

OAK PARKE HOMEOWNERS ASSOCIATION, INC.

Minutes of the Monthly Meeting of the Board of Directors
May 13, 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 May 13, 2008 at Bethany Lutheran Church.

In attendance were Chris Driggs, Pam Monday, and Scott Robuck, Directors; Carl Gamble, Property Manager. Ginger Grissom, Zeke Salinas, Becky Carrabine, and Joy Andersen were also in attendance.

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. **Minutes.** There was discussion of meeting minutes as follows:

(a) April 10, 2007 Annual Meeting Minutes (Informational Meeting only). It was noted that no quorum was reached at the April 10, 2007 annual meeting, so it was actually an informational meeting. Minutes were recorded by then-directors Marilyn Simpson and Bruce Hermes. However, these minutes were never approved. Ginger Grissom has now consolidated the two versions of this meeting. Scott Robuck moved that they be approved. Chris Driggs seconded the motion, and the motion carried.

(b) June 5, 2007 Annual Meeting Minutes. Marilyn Simpson and Zeke Salinas raised concerns of errors in the minutes from the June 5, 2007 annual meeting, so these minutes were tabled at the April 8, 2008 annual meeting. Ms. Simpson and Mr. Salinas have now been consulted and the minutes have been updated. A draft copy of these minutes will be posted on the Oak Parke website until the 2009 annual meeting. If Members have further revisions, they should e-mail the Board.

(c) April 8, 2008 Annual Meeting Minutes. These minutes have now been recorded. A draft copy of them will be posted on the Oak Parke website until the 2009 annual meeting. If Members have revisions, they should e-mail the Board.

3. **Members' Comments.**

(a) Nuisance barking.

Concerns were addressed with nuisance barking and noise control in her neighborhood. A discussion followed regarding possible steps to be taken to correct these problems. Solutions discussed were as follows: (1) First confront the neighbor about the problem; (2) Consider possible mediation with the neighbor; (3) Report the incidents as they occur with the 311 operator and be sure to ask for an incident number;

(4) Complete a Complaint form and file it with the Municipal court; and (5) Complete an Affidavit for Warrant of Arrest and Detention. Carl Gamble reported that persons in his other neighborhoods have been successful in getting Municipal Court Judges to issue arrest warrants and fines for nuisance barking and noise control problems. The Complaint and Affidavit for Warrant of Arrest and Detention forms are attached to these meeting minutes.

(b) Motorized dirt bikes.

Concerns were addressed about persons operating motorized dirt bikes on city streets. It was discussed that these vehicles must be licensed and have current State inspection stickers. They are also not to be used on sidewalks. Persons who witness problems with motorized dirt bikes or other recreational-type vehicles should contact our district representative, Joshua Visi, at 974-4260 or joshvisi@ci.austin.tx.us, or the 311 operator.

4. **Committee Reports.**

(a) Committee Organization Status

Scott Robuck discussed the status of organizing volunteers to assist with various committees. The Board has determined that no committee should have less than 3 members nor more than 7 members, and one Board member will be a member of each committee. He has also created an e-mail group for the committee members so that they can easily communicate. A list of the various committees and their members have been posted on the Oak Park website.

The Board would like at least one member of each committee to attend the monthly Board meetings so that a status report can be given. If no committee members are available for the monthly meeting, it is requested that a report be submitted to the Board in advance of the meetings. A Board liaison from each committee should be responsible for e-mailing committee members to let them know what was discussed at the meeting.

Mr. Robuck also stated that the Board is in the process of purchasing computer software for the ACC Committee. This software will allow the committee to be more organized and have easier access to Member submissions. The ACC Committee will begin charging \$10.00 for each Member submission to assist in recouping the cost for this software. Members will benefit by receiving faster approval of submissions.

(b) Activities Committee

Becky Carrabine reported that the Spring Fling was a success and that the turn-out was good. Participation was down from previous years, but this wasn't necessarily bad because there were no long lines and the kids that participated got to play more.

The next event will be the July 4th parade.

It was discussed that we should have at least one event that focuses on adults rather than on kids. Ideas ranged from a poker party to pot-luck, to movie night in the park. Since there is no money currently in the budget, everyone would need to bring their own food and drink.

(c) Pool Committee

Chris Driggs reported the following:

(i) The Pool will continue to be open from March through December.

(ii) The Graves' family will continue to contract with the Association for lifeguard duties. Lifeguards will be on duty from June 9th to August 16th this year between the hours of 10:00 a.m. and 6:00 p.m. every Monday through Saturday. Residents are reminded that the lifeguards have full authority to maintain order at the pool. Residents are also reminded that lifeguards will not let you into the pool area without a kfob.

(iii) Residents should not permit persons without key fobs in the pool area. Members are reminded that maintaining a pool is expensive and that it is not fair for non-Members to use the pool at the Member's expense unless they are part of an approved pool party.

(iv) There are some changes to the pool rules. These will be posted and are attached to these minutes.

(v) Pool party requests must be submitted at least one week in advance of the event to the Property Manager and, once approved, will be posted at the gate. They are limited to two hours. Requests may be denied if the party is requested at a peak time. It is necessary to have this advance notice in case additional lifeguards need to be on duty, and the homeowner requesting the party will be responsible for paying for additional lifeguards if it is necessary. Currently, only a maximum of 25 people are permitted in the pool at one time. This includes party participants and residents. Please see information on the Oak Parke website if you would like to have a pool party.

(vi) Residents will be charged \$10.00 for replacement key fobs. The Board is currently working on a new computerized key fob system.

(vii) The pool house needs to be painted before the lifeguards come on duty for the summer. Chris Driggs will obtain bids.

(d) Landscape Committee

Chris Driggs reported that no one has expressed an interest in donating money for the Sarah Leese landscape proposal discussed at the annual meeting. Chris will try to meet with committee members to discuss landscaping issues.

Residents are reminded that they are not to burn leaves or garbage in their yards.

(e) Parking Committee

Zeke Salinas reported that Malone has now qualified for the Residential Permit Parking Zone "RP3" program. This program restricts others from parking in front of Members' houses, which is badly needed when Bowie High School is in session. Members in these areas purchase yearly permits at a minimal cost in order to park in front of their residence. Permits are required to park in these areas from 9:00 a.m. to 4:00 p.m. Monday through Friday. Persons without permits are ticketed by the City of Austin. Scott Robuck plans to place a map on the Oak Parke website so that residents are familiar with areas where permits are required.

Mr. Salinas believes that students will now park on Sawmill, Aspen Creek, and Shavano streets, and that we need to continue to request audits for additional streets as this occurs.

There was discussion of ways to keep students out of the subdivision. Ideas were proposed that the Association work with Bowie High School to encourage students to park at Bethany Lutheran, and that Bowie be encouraged to expand its parking lot.

Residents who need parking permits should contact Zeke Salinas at zeke1947@sbcglobal.net.

(f) Deed Committee

Zeke Salinas is 95% finished with reviewing and comparing the Association's governing documents. Mr. Salinas discussed ways in which to obtain the necessary minimum Members' approval to change the deed restrictions. He said that he would contact the Board to meet and discuss this project.

(g) Security Committee

Scott Robuck reported that Circle C is having problems again with car windows being vandalized by BB guns. Residents who park in their driveways are reminded to back into the driveway as front windshields can withstand more damage than rear windshields.

Scott Robuck also reported that a Bowie High School officer has been doing a wonderful job in arresting students in our neighborhood who are breaking laws.

There was discussion about beefing up security in our neighborhood. The Board is considering a camera monitoring system. Placement of cameras will not be disclosed. The system being considered has cameras that are better for night-time surveillance. It also logs and stores data. The Board expects that the cost of this equipment will be from \$5-10,000. This system will work in conjunction with the new key fob pool network system.

Residents are reminded that the more we report crimes and suspicious activity in our neighborhood, the better it is for the neighborhood. Residents are encouraged to report everything-even if you think it is minor. Residents are also reminded that calls to 311 and 911 can remain anonymous, so you are not to worry about turning neighborhood kids into the Austin Police Department. Be sure to obtain an incident number if you are making a report to 311 or 911.

According to Officer Visi, even though our neighborhood experiences problems with vandalism, we are still considered one of the safest neighborhoods in Austin. Persons interested in discussing security issues with the Austin Police Department should review the "Security Information for Oak Parke" section of the Association's website for dates and times of these meetings.

(h) Nominations Committee

Ginger Grissom volunteered to chair the Nominations Committee. Anyone who has recommendations for the Director's position that opens in 2009 should contact Ginger Grissom at dgrissom2@austin.rr.com. It is hoped that at least two persons will be on the ballot for this position and that names can be included on the proxies for the 2009 annual meeting.

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 noted.
- (e) Pool Request Report. None noted.
- (f) Manager's Action Items Report.
 - (i) Carl Gamble reported that the pool passed city inspection, and that no violations were noted.

(ii) Carl Gamble also reported that the disposal company requested a three-year contract. Mr. Gamble highly suggests that this be rejected and that the Association not sign a contract that it cannot get out of within 30-days notice. The Board approved this suggestion and directed Mr. Gamble to notify the disposal company.

(iii) Lights need to be replaced in the amenity center area. Chris Driggs will ask the Park Committee to take a look at this matter.

6. **Old Business**

There was no old business.

7. **New Business**

(a) Updating Neighborhood Directory.

It was discussed that a neighborhood directory is no longer in existence due to privacy-related issues. However, Scott Robuck may work on a new directory and only those Members who wish to be included will be listed in the directory. These Members will also be requested to keep their own information current.

(b) Storing HOA Files.

Susan Haney is currently storing the HOA files at her office free-of-charge. It was discussed that Goodwin Management would store these files at their off-site storage facility for \$1.00 per box per month.

It is estimated that it will cost approximately \$500.00 to separate the confidential information from the rest of the Association files not previous done. Pam Monday moved that the Association complete this project. Scott Robuck seconded the motion, and the motion carried.

8. **Adjournment.** The meeting was adjourned at 9:30 p.m.

Chris Driggs, President

Attachments:

- (1) Complaint form-Municipal court
- (2) Affidavit for Warrant of Arrest and Detention-Municipal Court
- (3) New Pool Rules
- (4) City of Austin Swimming Pool Permit