

River Oaks Council of Co-Owners, Inc.
Board Meeting Minutes
May 25, 2017

Call Meeting to Order

The River Oaks Council of Co-Owners General Board Meeting was called to order at 6:34 p.m. in the security office conference room located on the property at 1601 S. Shepherd, Houston, Texas 77019 by Lyla Gillaspie, Board President.

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

Recording Secretary & KRJ Property Manager:

- Therese Morales

Waive the reading and approval of Previous General Meeting Minutes – January 26, 2017-A motion was made, seconded, and the Board unanimously approved the minutes as written.

Financial Report-Therese Morales:

Financials:	<u>1/26/17</u>	<u>5/25/17</u>
Operating Account:	\$118,423.03	\$141,843.23

Money Market Accounts:

Insurance Reserves	\$ 13,109.22	\$ 50,993.22
Replacement Reserves	\$405,670.05	\$431,334.96
Total Money Market	<u>\$418,779.27</u>	<u>\$482,328.18</u>
Total Cash	\$537,202.30	\$624,171.41

Old Business:

- Additional lighting inside the property (Phase 2) Update-Lyla advised that Phase 2 has now been completed which included the light installation at the pool.
- Fire reconstruction at Units 170/270/169/269 (Bldg. D)-Lyla advised this project is 4-5 weeks away from being completed. The insurance company covered everything except the deductible, and the responsible party has paid the deductible. In summary, the Association was not out one single penny, and when the project is over we will have the parking spaces back that their material has been stored in.

New Business:

- New owner of KRJ Management-Lyla advised that she had good and sad news. The owner of KRJ Collins Oakley has sold the company after 38 years, but will remain with KRJ for the next year as a Consultant. The new owner Kelly Hawkins is very service oriented, wants contact with homeowners, is very charitable in the City, is very excited and enthusiastic, and was with Stewart Title for approximately 28 years.
- Results of Election from March Annual Meeting – Lyla advised for the homeowners that did not attend the Annual Meeting that she and Neil will remain on the Board for another two years.
- Installing plants/flowers in common areas without prior approval-Lyla explained we have been having some trouble with this subject, and if anyone wishes to plant anything in the common area they need to fill out an architectural application which Therese can email you. After the Board approves the application, Therese will advise the landscape company if you have planted anything in the common area, so that it will not be removed by the landscape company.

- Trimming of common area plants by homeowners- Lyla explained we have some homeowners that take it upon themselves to trim the trees and bushes, but that's why we have a landscape company to maintain the property. She explained to the homeowners if they have a bush/tree/landscaping that is bothering you, to get with Therese and she will get it taken care of.
- Keeping dogs on leash-Lyla advised that approximately 17% of the homeowners/tenants have dogs. We have had some serious problems about dogs not being on leashes, and an explosion of dog poop everywhere that is not being picked up. Even with the small percentage of dogs on the property, the massive amounts of dog poop not being picked up, is affecting the **whole** property. The part that is hard to understand is, the Association maintains the dog stations, and provides poop bags to all residents, so why the bags are not being used is really unknown. The Board is open to suggestions, Therese has even sent emails about this issue, but she does not know what the answer is. A homeowner at that time advised that a dog "came at her" that was not on a leash, and she agrees with the policy because she is nervous and scared around dogs not on a leash, and she was glad that Therese had sent out the email on this subject and she hopes it helps. Lyla went on to say that a homeowner had advised Therese that someone's dog had bit a child on the bottom, and when Therese attempted to contact the owner of the dog, she could get no response. Homeowner's were reminded again of the City ordinance to have your dog leashed, and to pick up their waste.
- Performing exterior modifications without prior approval of the Board-Lyla explained we have had residents (homeowners & tenants) make modifications to the exterior of their units, without prior approval of the Board. She went on to explain if anyone desires to make a modification to the exterior of the unit, they have to fill out the Architectural Application and submit it to Therese.

Therese will submit the application to the Board with all the information. Once she receives the decision of the Board, Therese will advise you of your approval or disapproval, or perhaps if the Board needs more information. Exterior modifications would be window replacements, front door replacements (the approved front door colors are hanging up in the mailroom), or whatever exterior modification your wanting to make.

- Keeping patios & balconies clean-Lyla advised according to the Rules only outdoor furniture or plants are acceptable on balconies. Were seeing empty boxes, exercise equipment, coolers, blankets/towels hanging over the railings and all kinds of miscellaneous items being kept and stored on the balconies.
- Hydra jetting of the drains that were not draining-Lyla explained we had American Hydra Jetting come out and jet our drains in the driveways, and inner courtyards that were not draining due to debris & muck being stopped up in them. Therese added a special truck even had to come out to get all the “goop” out of the lines because once the “goop” was removed, there was no where to put it, and there was a massive amount that was removed.
- There will be trash service on Memorial Day (Monday)
- VF Landscape Bid due to winter damages-Lyla explained that Neil has been negotiating with VF on the bid, and the Board is about to finally approve the proposal presented.
- Bike Theft from bike rack in front of security office-Lyla advised the thief came during the day, waited on the guard to leave and make the rounds, was in full view of the camera and then stole the bike.

- New entry gate system-Lyla advised the old Sentex system we have now is so old that parts can't even be bought for it, and it no longer can call homeowners from the gates like it did many years ago. One of the priorities of the board for the coming year is to get pricing and implement a new system so visitors can be buzzed in, and the gate code doesn't have to be given out (which happens all the time).
- Carports & Fences- Another goal of the Board for the coming year will be working on updating the carports, and homeowner fencing.
- Our resident homeowner/police officer advised the homeowner's present- one of the main things that citizens can do is if they notice something that isn't "quite right, or seems suspicious", is to report it immediately to the police. Lyla added if a homeowner sees someone on property that shouldn't be there to contact the guard immediately, but then to please follow up to let Therese know. She went on to say that every contractor or visitor that comes on the property is supposed to sign in at the security office, but this is not happening all the time.
- Adoption of an Open Records Policy-Lyla advised that homeowners have ALWAYS had the right to view the ROG financial records at KRJ (because it's the law). Due to a recent request for an excessive amount of records, it has become necessary to have a more specific policy in place. These excessive requests require a great deal of time from our manager and other employees at KRJ. On the advice of the Association attorney, the board has adopted a policy for such requests. Once the Policy has been recorded in Real Property records, it will be posted on the website under Legal for all homeowners to view and print for themselves if they so desire.

Therese-Maintenance Issues completed & additional information to relay:

- Green landscape border is in the process of being installed in many areas so the dirt doesn't wash onto the sidewalk.
- Rye seed has been spread on the whole property, and Therese sent out a big thank you to the homeowner- Robert Boyt, who

assisted in this process of purchasing the rye seed, and even helping Bulmaro to spread it on the property.

- Clean outs for the Buildings – Therese advised that one of the buildings had a backup coming out the clean out, and the plumbing company pulled out hair, paper towels, wipes and all kinds of items that should have never been put down the pipes. She went on to explain she knows the wipes say bio-degradable, but nothing like that should ever be put down the pipes because they can get caught inside the pipes on rough spots, and cause major backups.
- Common area lighting – We were previously with Summer Energy at .0651 per kwh and beginning 6/1/17 we will pay for the common area lighting at .4811 per kwh.
- Ongoing –having pedestrian keys made, Drive & Walk gate repairs, ordering of remotes, taking care of common area lighting including lamp post bulb replacements. Therese advised on the lighting that Bulmaro will change the bulbs, but if the bulb is not the problem, the electrician is contacted.
- Common plumbing repairs – #26
- New pool rule signs were installed on the pool gates
- Rodent stations (3) were placed in the pool area
- The turbine vent was replaced at Unit #32

Homeowner Forum:

Lyla advised in order to have a more time efficient meeting, the board requests if your question involves only your unit, to please talk to Therese after the meeting.

A homeowner inquired if anyone had bugs destroying their outside plants? The homeowner was advised it's probably spider mites, and to go to Cornelius for a special oil to apply to the plants.

A homeowner inquired as to where to get a remote. Therese advised they can be purchased from the Guard, and the Guard will program the remote to whichever drive gate you're closest to.

A homeowner advised by building C-By 158 there is an issue with an electrical box between the tree and condos.

A homeowner inquired if the board was still looking into the occupancy rate, and was advised yes, it's a complicated process as it requires the Declaration to be changed, and more information will be forthcoming in the future. She also asked about the cable line going overhead from building B to building D and Lyla advised Therese was working on this issue. (Note: Since this meeting, Therese found out the line was placed overhead due to the fire damaged units).

Adjournment:

Being no further business to discuss the meeting was adjourned at approximately 7:35 p.m.