

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

Minutes of the Annual Meeting of the Oak Parke Homeowners Association  
March 5, 2008

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The annual meeting of the Oak Parke Homeowners Association (the "Association") was held on March 5, 2008 at Bethany Lutheran Church.

1. **Call to Order.** The meeting was called to order by Pam Monday at 7:14 p.m.

2. **Introductions.** Pam Monday began with introduction of board members, Chris Driggs, Pam Monday, and Scott Robuck; Carl Gamble, property manager; and Ginger Grissom, recording secretary.

3. **Announcements.**

A. Communicating with Oak Parke Board & Community.

Scott Robuck gave an update on the Oak Parke website, which can be accessed at [www.ophoa.org](http://www.ophoa.org). The monthly meeting agendas and minutes are now posted on the website, with other features coming soon.

Scott Robuck also discussed the two means of communication for people in the Oak Parke community. The first way is by e-mail messages sent by the Board. This is one-way communication, and members are not able to respond to these communications. (However, members can send messages to the Board through the website or contact Carl Gamble at 431-2400 or [carl.gamble@goodwintx.com](mailto:carl.gamble@goodwintx.com)). The second means of communication is through the Oak Parke Yahoo Group, which is two-way communication. This means that you can post questions, topics, and concerns on the website and responses will come from your neighbors. The Yahoo Group e-mail list is not sanctioned by the Association's Board, which means the topics discussed do not necessarily reflect the views of the Board members. You can sign up for the Yahoo Group e-mail list through the Oak Parke website.

B. Reporting Security Concerns

Scott Robuck also requested that residents call 911 when they have security concerns. Members should also request that the Austin Police Department give them an incident number. Please e-mail the incident number to the Board to make them aware of the security concern. You can e-mail the Board by going to [www.ophoa.org](http://www.ophoa.org).

Volunteers are needed to assist Zeke Salinas with the security/safety committee.

4. **Program**

A. Approval of minutes of the February 5, 2008 meeting of the Board of Directors. Scott Robuck moved that the minutes be approved with no corrections. The motion carried unanimously.

B. Presentation by Joshua Visi, Austin Police Department's Southwest Area Command District Representative

The meeting began with a presentation by Officer Joshua Visi. Officer Visi began by stating that the Oak Parke community is in a very safe part of Austin. In fact, Austin is a very safe city to live in. However, they have seen property crimes (crimes to homes and automobiles) increase nationwide this past year. He said that Austin currently has 1,500 officers, which is less than one officer per 1,000 people.

He cautioned people as follows:

1) Daytime burglaries are on the increase in Austin. There will be thieves who look like they're placing flyers on your door. This is done to see if the door is unlocked. If the door is unlocked, it's an invitation for the thief to enter your home.

2) Solicitors do not need a permit to solicit in our neighborhood and are allowed to solicit from 7:00 a.m. until 9:00 p.m. The City of Austin did away with the permit process years ago.

Recommendations included the following:

1) Lock your doors--do not grow complacent. This not only means locking front doors, but also back doors and gates.

2) Clean your garages so that your vehicles can be parked in your garage. If you can't park your vehicles in your garage, keep your vehicles locked.

3) Don't leave purses, gym bags, and other perceived valuables in your vehicles.

4) If you park in your driveway, park your vehicle so that the front windshield is facing the street. The front windshield is stronger and can withstand more damage than rear windows.

5) Replace all exterior lights with compact fluorescents that are energy efficient and put out good light. Leave your outside light(s) on at night.

6) Keep your garage doors closed.

7) If you have a home alarm system, turn it on and have your home monitored.

8) Neighborhood watches start with YOU! Get to know who lives on your street. Get your neighbor's work and cell numbers. Get to know your neighbor's habits so that you're aware if something seems out-of-place.

9) Call 911 if you see someone or something that seems out-of-place.

10) Game cameras (those used for deer hunting) will work if you want to set up cameras on your property. They have good resolution, have no flash, and take good night pictures. They are also good evidence to use in a court of law. (Caution: They are legal if used on your property. It is not lawful for you to use them on someone else's property or in easement areas. The Association will have to install them in the common areas.)

11) The Austin Police Department will perform a security assessment of your home. They're free, but they need a two-week lead time. This may get you a discount on your homeowner's insurance.

12) Do what is necessary to reduce the opportunity for you to become a victim of crime.

As far as graffiti is concerned:

1) If the graffiti is on the mailboxes, the post office will report it.

2) If the graffiti is on private property, the abatement team will cover it up. However, you have to sign a waiver as you will not get your choice on what they use to cover it up.

C. Presentation by Sarah Leese, Austin Curb Appeal, for neighborhood beautification project.

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 was donated by Sarah Leese and will help hide the current eyesore in this area and provide color year-round. Information on the plan designed by Ms. Leese was made available to Members.

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 can be purchased and 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.

The Association will provide the funds for the existing sprinkler system to be expanded to provide coverage for this new area.

Homeowner questions/concerns regarding this plan were as follows:

1) What happened to the \$2,500 previously approved for landscaping in this area when the fence committee worked on the project last summer? Chris Driggs reported that the money was still in the account, but that the previous plan discussed with Circle C Landscape (Susan Hoover) had been scrapped.

2) Why ask for individual donations as opposed to having the Association pay for the landscaping? Pam Monday reported that one-sixth of the HOA budget goes to maintenance, and we need to discuss how we can balance what the HOA pays for as opposed to what can be done individually. This is being done in hopes that we can keep HOA dues from increasing.

3) There were concerns that some of the plants were not deer resistant, which would be a waste of funds. Therefore, more research is needed to ensure that the landscaping will be deer resistant.

4) There were also concerns that some trees were positioned in areas where the City of Austin needs access to maintain easements. Therefore, more research is needed in this area to ensure that this will not be a problem.

5) There were also concerns that the trees and plants on Ms. Leese's plan seemed expensive, even though the design called for mature plants. Dale Vaclavik stated that he and another member have placed saplings from acorns in the common areas off of Idalia at no cost to the community. He said that the choice of live oaks is good because live oaks will survive for a long time.

#### D. Committees--Volunteers Needed

Pam Monday thanked the people who are currently serving on committees and encouraged all others to sign up for committees as a lot more volunteers are needed. The committees in need of assistance are:

1) Pool Committee--Seeing that pool is maintained and checked. This includes the area around the pool.

2) Park Committee--Checking areas in the park to see that they are maintained and that there are no problems.

3) Security/Safety Committee--Attend monthly meetings at the APD substation and create a crime watch group for Oak Parke.

4) Landscape Committee--Making sure that landscape needs are met and areas are maintained.

5) ACC Committee--The Board would like someone with an architectural or engineering background, if possible, to assist in making decisions when members submit plans for improvements.

E. Committee Reports

1) Deed Restriction Committee. This committee is currently chaired by Zeke Salinas who is working on changing the most important deed restrictions and making the articles, by-laws, and deed restrictions consistent so that there are no ambiguities in the language. One example of where change is needed: decreasing the percentage of members needed to meet a quorum. This will reduce the cost to the Association for annual meetings. Other changes are needed so that the Association achieves its purpose of increasing property values in our community.

Marilyn Simpson cautioned that in 2006 the Texas Non-Profit Corporation Act (TNPCA), the law Zeke Salinas said he was using to propose revisions to the Association's governing documents, was superseded by the Texas Business Organizations Code (TBOC). Ms. Simpson said that, while the Association may continue using its current documents until January 1, 2010, after that time the Association's documents must comply with the new TBOC. Ms. Simpson suggested that to prevent having to re-draft our documents again in 2010, the Association should draft all revisions using the TBOC instead of the TNPCA. As well, revisions to the Articles of Incorporation filed with the Secretary of State should be accompanied with an early adoption of the TBOC.

2) The Residential Permit Parking Zone "RP3" Committee. Zeke Salinas reported that the Association is getting close to qualifying for the RP3 program on Malone. He recommended that everyone park spare cars out on Malone after spring break to prove to the City that parking on Malone should be restricted. He also needs volunteers to gather signatures so that a request can be made to the City for an audit.

F. Quorum Report

Scott Robuck reported that we did not reach a quorum for this meeting, so no annual meeting could be held and the director's election will be postponed until the annual meeting is called and we meet a quorum. It was noted that we can use the proxies collected for the March 5th meeting at the next meeting.

G. Approval of Minutes of 2007 Annual Meeting

Scott Robuck moved that the minutes of the 2007 annual meeting be approved. Pam Monday seconded the motion, and the minutes were approved.

H. Homeowner Comments and Concerns

1) There was concern noted for two bicycles by the postboxes, which have been there for a few days. Scott Robuck will send an e-mail/reminder to the HOA list.

2) Scott Koczman recommended that a monument be erected on Wolftrap that announces the entrance of Oak Parke and that deed restrictions are in force. Pam Monday suggested that Scott Koczman come up with a design for the sign.

3) There was a concern by a member regarding the fence maintained by the HOA on Brodie Lane. The fence was in need of repair and the member was concerned about her dogs getting out of the fence. It was recommended that she contact Carl Gamble to request that the fence be repaired. Other members were also encouraged to contact Carl Gamble to make him aware of any needed repairs.

I. **Adjournment.** The meeting was adjourned at 8:57 p.m.

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Chris Driggs, President