

Oakwood Townhomes Home Owners Association Annual Meeting Minutes
March 5, 2016

1. **The meeting was called to order at 10:03 AM**
 2. **Proof of meeting announcement was produced.**
 3. **A quorum was not established. Five owners were in attendance and four proxies were gathered. Owners in attendance were: Eva Goodman, Stephanie Garner, Rita Pouliotte, Darlene Tuleen and Elham Tabei. Terry Thigpin and Bob Walker from Century 21 were in attendance.**
 4. **The previous annual meeting minutes were reviewed and approved as presented. A motion was made and seconded (Darleen Tuleen, Rita Pouliotte) to approve the minutes as read. The motion passed.**
 5. **Financial reports (Terry Thigpin, Century 21):**
 - 2015 financials were reviewed.
 - Delinquencies and action on those was discussed.
 - 2016 Proposed Budget was reviewed. A motion was made and seconded (Eva Goodman, Darlene Tuleen) to approve the new budget. The motion passed.
 - Bob Walker reviewed the sales from Jan. 2015-2016 and presented the current MLS numbers.
 - Proof insurance was produced.
 6. **Maintenance Issues**

Improvements from last year:

 - New fence stained/treated
 - Landscape improvements

Future projects:

 - Landscaping: Complete the landscaping plans to make the property look more uniform and well kept.
 - The Board will be considering revisions to the Rules and Regulations.
 - The Board would like more owner participation through Board positions.

Future maintenance:

 - Replace the roof
 - Repainting buildings
 - Possibly replace the property line fence between Oakwood Townhomes and the neighboring houses
 - Parking lot improvements
 7. **Election/Reinstatement of Officers and Board:**

The current board (Eva Goodman and Stephanie Garner) agreed to stay on. Rita Pouliotte was nominated to join the board. A vote was taken and the nominees were approved. If you are interested in serving on the Board, please contact Century 21 (Terry Thigpen).
- Quarterly board of directors meetings will be held:**
- March 5th, June 21st, September 20th, January 17th
- Will be held at Century 21 or on site and announced on the webpage
- Owners not on the Board who want to attend must RSVP

8. Old business: none

9. New business:

- Concern was expressed that there has been mold etc. piling up at 4509#7, as well as the concern that mold may be growing since there is no HVAC running. Bob Walker will be contacting the owner.
- Erosion of the creek behind 4505 was discussed. The city has been contacted and a survey may be completed in order to see how much of the creek is the property of Oakwood Townhomes.
- 2015 Landscaping Proposal from Agscape was presented to the owners and further actions on the Priorities for the complex will be discussed at the HOA board meeting.

10. Adjournment

Motion was made to adjourn (Darlene Tuleen, Stephanie Garner). The meeting was adjourned at 11:08 AM.

Website: Announcements will be posted here. Dues can be paid online for a charge or payment coupons can be printed. All HOA documents are posted and a place to report maintenance/violations is available. [www.http://c21bcshoa.com/](http://c21bcshoa.com/)

Oakwood Townhomes Board Meeting 3/5/16

The meeting was called to order at 11:14 AM. Eva Goodman, Stephanie Garner, Rita Pouliotte, Terry Thigpen and Bob Walker were in attendance.

Old business

Ways to prevent erosion along the creek were discussed. Conversation with the city will continue and someone to check the foundation for 4507 #2 will be hired to make sure it is stable.

The Dish between 4517 – 4515 will be grandfathered in because there is not another option for it to function (south sky).

New business

Questions about fertilizing and pesticide were discussed.

Terry will contact Agscapes and the other vendor to make sure they are on the same schedule.

Priorities for landscaping this year was discussed. Priorities 4, 7, 8, 9 and the extension of the downspout drainage will be completed this year. Bob Walker will contact the company with this information.

Management will do a walk through (front and back) once a month to check for building issues (stucco, decks)-doggie stations.

Discussed revising the rules and regulations regarding children playing in the parking lot.

Bob will send letters to the owners regarding their tenants.

A letter will be drafted with the lawyer to send to every owner regarding children not playing in the parking lot.

Meeting adjourned at 12:06 PM.

Oakwood Townhomes Board Meeting 6/21/16

The meeting was called to order at 5:34 PM. Eva Goodman, Stephanie Garner, Rita Pouliotte, Terry Thigpen and Bob Walker were in attendance.

AGENDA

1. Financial report, status on collections
2. Stucco repair:
 - Bldg. 4509- should start this week
3. Erosion issue update:
 - 4505 #5 -no bank since last flash flood
 - 4507 – Needs hole filled and bank repacked
 - City says they are not responsible for erosion, only the flow of the creek
 - Engineer gave estimate for topographical survey and plan for repair
 - Century 21 will contact the city to see if they would be willing to help with the engineering fees
4. Gutter Extensions – Bldg. 4505 to 4507; completed and working
5. Gutters need to be cleaned
6. Bldg. 4513 #8 peeling paint-Bob will have it touched up
7. Rules Violations
 - Century 21 will post on doors and send a letter to the owners with information about rule violations;
 - city does not pick up construction/remodeling materials with reference to city ordinance, items that **do** go in the dumpster, household trash needs to be bagged, fines will be assessed and owners will be contacted
 - no children playing in the parking lot
 - no littering, no groundskeeper
 - please drive slowly in the drive; if not, speed bumps
 - noise control
 - no warnings
 - information on where they can get the rules and regs
8. Agscapes:
 - rogue plant needs to be removed
 - sod completion: 4511 #1-#2 sod not completed, 4509 ask if they can put sod
 - 4513 #4 the shrubs look like they need attention
9. Maintenance requests: reporting procedure
 - parking lot light, leaning tree toward the creek needs to be topped
10. Owners' list update: Century 21 does have every owner's phone number. Discussed addressing all issues to owners. They are responsible for their tenants' behavior.
11. Exposed wires Between Bldg. 4515 and 4517 corrected

12. New locking mailbox for outgoing mail

New Projects

1. Speed bumps: estimate on cost was obtained, signs were suggested
2. Landscape; cost of filling back of 4515 – 4517 (walkway) with landscape rocks to eliminate grass, mud, standing water, etc.
-Century 21 will get estimate for future consideration.

New Business

Discussed revising the rules and regulations regarding children playing in the parking lot. New language will be drafted.

Meeting adjourned at 7:06 PM.

Oakwood Townhomes Board Meeting

9/27/16

Meeting was called to order at 5:40 PM

ATTENDEES: Eva Goodman, Rita Pouliotte, Terry Thigpen, and Bob Walker.

1. Financial report and status on collections were reviewed.
2. Minutes of June 21, 2016 were reviewed and approved.
3. Landscape contract and the state of the property were discussed.
4. Erosion issue was reviewed.
5. Funds were approved for procurement of an Engineering Report.

ACTION ITEMS:

1. Engineering Report will be procured upon the recommendation of Legal Counsel.
 - a. Cost of project and phase-in process.
 - b. Recommendation on who is capable of supervising the work.
 - c. Recommendations on contractors.
2. Present report to attorney to see how to approach City of Bryan for assistance.
3. Contact Agscapes to make good on shrubs and sod, which are not in good condition.
4. Parking lot lights need repair, specifically on Bldg. 4511. Also check others.
5. Notices on all doors will be posted regarding dumpster and big item disposal/collection.
6. Gutters will be cleaned after leaves fall off trees.

Meeting was adjourned 7:10 PM. Next meeting is scheduled for 1/23/2017.

HOA Board Meeting
12/7/16

The meeting was called to order at 5:15 pm. Eva Goodman, Stephanie Garner, Bob Walker and Terry Thigpen were in attendance.

AGENDA

1. Financial report, status on collections were reviewed
2. Reviewed erosion plan from Bleyl Engineering
4505 #4 and 4507 #3 are the worst areas and need to be taken care of quickly.
Old Oaks needs to be approached about helping pay to fix the area on their property before moving forward.
Letters will go out to inform owners that decks are being removed and will not be rebuilt because of the erosion and need for easement.
We are waiting for bids from contractors to do repairs.
Bob will call and see projected longevity of each method.
Dues may need to be raised based on the project cost.
3. We will consider adding to rules and regs to address deck sizes.
4. Trash: Bob will look into how much a porter would cost three times a week, just the dumpster.
5. Lawn Maintenance
Changing companies for the next year to the Lopez boys.
Bob will check with Justin about the grass that has died.
6. Next year's budget was considered.

New Business

The board voted on and passed the motion that the HOA fees will be raised 10% February 1, 2017.

Next board meeting will be 1/17/17 at Century 21.