



**Pattison Oak Meadows HOA
January 16, 2020 Board Meeting**

Minutes

- **Call to Order**
 - President Kevin Cessac called the January Board Meeting to order at 7:00 pm

- **Welcome of Meeting Attendees & New Board Members**
 - President Kevin C. welcomed two new Board Members, Johnna Rhodes as Secretary replacing Lya Coulter and Josef Richardson (Board Member #1) replacing Al Navarro. Each position is for a 2-year term ending Dec. 2021.
 - Kevin also welcomed our continuing Board Members and guests who were present.

- **Roll Call**
 - Johnna (Secretary) took Roll Call.
 - Board Members Present: Kevin Cessac, Wayne Kircher, Johnna Rhodes, Alex Olivo and Josef Richardson
 - Board Members not Present: Robert Meyer
 - A Quorum was declared.
 - Guests present were Greg Rhodes, Tim Purdy, Shelia and Michael Frank, and Sandra and Desmond Murray.

- **Approval of Minutes of Previous meeting/s**
 - Board members reviewed the Minutes from the August 29, 2018 & January 9, 2019 meetings. A motion was made and seconded to accept the Minutes as prepared. Minutes were approved.

 - It was noted the Minutes from the October 23, 2019 General Membership Meeting were not available at the time of this meeting and will need to be approved at a future meeting. **Action by Lya Coulter to complete the Minutes.**

- **Officer/Board member Reports**
 - President (Kevin Cessac): Provided a verbal report.
 - An update of the ACC activities:
 - The owner of the lot across from Wayne, 2226 Red Bird Lane had submitted plans for their proposed home. The ACC requested the initial plans be revised due to the plans showing a 2-car carport, rather than a 2 car garage as required by the Deed Restrictions. **Post Board Meeting, revised plans had been submitted to the ACC for approval.**

 - General Neighborhood Update
 - General information was provided for the benefit of the Board: It was noted that there is a total of 45 lots in Oak Meadows, 6 lots are still owned by John

Thuman which represents 13% of the vote count, and there are currently 27 homes built. Also noted 3 owners own more than 1 lot, and 1 lot is currently on the market as a re-sale (Lot to the left of the storm basin).

- It was also noted the lot next to Wayne (on the left) had been sold in October of 2019 to a young couple with 3 young children that Wayne had met. The owners mentioned they did not intend to build for about four years.
- Secretary (Johnna Rhodes): Provided a verbal report.
 - Secretary Johnna provided the status of the following:
 - Lya (Past Secretary) had mailed out the Invoices for the 2020 HOA dues the weekend before this Board Meeting. Lya mailed them vs email, with a return addressed envelope in the hopes of getting a quicker response from the owners.
 - Johnna requested any corrections or changes to the Jan 2020 Oak Meadows Directory be submitted to her directly.
 - Wayne requested that the updated Directory be sent out to all Oak Meadows Owners. **(Action by Johnna)**
- Treasurer (Wayne Kircher): Provided /reviewed written reports.
 - Wayne provided copies of the Balance Sheet, Income and Expense details as of Dec. 31st, 2019, and a Proposed Budget to be discussed and approved.
 - Highlights of the Financial Status:
 - Current Checking Account Balance as of 1/16/20 - \$30,179.60, Includes HOA dues from 5 owners = \$2,100
 - HOA Federal Tax form and contractor's 1099-Misc, has been completed and sent., 1099-Misc Part A has been E-Filed for the 1st time.
 - We ended 2019 with a total of \$28,137.72 an increase of \$6,645.21 from year end in 2018. Please note this includes \$350.00 for HOA dues for 2020 paid at closing on the property next door to me in November.
 - Net Income in 2019 Vs. approved budget is \$6,035.51 higher than planned. This is due to monies budgeted but not spent or partially spent in 3 main categories, Legal fees, Property Taxes, and Special Projects.
 - Expenses increased from budgeted amount for city water for the entrance plants, mowing service and unexpected sprinkler repair.
 - Wayne submitted a proposed budget which was discussed. The budget includes income of \$13,150 and expenses of \$13,200. No changes to the proposed budget were made. A motion to approve the budget was made by Joe Richardson and seconded by Alex Olivo, the budget was approved.

- Joe Richardson – Board Member #1
 - No Report
- Alex Olivo – Board Member #2
 - No Report
- Committee Reports
 - No Committees have been established at this time
- **Old Business**
 - Review & Approve Final amended Bylaws from 2019 Election for distribution
 - Wayne provided a copy to the Board of the Finalized amended By-laws, which included the amendments voted on by the members during the 2019 Election. President Kevin requested to take another look at them prior to giving the OK to have them notarized and filed with Waller County. **Post Board Meeting: Kevin approved the By-Laws. Johnna had them notarized and filed them with Waller County.**
 - Status of Special Warranty Gift Deeds (Transfer of Reserve “A” & “B”)
 - President Kevin had been in contact with John Thuman regarding the status of the transfer of the Park Reserve “A” & “B” from La Mancha Ltd. to the Pattison Oak Meadows HOA. John responded that there is still an issue of access to the 1.6 acres located adjacent to the Park Reserve that he owns but doesn’t have access to. At the time of the Board meeting John was planning on discussing access through the property directly next to Oak Meadows on the Blue Jay Way side of the subdivision. Wayne noted the property next to Oak Meadows had recently been sold and the owner applied to the City of Pattison to subdivide into 3 lots, with the intention to build 1 house on each lot and extending the already existing driveway.
- **New Business**
 - Wayne requested that the updated By-Laws, after being filed with Waller County be distributed to all Owners. **Action by Johnna**
 - Wayne recommended now that the By-laws have been amended that this year’s project should be to amend the Deed Restrictions. He suggested that the HOA find and work with a lawyer that specializes in HOA’s, to represent our interest and to do it correctly. Wayne said he had the name of 3 lawyers and would take on the responsibility of contacting one of them and set up a meeting between the lawyer, Kevin & himself. **Action by Wayne. Post Board Meeting: A lawyer was contacted, and a meeting has taken place for an initial consultation.**
 - Wayne suggested a discussion take place on re-development of Park Reserve “B”.
 - Formation of a Park Committee
 - Determine property lines
 - Re-develop pathways
 - Maintenance of pathways

It was agreed to postpone this discussion until the HOA has taken ownership of the Park Reserve.

- Discussion on one item on 2019 ballot of a “No” vote from a homeowner.

Wayne noted one of the comments on the returned ballots had to do with the amended By-law statement **“Any proposed changes must be compiled and transmitted to all Pattison Oak Meadows members at least 7 days prior to the General Membership Meeting.”**

It is assumed that the person voting “no” would have liked it to be a longer period of time. No actual discussion took place or conclusion was determined at this time.

- A June Board Meeting was set for June 17, 2020.
- HOA Community Party for 2020: a date was set for Oct 3rd, Alex Olivo volunteered to host the party.
- President Kevin asked Alex Olivo to check out the lights at the entrances and replace as necessary. **Action by Alex**

- **General Membership suggestions/comments**

- Desmond Murray asked if the HOA had been collecting late fees in the past. Wayne responded that we hadn’t, however 100% of the HOA dues have been collected so far in the past. Also, noted the Board has discussed a change to the late fee policy in past meetings, simplifying what is currently in the Deed Restrictions. A late fee of \$25.00 had been discussed, however a further discussion on the actual “Due Date of the HOA dues and when the Late Fee would be charged needs further action. **A Post Board Meeting Note: The current Deed Restrictions require the HOA dues to be paid by January 1st of each year, however the Pattison Oak Meadows HOA has been more lenient requiring Dues be paid by the end of February.**
- Alex Olivo asked at a request of Larry Robinson whether a swale could be dug in the easement between Red Bird and Blue Jay to help with the drainage problems. Wayne responded that the City of Pattison’s City Engineer had investigated it and reported back that due to the fact the easement has underground and aboveground utilities that it would not be able to be done. It was determined that individual property owners could put in French Drains to the main ditch along the road as required.
- Shelia Frank asked about putting up a metal storage building to house their business vehicles. Kevin mentioned the Deed Restrictions does not allow metal buildings, however noted there are other acceptable materials allowed and would have to be approved by the ACC.

- **Adjournment**

- Meeting was adjourned by Kevin at 8:00 pm

Submitted by:

Johnna Rhodes