

# White Oak Springs Homeowners Association

## Board of Directors Meeting Minutes

### January 17, 2021

Pursuant to the Bylaws of the White Oak Springs Homeowners Association, Inc., a Meeting was held on Sunday, January 17, 2021, as a virtual meeting over zoom due to Covid-19. Quorum was established by new interim President, Eugene Watkins, who called the meeting to order at 9:01 A.M.

#### 1) Quorum & Meeting Call to Order:

Quorum was established by proxy and attendance. Interim WOS HOA President, Eugene Watkins, called the meeting to order at 9:01 A.M.

#### Board of Directors Present:

Eugene Watkins, President  
Marie Godard, Treasurer  
J. Hooper, Secretary  
Erika Pena, Director

#### Community Manager:

No one was present from Action Property Management (APM)

#### 2) Minutes

Board reviewed the November Meeting Minutes from 2020 (12.13.2020) as well as Special Executive Board Meeting Minutes from 2021 (1.13.2021) that had previously been sent out to the group. Both sets of Meeting Minutes will be reviewed, signed and returned by J. Hooper, Secretary on January 17<sup>th</sup> to forward to APM. Signed minutes were submitted by Marie (Treasurer) on 1.18.21 to APM via email.

#### 3) Financial Report

Board Treasurer, Marie Godard, provided a brief breakdown of the financial report on 2020 finances and bank balances as shown in the December Financials, as well as a review of 2020 assessment collections and delinquent accounts. Assessment collections are at an all-time high of 98.6% , four overpayment accounts, 12 delinquent accounts with outstanding balances (2020), (2021) delinquent accounts as of January 7<sup>th</sup> = 38% of the total of 140 homes have paid their 2021 assessments – 87 homes or 62% of the 2021 assessments are still outstanding for 2021, 1 open payment plan, 1 in legal, 2 accounts under watch and 10 deed restriction violation letters sent in December.

\$891.30 was moved from 2020 Operating Account to the 2021 Reserve Account.

Two questions were posed to the Treasurer:

##### 1) Why do we have the reserves?

Answer: There are laws and state property tax codes for HOA's and MUD Boards in place with regards to reserves. For a MUD District, there should be 18 months of reserves or 1 ½ years of funds in reserves. For an HOA Board, the actual reserve amounts should be at least twelve months. The reason that reserves are important is in the event of a crisis or community issue. The HOA will need to sustain itself during that time (pay bills i.e.: electrical, management company, landscaping, trash, collection and any other monthly bills or upkeep that needs to be performed within the neighborhood).

- 2) Will homeowners be charged a late fee or penalty if they go on a payment plan before January 31<sup>st</sup>, in order to pay their 2021 assessments?

Answer: No, any homeowner that gets on a signed payment plan with APM, will not be charged any late fees or penalties as long as they make those arrangements (via signed agreement with APM, by 1.31.2021) and do not miss any payments.


**4) Old business:**

- A) **Business Cards** – existing photos were sent over to Marie as well as recommendations of what is requested to be placed on the new business cards last week. Marie is in the process of getting the new replacement business cards completed for the neighborhood. Waiting on confirmation of payment for the new cards. Updates to follow later!
- B) **Harris County MUD #248 updates:** Marie provided the board with updates from her recent correspondence with our WOS HOA Attorney, Barsalou & Associates. Marie met with Barsalou on Tuesday, January 11<sup>th</sup> (30 Minutes) to get assistance with getting clarification and assistance with current deed restrictions or CC&R's. Marie to have an update for the group by January 19-20<sup>th</sup> with regards to the issue.
- C) **April Newsletter Proposed Articles:** Erika & group proposed articles for upcoming April Newsletter: **Easter-Egg-Hunt**, pictures from previous year's Easter Egg Hunts, **Letter from the President of WOS HOA to the Neighborhood, Yard of the Months – Jan, Feb, and March, Arch Application Article Reminder, Flock Safety Camera Update, What's New in the Neighborhood with Construction** (New medical building, Weiser Business Park, Fallbrook road extension, new building by the Grease Monkey on Huffmeister, The new buildout on the Hospital Grounds and the New Medical Center building across from WOS), repeat on the **Dog Etiquette leash & animal waste collection**, and **Local Cypress Area business cards & ads**.
- D) **Flock Safety Camera Update:** Jay is scheduled to have a meeting with Flock Safety on Tuesday, January 19<sup>th</sup> at 11 A.M., and will provide updates to the group once the meeting is completed.
- E) **New Board Members:** Discussion has been tabled for now.
- F) **Sewer Complaint:** Jay sent correspondence Greek Patrick with the Harris County Pollution Control, on January 18<sup>th</sup>.

**New Business:**

- A) **Next Quarterly Meeting Date Proposals Dates:** dates for the March Community Meetings were proposed (dates- 10<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 24<sup>th</sup>). Eugene is going to contact APM to confirm with Pat (what date Lee can join us for a meeting – proposed dates: 23<sup>rd</sup> or 24<sup>th</sup>). Once date is confirmed with APM, Eugene to get with Holiday Inn Express to reserve a room with Cheryl. Eugene to provide group with the updates once completed.
- B) **Violation Letter for homeowners** –White Oak Garden's Dr – APM to send new homeowner a letter about getting completing an arch application prior to doing or completing the work on the home.
- C) **February and March WOS Yard of the Month's** – Eugene volunteered to do February. Erika volunteered to do March's Yard of the Month.

**5) Adjournment of Executive Meeting – President, Eugene Watkins adjourned the meeting at 9:42 A.M.**

  
Approved Board Member  
White Oak Springs HOA