

OAK PARKE HOMEOWNERS ASSOCIATION, INC.

Minutes of the Annual Meeting of the Oak Parke Homeowners Association
April 8, 2008

The annual meeting of the Oak Parke Homeowners Association (the "Association") was held on April 8, 2008 at Bethany Lutheran Church.

1. **Call to Order.** The meeting was called to order by Pam Monday at 7:10 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. Charlotte Katzin and Mark Faulkner were also acknowledged for assisting with annual meeting duties.

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. 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). 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. Security

Scott Robuck informed Members that security information is posted on the Oak Parke website (select "Security Information for Oak Parke" once you're in the website). He also informed Members that security issues were discussed at monthly meetings, and that Members could find additional information (security concerns and suggestions) by reviewing past meeting minutes on the website (select "Board Minutes" once you're in the website).

Tom Lott told the story of the theft scare on Sunday, April 6th. Luckily, APD responded quickly and caught the three kids that were involved. Tom Lott advised Members to continue to call APD when we see suspicious persons in our neighborhood. Apparently, APD is responding quickly to our calls now since residents have made frequent calls. It was also noted that the Shady Hollow area has been hit as hard as our neighborhood with recent property thefts.

Attached is a handout entitled "Oak Parke Neighborhood Watch Program - "Know Your Neighbors." Members are encouraged to get to know their neighbors and their neighbors' habits so that suspicious activity can be reported to APD.

4. **Program**

A. Minutes.

(1) June 5, 2007 Annual Meeting Minutes

Two members raised concerns of errors in the minutes from the June 5, 2007 annual meeting. Pam Monday stated that the 2007 annual meeting minutes would be tabled. Concerns will be addressed at a later date. These minutes will then be approved at the 2009 annual meeting.

(2) February 5, 2008 Meeting Minutes

Chris Driggs moved that the minutes be approved with no corrections. The motion carried unanimously. (It is noted that no quorum was reached at the February 5, 2008 meeting.)

B. Officer Joshua Visi Presentation

Officer Visi was not able to attend the meeting as scheduled. Highlights of his February 5, 2008 presentation are noted on the Oak Parke website (select "Security Information for Oak Parke" once you're in the website).

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 will help hide the current eyesore in this area and provide color year-round. Ms. Leese has donated her design and will be giving the Association a 15% discount for her services to implement the design (as noted on her handout regarding this project).

There was much discussion about this project. For one, Members learned that the Association will rely on Members' donations to pay for the project as there is little money in the budget for landscaping not already contracted. For instance, a Member (or several Members combined) could donate a tree for \$215.00 or a crepe myrtle bed for \$1,685.00. Depending on donations, the Association may have to start with some of the design and add the rest later as additional donations are made. If desired, plaques can be purchased by the donor and placed beside the tree or bed showing who made the donation or commemorating a special event. Ms. Leese is providing these plaques to Members at her cost.

The Association will provide funds for the sprinkler system in this new area. The existing sprinkler system will be expanded to keep costs at a minimum. Sarah Leese believes that only two-to-three new zones will be needed with an estimated cost of \$1,000.00. Xeroscaping is used in this design so the plants installed should require minimal watering. The design will not affect the City's easement areas.

A number of Members felt that the Association should go forth with this project this year and spend Association funds. It was felt by these Members that beautification of the area should be a collaborative effort as it would raise all Members' property values. Pam Monday informed the Members that dues had been tightly budgeted in order to raise the amount of money in reserves, so there is not enough money in the current budget for this project. Members were reminded that the Board is only permitted to raise dues a certain percentage each year. Therefore, the only way for Members to pay for this beautification project this year would be through a Board-approved assessment. The Board did not believe that Members would be interested in an assessment, especially since dues have increased the maximum amount for the last several years. The Board explained that the use of donations for this project was a trial ideal, and that they will consider this project for the 2009 budget if not enough donations are made.

A question was also raised about Circle C Landscaping / Susan Hoover's duties to Oak Parke since a contract had been signed with Ms. Hoover to provide landscaping services to the Association. Chris Driggs informed the Members that some of the landscaping jobs were being transferred to Sarah Leese and others in order to reduce costs.

Scott Robuck will place the landscape information on the Association's website for those interested in additional details.

D. Committees--Volunteers Needed

The Board thanked the people who are currently serving on committees. All Members were encouraged to sign-up for committees as more volunteers are needed. It is the duty of the committees to bring presentations to the Board for

approval. Scott Robuck reminded everyone that this is our community and everyone needs to work together in order to keep up our property values. The Board Members are volunteers and cannot take on all Association tasks. The committees in need of assistance are:

1) Pool Committee--Seeing that pool is maintained and checked. This includes the area around the pool and the pool equipment. One up-coming project for this area is that the pool house has to be painted.

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

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. (Zeke Salinas, Chairperson) Zeke Salinas 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 make 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.

2) The Residential Permit Parking Zone "RP3" Committee. (Zeke Salinas, Chairperson) This program restricts others from parking in front of Members' houses, which is badly needed when Bowie High School is in session. If passed, Members in these areas purchase yearly permits at a minimal cost in order to park in front of their residence. Persons without permits are ticketed by the City of Austin.

Zeke Salinas reported that the Association is getting close to qualifying for the RP3 program on Malone. He needs volunteers to walk door-to-door to obtain signatures on the petition to request that the City perform an audit. During the last City audit, they missed restricting the Malone area by 2 cars. The City randomly picks what dates it will perform the audit.

F. Director Election

Charlotte Katzin and Mark Faulkner were responsible for ensuring that a quorum had been reached by reviewing the number of Members present and the number of proxies submitted. Proxies were not counted for those Members present at this meeting who had previously submitted them for the March 5, 2008 meeting. Ms. Katzin and Mr. Faulkner noted that a quorum had been reached.

Scott Robuck stated that the director's election would go forward. Nominations for the open director position were as follows: Charlotte Katzin nominated Pam Monday and Zeke Salinas nominated John Basham. Zeke Salinas moved that nominations cease, and this was seconded by Charlotte Katzin. John Basham and Pam Monday each spoke of their qualifications and why they wished to be an Association Director. The vote was taken with Pam Monday being re-elected to the Director's position. The votes were counted by Charlotte Katzin, Mark Faulkner, and Ginger Grissom. A summary of the election and number of votes for each candidate is as follows:

	Pam Monday	John Basham	Total
Votes made by people present at the meeting (includes "named" proxies)	39	20	59
Proxy votes made by the Board (not "named" proxies)	60	15	75
TOTALS	99	35	134

Of the people present, 20 voted for John Basham and 39 voted for Pam Monday. The Board cast 15 votes for John Basham and 60 votes for Pam Monday (Pam abstained from making any decision about how the Board was going to vote since she was running for office.) The totals were:

35 for John Basham
99 for Pam Monday

G. Drawing for Door Prizes. Since we reached a quorum, three door prizes were given.

H. Financials

Financials were included in the handouts (see attached). Pam Monday explained that Members dues had been tightly budgeted, but had increased the maximum amount this year (\$3.00/month) in order to increase the amount in reserves as a lot of the reserves had been drained in the previous year. With the additional funds, the Association's current money market account should increase by \$10,800 annually (plus the 3% annual interest amount) to help on long-term expenditures such as the pool plastering scheduled to take place in 2009.

There was discussion on where the money had been spent and why there was such an increase budgeted for utilities. The Board said that they had over-budgeted on utilities due to the increases being passed along to consumers by the utility companies. Due to rising fuel costs, the Board expects that utility costs may rise even higher in the up-coming months. A concern was made that sprinklers are running even when it's raining. Carl Gamble requested that Members contact him when they see this happening so he can take measures to repair the rain switch that cuts off the sprinkler system when it rains.

During the discussion about the budget, there was a reminder that the Board has a fiduciary duty to the Association to watch over management and to make sure that the Association's funds are spent efficiently and effectively. The Board volunteers their time to try to do what is best for the Association as a whole.

I. **Adjournment.** Scott Robuck moved that the meeting be adjourned. Pam Monday seconded the motion. Meeting was adjourned at 9:38 p.m.

Chris Driggs, President

Handouts:

- (1) Oak Parke Neighborhood Watch Program "Know Your Neighbors"
- (2) Financials