

OAK PARKE HOMEOWNERS ASSOCIATION, INC.

Minutes of the Annual Meeting of the Oak Parke Homeowners Association
April 26, 2011

The annual meeting of the Oak Parke Homeowners Association (the "Association") was held on April 26, 2011 at Bethany Lutheran Church.

1. **Call to Order.** The meeting was called to order by Monique Wells at 7:30 p.m.

2. **Introductions.** Chris Driggs made introductions of Board members (Monique Wells, Chris Driggs, and new Board member Tom Young); Property Manager Carl Gamble; and Recording Secretary Ginger Grissom.

3. **Annual Meeting Procedure & Quorum Rules.** Tom Young discussed the annual meeting procedure and quorum rules as follows:

In accordance with the Association's rules and regulations, a quorum is two-thirds of the Members. The Board gave the requisite notice in the annual meeting packet that it intended to hold multiple meetings on April 26, 2011 until a quorum was met. Therefore, if two-thirds of the Members (including the proxies) are not in attendance at the first meeting on April 26th, the meeting will be adjourned for several minutes. A new meeting will then be called to order, and the number of Members to meet quorum will then be one-half of two-thirds of the Members. The Board will continue to adjourn the meeting and call a new meeting to order until a quorum has been met. This saves the Association money for copying and mailing costs each time an annual meeting is held. It also prevents the Members from having to attend on a second date.

4. **Voting Rules.** Chris Driggs clarified the voting and quorum rules as follows:

A. Voting Rules

- Each household receives only one vote.
- Voting members must be in good standing (dues paid).
- Voting members must have no violations.
- The Board may vote a Member's proxy if the Member gives his/her permission for the Board to do so. By designating the Board as his/her proxy, the Member is basically saying that he/she has trust in the Board to make the voting decision.
- There is no rule or regulation within the Association's By-Laws or Covenants, Conditions, and Restrictions ("CCRs") that state how the Board must vote proxies.

- In accordance with Section 7.2 of the By-Laws (see below), Members and the Board vote by “secret ballot.” Pursuant to this rule, the Members can have knowledge of the number of proxy votes, but are not permitted to know how the Board voted.

Section 7.2. Election. Election to the Board of Directors shall be by secret written ballot cast at the annual meeting. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Articles of Incorporation. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

5. Proxies.

Scott Robuck explained that the proxy form had been modified in January. This was done to clarify the proxy card. It was also decided that no names would be listed on the proxy card this year; names were only listed on the Association's website and on the bulletin board at the amenity center.

6. **The Oak Parke Board’s Responsibilities.** Chris Driggs discussed Board Members' responsibilities and reminded Members that it is a 100% volunteer Board. Among the Board’s responsibilities are:

- Being the decision-making arm of the Association.
- Assisting in getting Members to work together on various community projects.
- Keeping Members timely informed of various matters.
- Overseeing financials (including building up the reserves).
- Overseeing property management.
- Assisting Members in solving problems if they cannot be solved by Carl Gamble, the property manager.
- Reviewing vendors’ contracts (lifeguards, property management, landscaping, etc.).
- Acting in a fiduciary capacity for the Association.

7. **Property Management Responsibilities.** Carl Gamble discussed his duties. He is responsible for the day-to-day operations of the Association. He explained the budget (a handout was available for all Members), and advised Members to email him if they had any questions. Mr. Gamble’s contact information is as follows:

Carl A. Gamble, Property Manager
Goodwin Management
11149 Research, Suite 100
Austin, Texas 78759-5227
Business: (512) 502-7517
Cellular: (512) 431-2400
Facsimile: (512) 346-4873
Email: carl.gamble@goodwintx.com

8. **Frequency of HOA Board Meetings.** Monique Wells explained that Board meetings are held monthly (except in summer or near the winter holidays when they are less frequent). Meetings are held at Bethany Lutheran Church, and dates are announced on the Association's website and on the community bulletin board.

The Board will try to hold annual meetings in February or April, although having an annual meeting in February presents challenges as it means that the Nominations Committee, Board, and Management Company have additional duties during the busy holiday months. The preparation includes seeking Board of Director candidates, revising proxy forms, and seeing that the annual packet is prepared and mailed in the requisite amount of time prior to the meeting date. It is important to have volunteers for the Nominations Committee by early Fall.

9. **Pool Information.** Chris Driggs reported that the pool rules would remain the same as last year. Family Swim Gym is under new management, and has been hired to lifeguard again this summer. Lifeguards will be on duty beginning May 28th. They will have reduced hours in late May and the first week of June, but the summer schedule (noon until 7:00 p.m. Tuesday through Sunday) will begin the second week of June.

10. **Towing Company.** Chris Driggs reported that a new towing company has been hired to monitor and patrol the community center parking lot. The main goal of the towing company is to keep the high school kids from parking at the community center. The towing service is free to the Association.

11. **Request for Volunteers.** Tom Young requested volunteers for the Nominations, Pool, Park, Security/Safety, Landscape, and Architectural Control Committees. The committee descriptions are as follows:

- Pool Committee. Checks the area around the pool and the pool equipment a couple of times a week to confirm that the pool is being maintained. If problems arise (such as too many leaves in the pool, pump problems, broken fixtures or furniture, water dirty), then the Pool Committee reports it to the property manager.
- Park Committee. Periodically checks areas in the park (picnic areas, playscape, trees) to see that they are maintained and that there are no problems (such as unauthorized vehicles, trash, graffiti). If problems exist, they are reported to the property manager.
- Security/Safety Committee. This committee monitors yahoo group postings as people report security problems in the neighborhood. They coordinate with the board member overseeing this committee when it is necessary to send an official Board email to Members. They analyze the need for additional security measures, such as buying and installing additional video cameras. They report any vandalism, graffiti, and crime

(reported to the police if immediate action is necessary; always reported to our area police representative and to the property manager).

- Landscape Committee. Periodically checks to ensure that Circle C Landscaping is maintaining and updating the landscaped areas as stipulated in the contract. Reports problems or needs (such as broken tree limbs, weeds, unattractive flower beds and mulch needs) to property manager.
- Activities Committee. Plans, organizes, and oversees all social activities sponsored by and paid for by the Association. Prepares its annual budget for Board review/approval.
- Architectural Control Committee (ACC). Carefully analyzes plans submitted to the committee by Members when they wish to make improvements to their property. Ensures that guidelines set forth in the Association's governing documents are followed; ensures that plans fall within city and county restrictions; and follows-up as necessary when projects are completed. The ACC Committee is the most critical committee to serve on because it helps maintain property values by ensuring that what your neighbor does to his/her property doesn't adversely affect your property.
- Parking Committee. Reviews and addresses parking concerns in the community; acts as liaison with City of Austin to ensure that problems are addressed; sells yearly parking permits.
- Nominations Committee. Addresses needs for yearly Board member elections: reviews and revises proxy cards, ensures that all Members are apprised of election dates, and seeks Members interested in running for election.

The perks of being a committee member is the joy of working together, getting to know your neighbors, and making your community better.

12. **Committee Reports.** Updates on committees were given as follows:

A. Activities Committee. The Activities Committee has had a successful year with the Spring Fling and, first ever, 3K fun run that took place in April. Upcoming events include a Fourth of July parade and breakfast scheduled for July 2nd, Fall Festival and Second Annual Chili Cook-Off scheduled for October 22nd, and Santa in the Parke tentatively scheduled for December 11th. The Activities Committee welcomes volunteers, suggestions, feedback, and general community input. They can be reached by contacting Katie Duffy at katieandcarl@hotmail.com.

B. Parking Committee. Zeke Salinas reported on the Residential Permit Parking Zone "RP3" committee. He said that the program is about to expand to Aspen Creek; 75 cars must be present when the City audit is done to qualify for the "No Parking" program. He explained that the City now requires a new Endorsement Form that must be approved by the Board. He also discussed the community speed study, including study findings that the average speed on Aspen Creek was 54 mph and the average speed on Wolfrap was 37 mph. Zeke Salinas may be contacted at 731-0519.

C. ACC Committee. Scott Robuck reported that there had been nine ACC requests last year. All requests were approved; however, some were approved with conditions. Forms to submit requests may be found at www.ophoa.org.

13. **Thank-yous.** Chris Driggs thanked the Members and others who have volunteered time throughout the year as follows:

- Annual meeting volunteers Charlotte Katzin, Cindy Roche, Mark Rumble Linda Seelke and Scott Robuck.
- Committee volunteers: Andrea Brown, Michan Burnes, Dorothy Capek, Pam Cole, Katie Duffy, Peggy Faloon, Grace Faulkner, Mark Faulkner, Ginger Grissom, Charlotte Katzin, Karl Keel, Kathy Keel, Jolee Kempf, Gayle Madole, Paula Ables Rehm, Scott Robuck, Zeke Salinas, Linda Seelke, Sheila Shepherd, Stacy Turchiano, Pat Wamsted, and Cathy Wood.

14. **Public Communications from the Board.** Monique Wells noted the following areas of communications for Members:

- Official HOA Email List (see HOA website to be included)
- Oak Parke Website = www.ophoa.org
- Yahoo Group (see HOA website to be included). Please note that this is not the official Board of Director's website.
- Emailing the Board
 - There should be no anonymous emails
 - Phone calls should only be made to the Property Manager, Carl Gamble. No phone calls should be made to Board members. Mr. Gamble's phone numbers are: Cell: 431-2400; Business: 502-7517. Mr. Gamble's email address is: carl.gamble@goodwintx.com
 - Board Email Addresses:
HOA@ophoa.org = All Board Members & the Property Manager
Board@ophoa.or = Board Members only
- There's a form at the table that Members can complete if there are suggestions/comments.

15. **Door Prizes.** Monique Wells announced that there would be door prizes (gift certificate to HEB).

16. **Quorum Report.** Tom Young announced that a quorum report had been taken, and quorum had not been reached.

17. **Adjournment.** Monique Wells moved that the meeting be adjourned. Chris Driggs seconded the motion, and the motion carried. The meeting was adjourned at 7:58 p.m.

18. **Second Annual Meeting Called to Order.** Tom Young called the annual meeting of the Oak Parke Homeowners Association to order for a second time on April 26, 2011, at 8:13 p.m. in order that a quorum be met. It was noted that quorum had now been met.

19. **Minutes-April 27, 2010 Meeting.** Member Bruce Hermes moved that the minutes of the April 27, 2010 annual meeting be approved. Scott Robuck seconded the motion, and the motion carried.

20. **Minutes-March 22, 2011 Meeting.** Tom Young moved that the minutes of the March 22, 2011 monthly meeting be approved. Chris Driggs seconded the motion, and the motion carried.

21. **Director's Election.** There were no nominations from the floor. Monique Wells and Zeke Salinas, nominees for the Director's position, gave brief speeches. The election was then held. Chris Driggs announced Monique Wells as the official winner of the election. She will serve for the three-year term 2011-2014.

The vote count included the following:

- 14 people voted by mail
- 11 votes were by neighbor proxy
- 43 votes by persons at the meeting
- 25 votes were cast by the Board

22. **Guest Speakers.** While votes were being counted, Sr. Police Officer/Southwest District Representative Josh Visi and County Constable Richard McCain spoke and answered Members' questions. Of particular interest were the following:

A. Juvenile Curfew Ordinance.

Daytime: Monday through Friday: 9:00 a.m. to 2:30 p.m. during the school year

Evening: Sunday through Thursday: 11:00 p.m. to 6:00 a.m.
Friday and Saturday: Midnight to 6:00 a.m.

B. Security Camera-Easily Mounted & Good Results

Camera Name: Moultrie D50 Trail Camera
5.0 megapixel digital camera; 45-ft. flash
Imprint time, date and camera ID in every photo
or video
Color day and night pictures
Video clips during the day (10 seconds/3 picture)
Resolutiontwo video resolutions
16 MB internal memory
SD memory card slot-up to 16 GB
Operates on 6-D cell batteries
Cost: \$68.00
Where to buy: Academy and other local stores

23. **Adjournment.** Monique Wells moved that the meeting be adjourned. Chris Driggs seconded the motion, and the motion carried. The meeting was adjourned at 9:05 p.m.

Chris Driggs, President