

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

Minutes of the Monthly Meeting of the Board of Directors  
April 27, 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 April 27, 2010 at Bethany Lutheran Church.

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

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.** Chris Driggs moved that the minutes of the March 23, 2010 meeting be approved. Monique Wells seconded the motion, and the motion carried.

3. **Members' Comments.** There were Member comments as follows:

(a) Zeke Salinas asked that the November 17, 2009 minutes be amended to personally give him credit for requesting that financials be access controlled if ever placed on the HOA website. [Note by Recording Secretary: A Member had requested a couple of years ago that names of Members not be shown on HOA minutes. The Board agreed with that suggestion. Therefore, no credit was given for this suggestion. Upon reviewing the historical minutes, the statement was recorded in the September 14, 2009 minutes.]

(b) Several Members questioned the wording on this year's proxy. One Member suggested that candidate's names not appear on the proxy. The Board will continue to work on the wording of proxies for future annual meetings.

(c) Zeke Salinas announced his intention to run for the Board against Chris Driggs. This announcement will be posted on the HOA's website.

(d) One Member questioned the Board about ~~did~~ not appointing a Nominations Committee for the upcoming Board elections, and that no notice was given of upcoming elections. The Member felt that the Board should have emailed the entire Membership to inquire if anyone was interested in running for the 2010 Board opening. It was noted how difficult it was to get anyone to sign up for the Nominations Committee. It was further noted that Members are easily-able to contact Board Members via email and/or attend the meetings; therefore, any Member desiring to run for office could have easily announced their desire to run for office before the proxies were printed and annual packets mailed.

(e) One Member was concerned that the annual meeting keeps changing each year. The Member requested that it be scheduled for the same month each year.

(f) One Member was concerned that notice of meetings need to be posted in places other than on the website. A flyer announcing the annual meeting and updated nominees running for the BOD will be posted at the mailbox.

(g) One Member requested that meeting agendas should be posted at least 7-10 days prior to the meeting date. There was agreement that the agendas would be posted shortly after meetings and stay on the HOA website until the next meeting. It was noted, however, that most updates are made several days prior to meetings and the agendas posted are a 'work in progress.'

(h) One Member was concerned about the procedure for Board members to vote proxies. It was this Member's opinion that the Board should split the extra votes among the candidates equally. Another Member opined that it would not be fair to do it that way: that Members ask the Board to vote their proxies because they feel they are likely to pick the best candidate; it would not make sense to split them equally because the result would be the same as if the proxies were not even considered.

(i) One Member noted that the commode in the men's restroom needs repair. Carl Gamble will take care of this problem.

#### 4. **Committee Reports.**

##### (a) Activity Committee.

(i) Chris Driggs reported that the Activities Committee might not have the July 4th celebration this year. An alternative summer event may be planned.

##### (b) Pool Committee.

(i) Chris Driggs reported that Family Swim Gym has been hired for lifeguard duties this summer. They will begin on May 29th. The hours will be noon to 7:00 p.m. Monique Wells will draft a sign-in sheet for Members to use. This will assist the new company in getting to know the Members. Monique Wells will also draft a new pool application to post on the website along with revising the Rules to reflect the changes for the new lifeguard company.

(ii) It was noted that the Graves (former lifeguards) still have the HOA's defibrillator, training DVD, and some other accessories. Chris Driggs will be responsible for obtaining these items from the Graves.

##### (c) Landscape Committee.

(i) It was noted that Circle C Landscape planted flowers in the entrance area.

(ii) Carl Gamble noted that the lights in the entrance area have been repaired.

(iii) As noted from last month's meeting, signs still need to be replaced in certain areas of the community. Chris Driggs will take care of this. It was noted that the Austin Police Department requires that the signs be specifically worded so that they can enforce them. Ms. Driggs will contact our local representative (Joshua Visi) to ensure that the wording is correct prior to ordering them. The signs will include the following:

-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 HOA Members In Good Standing Only."

(d) Parking Committee. Zeke Salinas reported that there were problems with students parking on Aspen Creek. He will continue to monitor the problem.

(e) ACC Committee. Scott Robuck noted that we still need additional Members for the ACC Committee. He will ask for volunteers at the annual meeting.

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

(a) Garage Sale/Pool Party Permits. There were a couple of garage sale permits requested. There was also one pool party permit requested.

(b) Homeowner Concerns. None noted.

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

(i) It was noted that the mantles need replacing in the gas lanterns at the amenity center. This is a continuing problem because they are easily damaged when bumped. Carl Gamble noted that it would save the HOA a lot of money if these could be switched to electric. For further discussion on this matter, see Old Business below.

(d) Delinquency Report. To be discussed in Executive Session. However, Carl Gamble did note that the new more-aggressive system for delinquency enforcement is working well.

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

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

(a) Brivo System. As noted in the last minutes, the HOA will convert to the Brivo System. Scott Robuck will get the Clear Internet and set it up; obtain the router

and wireless equipment; and coordinate with Dean Scoggins to get the Brivo System installed by the end of the first week in May. Carl Gamble will see that new pool cards are mailed.

(b) Electrical Light Variance for Gas Lanterns. Scott Robuck reported that he is still working on this. He hopes to organize a committee 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) Second Security Light at Amenity Center. It was discussed that we should have a second light at the amenity center. This would act as a backup if the first security light goes out. It was discussed that this could be done when the gas lanterns are switched to electric.

(d) Hearing Rules. The Board needs to write hearing rules and a written contract prior to Board hearings. This would state that a hearing with the Board requires the acceptance of the outcome, and that there is no further appeal of the decision to the HOA. There was discussion about this and it was agreed that the Board should seek an attorneys' opinion on this subject prior to implementation of new hearing rules.

## 7. **New Business**

(a) Annual Meeting. The annual meeting will take place on May 19th. The following was discussed:

(i) We have volunteers in place to check Members in and count proxies.

(ii) Scott Robuck will take care of the sign-in sheets, name tags, and table tents.

(iii) Chris Driggs will take care of refreshments.

(iv) Carl Gamble will take care of printing the budget and other items that were not mailed out as part of the meeting packet. He will also obtain the door prizes.

(v) The Brodie Wild group will speak at the annual meeting. This will be limited to 15 minutes.

(b) Nominations Committee. It was noted as an agenda item that there were no nominations or volunteers for committee members as of April 26th.

8. **Adjournment.** The meeting was adjourned at 8:45 p.m.

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Chris Driggs, President