract. Chris Driggs will handle the porter contract.

(c) Spring Garage Sale. Karen Rae has organized this in the past, and it was suggested that the announcement be placed on the Yahoo group.

8. **Adjournment.** The meeting was adjourned at 8:05 p.m.

Chris Driggs, President

Attachments:

- (1) Becky Carrabine's detailed budget for activities' committee
- (2) Zeke's handout re: Commander's Mtg.
- (3) Ginger's handout re: door-to-door solicitations