

**White Oak Springs Homeowners Association  
Board of Directors Meeting Minutes  
November 15, 2020**

Pursuant to the Bylaws of the White Oak Springs Homeowners Association, Inc., a Meeting was held on Sunday, November 15, 2020, as a virtual meeting over zoom due to Covid-19. Quorum was established, Board President, Sarah Ware, called the meeting to order at 9:02 A.M.

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

Quorum was established by proxy and attendance. Board President, Sarah Ware, called the meeting to order at 9:02 A.M.

**Board of Directors Present:**

Sarah Ware, President

Eugene Watkins, Vice-President

Marie Godard, Treasurer

J. Hooper, Secretary

Frika Pena, Director

**Community Manager:**

No one was present from Action Property Management (APM)

**2) Minutes**

Board reviewed the September 2020 meeting minutes were approved by the board and will be signed and returned by J. Hooper, Secretary on November 16<sup>th</sup> to forward to APM.

**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 November 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, 18 delinquent accounts with outstanding balances, 1 open payment plan, 1 in legal, 2 accounts under watch and 14 deed restriction violation letters sent in October.

#### 4) Old & New Business

A quick review of old and new business was reviewed:

- Jay Hooper provided a Flock Safety Camera update; materials on order with the provider & a site visit was completed by Flock Safety (11/11.2020). Camera #1 in the front of the subdivision has currently been mocked up and approved to be set-up. However; the second camera on Gentry Dr., is being reviewed for placement as well as an electrical meter (give the camera additional power). Action Property Management (APM) has been sent a camera agreement to be reviewed and signed by the homeowner at the end of Gentry Rd entrance.
- **Yard of the Month** – Marie Godard (chose and presented November winner with gift card)
- **Sprinklers** will be turned off from November 2020 to March 2021
- **Septic leak on White Oak Trace Drive** was reported to: Harris County Pollution Control (HCPC) on 9/29. Follow-up was made by Jay Hooper to the HCPC Office on: November 11<sup>th</sup>; however, no conclusion has been discovered at this time. Outcome is still pending (J. Hooper to follow-up on November 16th)
- **New Business – Marie addressed 4 homeowner complaints / suggestions:** 1) **Flags** - The purchase to request American Flags for all homes, but board discussed for the White Oak Springs Dr. for every federal holiday. Board voted unanimously to proceed with this homeowner's suggestion to purchase and display flags "only" on White Oak Springs Dr. Jay Hooper to purchase flags, Marie Godard will store them & Eugene Watkins to put them out on every federal holiday, 2) **Garbage & Debris** issue was addressed. Trash is being put into opened garbage bags by homeowner's for bi-weekly collection however; vultures are constantly out in the area and tear into these open bags. Board voted to include an article will be put into the January 2021 Newsletter about "trash etiquette", 3) **No Parking Signs** - Two homeowners on White Oak Falls Ct., have concerns with metal No Parking Signs that have been placed at the ends of both of their property by Harris County Precinct 3 County Commissioner's Office. Marie Godard is going to reach out to the Commissioner's Office to voice these neighbor's concerns

and 4) **Dog unleashed** – a homeowner who has been walking on the new trails has been confronted by another homeowner on the trails who does not maintain a leash on his dog. The homeowner feels threatened and has contacted Harris County Animal Control to report the issue. Since this is a neighbor to neighbor dispute, the HOA Board “cannot” get involved. A reminder article about “pet etiquette” and Harris County leash laws will be placed in the January 2021 Newsletter.

- **Other New Business (Business Cards):** Marie Godard purchased the new WOS HOA Board business cards and Sarah Ware has volunteered to distribute them to the homeowner’s front doors (over then next couple of days).
- **WOS HOA Community Meetings:** The following 4 dates were suggested and decided on for the upcoming community meetings – January 5, April 6, July 15 and October 21 (2021). Eugene Watkins is to go by Holiday Inn Express and speak to GM, Cheryl Williams to confirm the tentative dates & lock-in the conference rooms.
- **January Newsletter:** Erika Pena, has volunteered to continue designing the quarterly newsletter. Article suggestions were made by the board members: **Dog Etiquette, Yard of the Month** (photos and such), **Christians Holiday Light** (neighbor photos to be taken by Erika), **Trash Etiquette, 2021 New Year’s Resolutions, Flock Safety Camera** updates, a request to **WOS Homeowners to thank MUD #248 for the trails and Local Cypress Area business cards & ads**. A newsletter draft to be completed mid-December and Erika Pena to ask pervious board member for printing assistance or cost they would charge to print it for the neighborhood.
- **WOS Christmas décor update:** Holiday lights and décor to be put up on November 23<sup>rd</sup> in the entryway. The décor will remain up until January 8<sup>th</sup>.
- **Harris County MUD #248 updates:** Marie provided the board with updates from her November 11<sup>th</sup> meeting with the MUD board. An item is currently pending with the MUD and Marie has been asked to perform more research on an initiative before any further action is taken by the MUD. An update will be provided to the board once Marie receives further confirmation.

- **Sprinklers:** Marie provided the board with pricing and information pertaining to the replacement and removal of sprinklers in the front of the WOS Subdivision. The initiative will be tabled until further information is available.
- **December Yard of the Month (YOM):** Jay Hooper to select and award one member of WOS with December's YOM

#### 5) Open Forum

- No open forum as no Community members in attendance.

#### 6) Adjournment of Executive Meeting

- Monthly WOS HOA Board Meetings (scheduled for the third Sunday of every month). The next monthly board meeting is scheduled for Sunday, December 20, 2020.

With no further business to be brought before the board members the meeting was adjourned at 10:13 A.M.

  
Approved: Board Member  
White Oak Springs HOA