

River Oaks Council of Co-Owners

Board Meeting Minutes

May 26, 2016

Call Meeting to Order -Lyla Gillaspie, Board President

The River Oaks Council of Co-Owners general board meeting was called to order in the security office conference room at approximately 6:35 p.m. located on the property, 1601 S. Shepherd, Houston, Texas 77019 by Board President Lyla Gillaspie. Lyla also mentioned the future meetings could possibly be held at St. Anne's in the small meeting room, because if homeowners are making the effort to attend the meetings, it's not good that everyone can't fit into the security room to be a part of the meeting. She went on to say St. Anne's doesn't charge, they just want a donation because they have to put the chairs up, and vacuum when the meeting is over, and the donation covers this cost.

Board Members Present:

- Lyla Gillaspie Board President
- Neil Goldstein Vice President
- Kathleen Mundy Secretary
- Michael Olsen Member at Large

Board Members Absent:

- Michelle LeBlanc Treasurer (Michael Olsen had her proxy)

Recording Secretary & Property Manager:

- Therese Morales

Waive the Reading & Approval of Previous General Meeting Minutes (January 28, 2016):

A motion was made, seconded, and the board unanimously approved the General Board Meeting Minutes from the January 28, 2016 meeting.

Financial Report-Therese Morales, Property Manager

Therese Morales gave the following financial report:

Operating Account: \$ 1,994.74

Money Market Accounts:

Insurance Reserves \$ 63,353.22

Replacement Reserves \$462,498.60

Total Money Market \$525,851.82

Total Cash \$527,846.56

Old Business-President Lyla Gillaspie' s Report:

- Increased lighting inside the complex-New LED bulbs are being installed in all the pole lights, and additional pole lights will also be installed soon at various locations on the property. The LED bulbs are more cost efficient, and many homeowners have mentioned it is too dark within the property.
- Security Camera Company selection-Lyla advised if you came to the discussion group at St. Anne's on May 11th you would have heard Doron with Ironshield Security (the only contractor that agreed to come to the discussion group) advise how not all areas are covered by the existing cameras, and the age & quality of the cameras is a problem also. Three bids on the existing camera replacement were obtained, and a handout was given to the homeowners on the prices per contractor and a site map of the locations of the existing cameras, including where six additional cameras should be placed. (The contractors each gave an additional bid where they concluded that six additional cameras should be placed on the perimeter-due to not all areas being covered by the existing cameras). A motion was made, seconded, and the Board at that time unanimously voted to accept the bid from Ironshield Security to replace the existing cameras, and the homeowners were advised the money for the cameras would come straight from the Replacement Reserve account.

- Mansard Roof Replacement-Entire Property-Lyla advised the board has studied the four bids that were received for the mansard roof replacement, and a homeowner that is a roofing expert (this is his business), has agreed to help the board go over the bids, and make sure all the bids are oranges to oranges.

He has also agreed to do a spread sheet for the board to help them in this very important detailed & complicated process. She went on to say, the homeowners elected the board to make the best decisions for the property, and that is what they intend to do. The board will also be deciding on how the property is going to pay for the roofs, there are many options, and the best option will be chosen. A handout was also passed out to the homeowners of the four contractors' prices, and the building order that the mansard roofs would be redone in.

New Business:

- New Architectural Form/Applying for Architectural Approval-Lyla explained that a new updated form was done, and this form will need to be used when applying for Architectural Approval to the exterior of the unit (windows, doors, etc.). For example, if you live on the 2nd floor, and you want to install hardwood flooring in your unit, there are very specific rules in this instance, as "sound proofing" is required to be installed-(this applies if your unit is over another unit). Please submit this form (which is also on the website and in the guard office) filled out to Therese, and she will forward on to the board for approval. If you prefer email, Therese can also email the form to you.
- New Gate signage Installation-Lyla advised new "contractor" signs will be installed to replace the plastic signs already on the gates. There will also be signs installed at strategic locations to tell visitors how to gain access to the property. This is due to some of the call boxes do not work, and this will be a project to tackle at another time due to the cost involved.

- 4 new umbrellas were purchased for the pool-Lyla thanked Mike Olsen, for finding, buying, hauling them back to the property and having Boldomoro help him to get the new umbrellas installed at the pool. He also got on Craig's list, sold the old umbrellas, and got enough money to buy bases for the new umbrellas. Thank you Mike for your continued help & support to the property!
- River Oaks Shopping Center/"Notice of Application, Certificate of Appropriateness" right across the street from the property on the restaurant that has been vacant a while – Wayne Gillaspie called the City of Houston and what this means is that the entire River Oaks Shopping Center has been designated as a "historical site", and the shopping center can only do things appropriately to keep the historical integrity, so this is good news. She also has been advised that a "Fuzzy's Taco" place will be going into this location which is good news, but the bad news is this will bring a lot of people into this area, which could affect the parking situation on Peden. The Star security officers have been taking plate numbers down so they can get a feel for the River Oaks Gardens homeowners who have been parking in this area, so hopefully this will help when unknown vehicles begin parking in this area. Lyla also mentioned that since she became President signs have been placed in the parking areas on Peden that state for "River Oaks homeowners only- towing enforced", this has helped immensely, and hopefully it will continue to help.

Therese-Maintenance Issues in progress/completed & additional information to relay:

- "Paw bags" -\$675.48 (3,200 quantity)-Therese explained that a board member saw someone jump out of their vehicle, grab about 10 paw bags, and drive off. The bags are expensive, go quickly, and had to be purchased February 8th, and April 19th which amounted to \$1,350.00. There was discussion that the bags should no longer be placed in the holders on the exterior of the property, just the trash can liners would still be placed in the receptacles.

It was also discussed how there are non-responsible pet owners that do not pick up after their pets, and dog feces attracts rats, and is loaded with bacteria. The homeowners were also advised if you want to submit a report of seeing a homeowner not pick up after their pet, your name will be kept anonymous.

- Violation letters – Therese advised if you receive a violation letter i.e. Bicycles on patios/balconies or personal misc. items in the carports please remove these items also. There are several bike rack locations on the property for your convenience.
- “Uncommon” Plumbing charges on Homeowner’s accounts, running toilets, & faucet spigots-Therese advised that she has had to contact the plumber previously for homeowners with plumbing problems. Once the association approved plumber gets there, makes the repair and determines the problem is a “homeowner problem-not a common line”, she will put the charge on your account and send you a letter. If you receive a letter with a plumbing charge on your account, please pay the Association for this plumbing charge, as it is not the responsibility of the Association to pay for an “uncommon” repair. Therese also mentioned -since the association pays the water bills, if you have a running toilet, this needs to get repaired immediately, running toilets can cost the association (the Homeowners) a lot of money if you continue to let them run. This also applies to leaking spigots, faucets and/or shower heads. The City of Houston already raises our water cost 1%-4% yearly, so please be mindful of this issue and make an effort to help with the water costs to the association, as water is a major part of the budget.

Exterior Repairs:

- Roof Repairs were performed at: #34, #149, #35-chimney & mansard
- #242 had a brick wall repair/handrail repair

- #112 a gate repair was performed, and damaged pickets were replaced at #26
- Lyla explained – River Oaks Gardens is known for our oak trees, and our Arborist has been working on the sick Oak tree at the end of Building Q. It is 90% saved at this time, but it is still being monitored VERY closely.
- A new light was installed in the pool
- The broken drain gate in the east driveway was repaired
- The Haddon trash gate was repaired
- Boldomoro cleared the drains in the driveways & courtyards in preparation for the heavy rains, and he also changes light bulbs when I'm notified that a light might be out.
- The maintenance door was repaired when the "wind" damaged it.

Gate Repairs:

- The closer was replaced at WG 5, and the lock replaced at WG 7
- Gate #5 the gate was re-aligned and hinges tightened
- Walk gate 3-the closer was replaced
- WG 2 was repaired due to sticking

Homeowner Forum:

- A homeowner inquired about the flooring installation in 2nd floor units. Therese read from the Rules regarding 2nd story unit flooring installation and the "sound proofing" that must be installed. Lyla advised if a homeowner sees/hears flooring being installed, they can contact Therese to see if the proper approval has been obtained. If approval has not been given, the contractor will be stopped from installing the flooring and the owner will be contacted by Therese.
- A homeowner inquired as to who is responsible for shed door replacements, as she feels it is the homeowner that is responsible for this. Therese advised when she started managing the property Paula (the previous manager), already had two shed doors on order for two homeowners.

Michael advised how it was previously handled was if a shed backed up to another shed, the association would be responsible, but if the shed was a free standing shed, the homeowner would be responsible. Lyla explained these doors are very expensive (in the \$750 range) because they have to be cut down to a special size. After much discussion it was determined the responsibility matrix for the association will be checked on the shed door responsibility.

Note: Therese did find in the legal document file an opinion from the attorney stating the shed doors were the responsibility of the homeowner.

- A homeowner advised his parking space when it rains has water standing in it, and wanted to know if anything could be done. Therese will check into this, as the parking spaces can sometimes be raised, and other times, the whole area would have to be broken out and re-poured/re-asphalted.
- A homeowner inquired if we knew when the Haddon Street repairs would be fixed. Lyla explained we have asked Ellen Cohen's office, but we were advised there are so many streets in the City of Houston that need repair, they could not give us a specific answer. Therese also advised she told us when she was here for the meeting there is a interactive map on the website, and if you go on top of the street with your mouse where the problem is, they are suppose to have information on when the repair of that particular street will begin.

Lyla then advised the homeowners if no one else had any questions, the board will go into the Executive Session and the main items to be covered tonight are some accounting issues, architectural issues, the arrears as always, and the inspection report that the once a month inspector has submitted. A homeowner at that time said a special thank you to the Board for their hard work on getting multiple bids for the cameras, and mansard roof replacements. Lyla advised thank you for the kind words, and the board wants all the homeowners to know what is happening with **their** money.

Lyla also mentioned a homeowner that has lived there 25 years pointed out to her for the first time in many years, the board now consists of five board members that were **elected** by the Homeowners'. There are no "appointed" board members appointed by the board at this time. This makes the board proud, and she hopes the homeowner's are proud of this too.

Adjournment:

Being no further business to discuss, the general portion of the board meeting was adjourned at approximately 7:45 p.m.