

## OAK PARKE HOMEOWNERS ASSOCIATION, INC.

Minutes of the Monthly Meeting of the Board of Directors  
March 23, 2010

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The meeting of the Board of Directors (the "Board") of Oak Parke Homeowners Association, Inc. (the "HOA") was held at 7:00 p.m. on March 23, 2010 at Bethany Lutheran Church.

In attendance were Chris Driggs, Monique Wells, and Scott Robuck, Directors; Carl Gamble, Property Manager; and Ginger Grissom, Recording Secretary.

1. **Call to Order.** After determining that a quorum was present, the meeting was called to order by Chris Driggs at 7:08 p.m.

2. **Minutes.** Scott Robuck moved that the minutes of the January 19, 2010 meeting be approved, subject to being signed by Chris Driggs at a later date. Monique Wells seconded the motion, and the motion carried.

3. **Members' Comments.** There were no comments by Members.

4. **Committee Reports.**

(a) Activity Committee.

(i) Chris Driggs reported that the Spring Festival will take place on March 28<sup>th</sup> from 2:00 to 4:00 p.m.

(ii) The Activities Committee has requested an additional \$125 to purchase folding utility tables for use at events. Scott Robuck moved that the Activities' budget be increased \$125 for this purpose. Monique Wells seconded the motion, and the motion carried.

(b) Pool Committee.

(i) Chris Driggs confirmed that the pool showers, which had been damaged earlier this winter due to the freeze, had been fixed. The cost for repairs was \$180. Carl Gamble recommended that a redwood cover be installed over the pipes to protect the insulation from being damaged. Mr. Gamble will obtain pricing for redwood covers.

(ii) The Graves' family has informed the Board that they will not be able to perform lifeguard duties this year. It was discussed that the HOA should (1) interview Don Frazier with Family Swim Gym and Crystal Clear Pools; and

(2) that they should also speak to Shady Hollow to find additional lifeguard companies. Chris Driggs will be responsible for researching this matter.

(iii) The Graves' family was paid \$16,908 last year for services. In addition, the HOA paid \$6,000 for the lifeguard's liability insurance. Mr. Gamble stated that the HOA should not have to pay for the lifeguard's liability insurance. Chris Driggs will also research this.

(iv) It was noted that the Graves still have the HOA's defibrillator, training DVD, and some other accessories. One of the Board members will contact them to obtain these items.

(v) There was discussion on whether or not to purchase new pool furniture. It was suggested that we delay purchasing furniture this year, and make it part of next year's budget. Chris Driggs will ask the pool porter to prepare an inventory of the HOA's current pool furniture. The pool furniture will also be labeled to prevent people from taking them.

(vi) It was noted that the pool porter has been doing extra cleanings recently to solve the leaf situation.

(c) Landscape Committee.

(i) John Susan, an Oak Parke Member, has informed Scott Robuck that he will build a mailbox cover (rooftop) for the cost of materials. It was discussed that there was a Board policy against hiring Members for community matters. It was further discussed that the Board should draft one or two plans and take bids to determine if we should go forward with a mailbox cover (rooftop). It was also decided that anyone building this cover (rooftop) should have liability insurance.

(ii) It was discussed that the HOA should have flowers near the HOA entrance. These should be perennials or flowers that are drought resistant. Monique Wells will take a look at this to determine what will be best.

(iii) Some of the HOA lights are out. Monique Wells will survey the problem to determine if it's worth a service call or if lights need to be completely replaced.

(iv) There are continuing problems with the gas lanterns in the common areas not functioning. This is mainly because they damage easily due to dings. It was discussed that it may be more economically feasible to convert these lanterns to electric.

(v) Scott Robuck discussed the need for new signs as follows:

-Replacement of the towing signs that have been damaged or stolen.

-Replacement of the "no soliciting" signs that were stolen.

-New signs for the pool that say "No Trespassing" and "This Pool is for Members Only" in order that the HOA is able to legally enforce its no trespassing policy.

It is hoped that a special subcommittee can be established at the annual meeting to assist in obtaining these new signs.

(d) Parking Committee. There was no report by the parking committee.

(e) ACC Committee. Scott Robuck noted that we still need additional Members for the ACC Committee.

5. **Property Manager Reports.** Carl Gamble gave the following reports:

(a) Garage Sale/Pool Party Permits. None noted.

(b) Homeowner Concerns. None noted.

(c) Manager Action Items Report. The following was discussed:

(i) Insurance. Mr. Gamble has been working on re-doing the HOA's insurance.

(ii) Pool Licenses. Mr. Gamble has ordered the pool licenses from the health department. The cost for these licenses was \$400.

(d) Budget. Mr. Gamble reported that the HOA has approximately \$130,000 in assets, which is good. There have been recent expenses related to plumbing repairs and pool issues.

(e) Delinquency Report. To be discussed in Executive Session.

(f) Deed Restriction Violations. To be discussed in Executive Session.

6. **Old Business.** The following was discussed:

(a) Brivo System. There was discussion of upgrading to the Brivo System, which is a better system to manage entrance into the pool. This system was approved in last year's budget. Chris Driggs will discuss set-up of this

system with the vendor soon so that cards may be sent out with the annual meeting packet. Specifics of this system are as follows:

- ✚ As with the kfob system, cards will be deactivated due to non-payment of fees or in instances of deed violations. The Brivo System is much better at monitoring when these instances occur so that the cards can be shut off faster than with the old system.
- ✚ Board Members will no longer be responsible for handling this. Instead, Goodwin Management will be responsible (at no charge to the HOA) for managing this system; including issuance of cards, card activation, card deactivation, etc.
- ✚ Only one card per household will be issued.
- ✚ If cards are lost, the initial card will be deactivated and a \$25.00 fee will be charged for card replacement.
- ✚ For those Members who rent their homes, cards will be issued to the Members—not the renters. The Members may then transfer them to the renters. Free cards will not be issued for new renters—the same card must be used or the Member must pay \$25.00 for a replacement card and the original card will be deactivated.
- ✚ In instances where houses are sold, the card will not be transferable. The card of the Seller will be deactivated. A new card will be issued to the Buyer at no charge. After that, replacement cards will be charged at \$25.00 per card.

(b) Electrical Light Variance for Gas Lanterns. Scott Robuck reported that he is still working on this. He hopes to organize a subcommittee at the annual meeting for the following: (i) quotes from installers, (ii) design standards, (iii) several places to order the equipment, and (iv) a "do-it-yourself" instruction sheet.

(c) History of HOA. Zeke Salinas has provided the Board with approximately 600 pages of information concerning the history of the HOA. Mr. Robuck has now scanned the paperwork, but would like to obtain Mr. Salinas' permission before posting it to the HOA's website.

(d) Mailbox Light. Scott Robuck spoke with City personnel. He believes the mailbox light has now been repaired. We may need to add a second light for security purposes. This was tabled for discussion at the April meeting.

(e) Necessity for Additional Hearing Rules. As noted in the March minutes, Scott Robuck and Monique Wells will work on necessary hearing rules with regard to appeals hearings. This will follow the protocol in Section 209 of the Property Code. Once written, they will be placed on the HOA website.

7. **New Business**

(a) April Meeting. The April meeting will be held on April 20<sup>th</sup> at 7:00 p.m.

(b) Annual Meeting. The annual meeting will take place on Wednesday, May 19<sup>th</sup>, at 7:00 p.m. The Board will meet before the April meeting to discuss the details of the annual meeting.

8. **Adjournment.** The meeting was adjourned at 9:02 p.m.

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Chris Driggs, President

Attachments: None.