

River Oaks Council of Co-Owners

Board Meeting Minutes

July 28, 2016

Call Meeting to Order -Lyla Gillaspie, Board President

The River Oaks Council of Co-Owners general board meeting was called to order at 6:39 p.m. in the St. Joseph Room, at St. Anne's Catholic Church, 2140 Westheimer, Houston, Texas 77098 by Board President Lyla Gillaspie. Lyla thanked all the Homeowners present for coming, and advised that Reese Asbury donated the sandwiches for the meeting tonight because he really appreciates the Board trying to make the meeting a "community effort" and he feels getting to know your neighbor is important.

Board Members Present:

- Lyla Gillaspie Board President
- Neil Goldstein Vice President
- Michael Olsen Member at Large
- Michelle LeBlanc Treasurer

Board Members Absent:

- Kathleen Mundy Secretary (Mike Olsen had her proxy)

Recording Secretary & KRJ Property Manager:

- Therese Morales
- Waive the reading and approval of Previous General Meeting Minutes – A motion was made, seconded, and the Board unanimously approved the May 26, 2016 General Board Meeting minutes as written.
- Waive the reading and approval of the June 23, 2016 Special Meeting Minutes (Homeowner vote for Six (6) additional cameras to be installed on the exterior of the property)-A motion was made, seconded, and the Board unanimously approved the Special Meeting Minutes as written.

Financial Report-Therese Morales:

Financials:

Operating Account: \$ 9,460.97

Money Market Accounts:

Insurance Reserves \$ 81,469.22

Replacement Reserves \$481,825.49

Total Money Market \$563,294.71

Total Cash \$572,755.68

Old Business-President Lyla Gillaspie' s Report:

- Security Camera Update- Lyla advised all of the cameras have been installed except two of them. The two cameras it was discovered “lapped over” and monitored the same area twice. Ironshield will re-evaluate where the placement of these cameras should be. If they are not placed elsewhere on the property a credit will be given for them. Also only two of the existing cameras had been determined to have wiring a problem, which was being investigated as to what the repair should be. (the board was previously advised by Tyco that all of the cabling was bad and that is why we had such a bad grade of pictures on the monitors. After the installation began of the new cameras, it was realized there were only two cabling issues-not many like Tyco advised). Lyla went on to say it has been a pleasure to work with Ironshield Security from a customer service standpoint, and price standpoint.

Lyla advised that Neil Goldstein has had what he calls a “Strategic Security Plan”. The first part of the plan i.e. was to get the lighting maintained on Peden by adding the brighter type bulbs, and have the flood lights re-positioned rather than shining up at the sky. The second phase was replacing the bulbs on the interior of the property with LED bulbs, which will save us money, they are more energy efficient, and most importantly they are putting out more light and brightening up the interior areas more.

The third phase was the security cameras and the additional cameras, and the fourth phase will be the key entry systems. The present one is very old, and in the past when this was looked into it was very expensive. So this is something that will be looked into in the future.

- Mansard Roof Replacement Update-Lyla advised the Board has gone over the proposals and the contracts very thoroughly, and Neil even managed to get the contingency (structural repairs) cost down from 20% to 10%. The contract is still being reviewed and the buildings will be re-roofed starting with the ones in most need of repair, which the roofing company has already provided this determination. The homeowners will be advised shortly of the start date of the first building, once the contract negotiations are completed. The Board decided that they would not take out a loan so that a finance charge & interest would not have to be paid back. The Association will be paying for the roof replacements out of the Reserve fund as we go. The plan is to do the first phase, approximately \$100,000, (which does not include structural repairs), then see where we are after that. If we need to stop for a couple months- due to the amount of any structural repairs, the roofer has been notified of such. Also, during the roof replacement project we are not putting out a lot of money at one time as we pay per building as we go, and we will still be putting a little over \$21,000.00 monthly in our Reserve Fund.

New Business:

- Additional lighting inside the property (post lights & carport lights)-The Board went over all the details of the proposal submitted from Manic Electric for additional lighting to be installed inside the property at various locations. A motion was made, seconded and the Board unanimously approved the proposal submitted for \$1,920.00. Lyla also advised the homeowners present if they know of any really dark areas to advise Therese so Manic Electric could look into those areas too.

- New Gate signage Installation-Signs are being made & installed that match the gate numbers (the gold and the black) giving instructions for contractors to sign in, and visitor access.
- Painting of the exterior gates-Lyla explained that the exterior wrought iron gates have begun to be sanded & painted. After the gates the other sections of fencing will be re-painted also. We are paying the contractor weekly so a big amount of money is not going out all at once. This is an on-going process and once the contractor finishes this project, he will go on to the stairwells.
- Paw/dog poop bags – At the last meeting the board decided to stop stocking the **exterior** dog station only because contractors had been seen taking handfuls of the pawbags. The reason this is a controversial issue is because of the cost of the bags, and it was pointed out that there are only about 40 dog owners (20% of the population on the property). A homeowner mentioned even though the dog bags are stocked, there are still homeowners not picking up after their dogs, and there is always dog poop in the area in front of his unit. Therese also gets many calls a week about this issue. Therese is looking into purchasing cheaper bags since so many are having to be ordered, and they are costing the association approximately \$4,500.00-\$5,000.00 per year. So we are looking to lower this cost, so that we can continue to offer this amenity to dog owners. It was also discussed that the legal documents/rules are not being followed or enforced regarding the number of pets allowed and the weight limit of dogs homeowner's can have.
- “Visiting” with the Security guard-Lyla explained the guards are really having a problem with homeowners coming in and visiting with them. They are paid to sit and watch the cameras, and then make their rounds.

The guards are being recorded by Star Security, and they are getting in trouble for standing around and chit chatting with homeowner's and taking their eyes off the cameras. The guards don't want to be rude but they have been advised to tell homeowner's "I'm sorry I have to get back to watching the cameras". Lyla asked the homeowners to please be considerate of this issue when talking to the guards. A homeowner had the idea to put a sign in the guard office about "talking to the guard" so the guard is not put on the spot when a homeowner engages them in a conversation. Therese will have a sign made to this effect.

- The trees in the common areas were trimmed from the building- Lyla advised that on a Saturday Neil walked the property with the tree trimmers so that trees in common areas could be trimmed from the buildings since the roofing project will start soon. She also mentioned that during the roofing project since there will be ladders & scaffolding that some landscaping will get damaged, but the roofing contractor will do as much as possible to minimize the damage-which he explained when he did his presentation at the roof discussion. Notices will be posted on each door by the roofing company so homeowners will know to remove their personal items from the patios, to avoid damage to them. Therese will also do an email blast to the same effect. Therese stated since the trees in the common areas had been trimmed, that letters would be going out to homeowner's to advise them to trim their trees on the patios now. She also stated if someone needs a tree trimmer to get with her on the contractor's name and number.
- Tyco cancellation letter (Security camera maintenance contract)- Lyla advised the letter will be sent September 20, 2016, (which will be 30 days before the contract is up), Tyco hasn't been to the property in a couple years because they say the cameras are not working due to cabling issues, wiring issues, and the cameras are so old (which the Association has found out is not true since the

new cameras have been installed). The Association will be saving \$977.00 a month once the contract ends.

- Lyla advised Therese will be on vacation from August 22-August 26th to take her daughter to college in Ohio. Patty Haefele from KRJ Management will be watching the property in case of any emergencies or immediate action is needed.

Therese-Maintenance Issues completed & additional information to relay:

- Irrigation repairs along Shepherd-The City of Houston has reimbursed the Association in the amount of \$2,706.25 for the damages they caused to our sprinkler system when performing the street repair along Shepherd.
- We received our new pool permit from the City of Houston and everything was up to code.
- Our electrician made several repairs to the lights on the property i.e. by #279 the stair light had a bad ballast and was repaired, the flood light on the north side of building I was repaired, and he is currently working on the problem with the GFI and pool light that is out.
- There were several walk gate repairs & drive gate repairs made.
- The door frame of the maintenance storage shed had to be repaired, as it appeared to be torn from the hinges. Were not sure if this was due to vandalism or a big rain storm that came through.
- Two parking signs had to be remade as the previous ones fell off the metal poles because they were so disintegrated.
- Fence picket repairs are in progress. Please note if you have any plants inside your patios that are causing damage to the Association fencing, please cut these plants back as to not cause further damage.

- Roof Repairs were performed at: #260 leak at chimney, #255 turbine replaced, #126 chimney cap & flue spark arrestor, and #129 missing shingles.

Homeowner Forum:

A homeowner in attendance stated she really liked having the meeting at the church, because there was room for them to sit down, and it was more comfortable than squeezing into the security office.

A homeowner advised he does not have a dog and feels he should not have to pay for dog bags for the community.

A homeowner stated maybe the dogs that are already on the property should be “grandfathered” in, and new dog owners that move to the property should pay a fee for their dog to be there.

A homeowner advised he does not have a patio gate and when the roofs begin how will the roofing company access his patio? Therese stated that ladders will be used by the roofing company to access the patio.

A homeowner stated the handle was changed out from a lever to a knob on the east parking lot gate, and many homeowners are carrying groceries or packages and are not able to turn the handle. The lever type was requested to be re-installed instead of the knob.

A homeowner stated that he was told years ago that his window coverings had to be white or off white and he has noticed other homeowner’s do not have the white or off white color. This issue will be checked into.

A homeowner asked about installing a screen door and she was in one of the pods (4 doors). She was advised this is something that would not be approved for the pods. Dead plants were also mentioned in front of 104/204.

A homeowner advised walk gate 1 there was a problem with the lock. Therese will get with Promsco on this issue.

A homeowner advised it was dark in front of 102/106. Therese will ask Manic Electric about lighting up this area.

A homeowner advised it appears that sometimes the Drive gate 1 speaker intermittently is not working. Therese will check with Dorman on this.

A homeowner advised rats were seen 3 times at 115/215 & 118. Lyla stated this is the first time since we switched exterminators that rats have been reported, and she is not trying to make excuses, but with all the rain we have been having this could be driving them out of the sewers. Therese will get with Pioneer Exterminating on this issue.

A homeowner asked if in the future if any common area trees are going to be trimmed, if the homeowners could be notified a couple weeks in advance. This is so they could also use the same contractor to cut trees in the patios for them –since the contractor will already be at the property.

This will make it easier for homeowner's to have their trees trimmed instead of having to find a contractor to do it. Therese advised she will send an email blast in the future about tree trimming so the homeowners could use the same company.

#210 states that there appears to be a problem with the drain in front of her unit when we get heavy rain. Therese will get with VF Landscape regarding the drain.

#32 states that when it rains the drain on the side of his unit gets a lot of leaves and debris too. Therese will get with VF Landscape regarding this drain also. It was talked about maybe the drains need that "dome" that go on top of them to stop the leaves going into the drains.

Lyla advised the board would be discussing the security company, a flooring approval for a homeowner, and some minor changing of the rules i.e. the pool hours that the homeowner's are not happy about. She also went on to say that the guard saw nine people (they were with a resident) jump over the pool fence the other day, and within minutes the guard had made it there and they were escorted from the property. Neil mentioned in the future instead of the guard going down to the pool, they will be instructed to call the police for trespassers on the property.

A homeowner inquired if the cameras were being recorded. The Board advised yes they record 2-3 weeks then start over, but there is also an "archive", if previous recordings need to be checked.

Lyla asked all the homeowners in attendance how they felt about having the meetings at the church, the response was very positive, and the homeowners said yes they would like to continue having them at the church because it was much more comfortable.

Adjournment:

Being no further business to discuss the meeting adjourned at approximately 7:50 p.m.