

Notes

College Station Grand Oaks

Homeowners Association

Annual Meeting Agenda:

- Welcome and Call to Order
- Record of Attendance
- Approval of Previous Meeting's Minutes
- Finances & New Projects
- Adoption of Budget
- Election of Directors
- New Business
- Adjourn

2022 Grand Oaks HOA Board Meeting June 15, 2022

1 message

Rachel Jackson <racheljackson444@gmail.com>

Wed, Jun 15, 2022 at 3:43 PM

To: Cynthia Gause <cidgause@gmail.com>, "help@associationservicesbcs.com" <help@associationservicesbcs.com>, "mmrdavis@msn.com" <mmrdavis@msn.com>

Dear Cindy and Marilyn -

Please accept this communication as my formal notice that I'd like to give Marilyn Davis. 909 Grand Oaks Circle, my official proxy for tonight's meeting.

Rachel Jackson
913 Grand Oaks Circle
College Station, TX 77840

I'm sorry I'm not able to attend in person but I have international travel beginning Friday, but trust that all decisions will be in the best interest of our neighborhood and our homeowners.

Best regards,

enve.

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2022

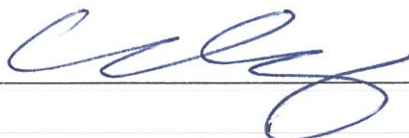
THE STATE OF TEXAS
COUNTY OF BRAZOS

KNOW ALL MEN BY THESE PRESENT THAT I, the undersigned homeowner of the Grand Oaks Home Owner's Association, do hereby appoint Dennis Perkinsen, my attorney in fact and agent to act for me and in my stead at any annual or called meeting of the homeowners of the Grand Oaks Home Owner's Association, at which I am not present, to vote as my proxy for the election of directors and any other matters as may come before such annual or called meeting. This proxy to remain in effect for eleven (11) months from the date listed below.

WITNESS my hand, this the 6 day of June, 2022.

Lot Owner: Eva Shipp Property Address: 915 Grand Oaks Cir

(Signature Required)



2022 Grand Oaks HOA Annual Meeting

Hall, Michael B <hall@science.tamu.edu>
To: Cynthia Gause <cidgause@gmail.com>

Wed, Jun 15, 2022 at 9:02 AM

Dear Cindy,

We would be happy to give you our proxy. Since I did not have the form, I was unsure if the proxy was general or if it had several specific issues for the proxy to vote on for us.

We believe that the HOA should maintain a strong balance in case of unexpected repairs, on the other hand it would also be nice to reduce the annual assessments somewhat.

Sincerely,
Michael and Carolyn Hall

#920

Michael B. Hall
Davidson Professor of Science
Director, The Academy of Advanced Telecommunications and Learning Technologies
Founding Director, Laboratory for Molecular Simulation (1997-2020)
Mornings: The Academy, 612 Blocker, 3139 TAMU, College Station, TX 77843-3139
Voice: 979-862-3982; Fax: 979-862-3983
Afternoons: 2109 Chemistry, 3255 TAMU, College Station, TX 77843-3255
Voice: 979-845-1843; Fax: 979-845-2971
Email: <mbhall@tamu.edu>; Web: <<http://www.science.tamu.edu>>, <<http://www.chem.tamu.edu>>

From: Cynthia Gause <cidgause@gmail.com>
Sent: Wednesday, June 15, 2022 1:10 PM
To: Hall, Michael B <hall@science.tamu.edu>
Cc: Marlene Guerra <marlene4g@gmail.com>; Ann Satterwhite <a.satter@sbcglobal.net>; Barry Satterwhite <b.satter@sbcglobal.net>; Becki Sylvester <JBSylvester@yahoo.com>; Bill Peel <billpeel@me.com>; Carolyn Hall <debutantecarol@yahoo.com>; Christopher Lampo <cheftopher@msn.com>; David & Dory Scarmardo <david@dwsdevelopment.com>; Deborah Hardt <deborahhardt@suddenlink.net>; Eva Shipp <evashipp@gmail.com>; Gregory & Lauren Estes <estes9294@aol.com>; Gregory Gause <fggiiivt@gmail.com>; Helen Jenswold <helen@jenswold.net>; James & Patti Bonneson <jbonneson@kittelson.com>; John Sylvester <JSylvester67@gmail.com>; Ken & Debra Hillner <DEB-KEN@msn.com>; Laura Normand <lfnormand@hotmail.com>; Marilyn Davis <mmrdavis@msn.com>; Mario Guerra <tamumlg@msn.com>; Mel Griffin <griffinmel@gmail.com>; Patricia Scharber <rgscharber@suddenlink.net>; Pete Normand <pete.normand33@gmail.com>; Philip Smith <philipncs@gmail.com>; Rachel Jackson <Racheljackson444@gmail.com>; Sam Campise <alexaggie1936@gmail.com>; Sandi Lampo <sandi@christophersworldgrille.com>; Shelley White <scwhite904@gmail.com>; Association Services <help@associationservicesbcs.com>
Subject: Re: 2022 Grand Oaks HOA Annual Meeting

[Quoted text hidden]

Grand Oaks HOA 2022 Annual Meeting Sign In Sheet - 6/15/22

| Last Name | First Name | Property Address | Email | Phone Number | Signature |
|-------------|----------------------|---------------------|----------------------------|--------------|----------------------------------|
| Bonneson | James & Patti | 924 Grand Oaks Cir | jbonneson@kittelson.com | 979-696-2411 | <i>J Bonneson</i> |
| Brock | Arnold | 922 Grand Oaks Cir. | wbrock@hotmail.com | 979-680-9595 | |
| Campise | Sam | 921 Grand Oaks Cir. | | 979-695-0079 | |
| Davis | Ernie & Marilyn | 909 Grand Oaks Cir. | bcc@bigpicturethinking.com | 979-693-3120 | <i>Ernie & Marilyn Davis</i> |
| Denison | Dolly | 905 Grand Oaks Cir | eed@tamu.edu | 979-696-2321 | <i>Proxy by Bill Peel</i> |
| Estes | Gregory & Lauren | 928 Grand Oaks Cir. | | 210-241-3038 | |
| Gause | Gregory & Cynthia | 911 Grand Oaks Cir. | estes9294@aol.com | 802-343-9948 | <i>Cynthia Gause</i> |
| Griffin | Mel | 917 Grand Oaks Cir. | cidgause@gmail.com | 979-574-4041 | |
| Guerra | Mario & Marlene | 903 Grand Oaks Cir. | griffmel@gmail.com | 956-451-7502 | |
| Hall | Michael & Carolyn | 920 Grand Oaks Cir | tammunlg@msn.com | 979-571-8029 | <i>Proxy by Cindy Gause</i> |
| Hillner | Kenneth & Deborah | 919 Grand Oaks Cir | tracheljackson@gmail.com | 979-220-5273 | <i>Kenneth Hillner</i> |
| Lampo | Christopher & Sandra | 901 Grand Oaks Cir | rammar@reagan.com | 979-575-2025 | <i>Sandra Lamport</i> |
| Normand | Pete & Laura | 918 Grand Oaks Cir | lhnormand@hotmail.com | 979-696-6526 | |
| Peel, Jr | William | 907 Grand Oaks Cir | billpeel@me.com | 713-775-1927 | <i>Bill Peel</i> |
| Satterwhite | Barry & Ann | 926 Grand Oaks Cir | b.satter@sbcglobal.net | 713-416-7439 | <i>Ann Satterwhite</i> |
| Scamardo | David & Dory | 929 Grand Oaks Cir. | david@dwsdevelopment.com | 979-764-1472 | |

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Grand Oaks HOA 2022 Annual Meeting Sign In Sheet - 6/15/22

| Last Name | First Name | Property Address | Email | Phone Number | Signature |
|-----------|------------------|---------------------|------------------------------------|--------------|------------------------------|
| Scharber | Pat | 925 Grand Oaks Cir | <i>195 Scharber@svadachnik.net</i> | 979-846-0196 | <i>Deborah Hand (proxy)</i> |
| Shipp | Eva | 915 Grand Oaks Cir | evashipp@gmail.com | 713-291-3535 | <i>Eva Shipp (proxy)</i> |
| Smith | Phillip | 923 Grand Oaks Cir. | philipncs@hotmail.com | 979-694-0692 | <i>Phillip Smith (proxy)</i> |
| Sylvester | John & Rebecca | 904 Grand Oaks Cir. | jsylvester67@gmail.com | 703-785-1897 | <i>Proxy Cynthia Gause</i> |
| White | Robert & Shelley | 902 Grand Oaks Cir | scwhite904@gmail.com | 979-777-0383 | |

Jennae, Helen 927
Rachel Jackson 913

Proxy by Marilyn Davis

P *P* *P* *P* *P*

ASSOCIATION
MEETING DATE

Grand Oaks
6/15/22

Check

| | |
|--------------------------------------------|----------------|
| Sign in Sheet | ✓ |
| Name Tags | NA |
| Agenda | Ⓟ |
| Minutes from Previous Annual Meeting | Ⓟ |
| P&L/Balance Sheet | Ⓟ |
| A/R Summary | Ⓟ |
| Budget | Ⓟ |
| Ballots | Ⓟ |
| Proxies | CG is bringing |
| CC&R's | Ⓟ |
| By Laws | Ⓟ |
| Policies | Ⓟ |
| Proof of Notice | Ⓟ |
| Ballot Box | ✓ |
| Markers | ✓ |
| Pens | ✓ |
| Water if requested | |
| Cookies and other foods if requested | |
| Door Prizes or Raffle tickets if requested | |
| Business Cards | ✓ |
| NUMBER REQUIRED FOR QUORUM | 51% <u>12</u> |

Grand Oaks Homeowners Association

Annual Meeting Minutes

January 30, 2020

Agenda

- Welcome from President/Introductions
- Minutes of Previous Meeting
- Financial Information
- Neighborhood Road and Gate Upgrades
- Adoption of Budget and Special Assessment
- Election of Directors
- New Business

Opening

The annual meeting of the Grand Oaks Homeowners Association was called to order by Bill Peel, Board President, at 6:30 PM at Firehouse #6 on the corner of University & Tarrow Drive.

Present

Sixteen property owners were in attendance (11) or represented by proxy (5), providing a 69.6% quorum of members to transact the business of the association. One owner had to leave mid-meeting, but left a proxy behind.

Minutes

The members declined having the minutes from the May 22, 2019 special meeting read aloud. Gregory Gause moved that the minutes be accepted. Becky Sylvester seconded it. The motion was passed by voice vote with none opposed.

Financial Information

Cindy Gause, Board Treasurer, briefly described the 2019 financial statements, copies of which were included in the annual mailing and also provided by Association Services to all present. John Sylvester moved that the reports be accepted. Gregory Gause seconded the motion. The motion was passed by voice vote with none opposed.

Landscaping Contract

Deborah Hardt reported on the status of the neighborhood's landscaping. No one objected to the Board pursuing a contract with JD Hughes, All Texan Lawn Company, who has been doing the work since October (after Jacob McAllister sold his landscaping business and started a new job).

There were also no objections from any of those present for the Board to share telephone and email contact information with JD Hughes, so he can communicate directly with homeowners about any issues he discovers. Homeowners can reach JD Hughes at 979-229-8552.

Gate Upgrades

Tim Everett, the gate contractor recommended by the Board, was in attendance to answer questions. When asked to explain the options for entry and exit he explained that there were two options: a basic option and a higher-tech option. Both options include a photo-eye that will sense when something is in the path of the gates and keep the gates from closing.

- The Basic Option: Entry would be gained either by entering a code on the keypad at the gate entrance or by using a gate fob. (Some cars can be programmed to act as fobs.) There would be no way to let guests in other than by giving them a code. There would no longer be any kind of phone connection to the gate box. (We paid a total of \$845 in 2019 for the gate box phone line.)
 - Guest access: Guests at the gate who don't have a code, but do have a mobile phone, would phone the homeowner who would give them a code to enter.
 - Pedestrian exit: A pedestrian must have a gate fob to open the gate to exit.
- The Higher-Tech Option: For an extra \$2,500 and a \$70/month service fee we could get a system that, in addition to keypad and fob access, would also support a mobile phone app that would allow homeowners to open the gate using their phones.
 - Guest access: Guests at the gate who don't have a code, but do have a mobile phone, would phone the homeowner who could push a button on his/her phone to open the gate (or give them a gate code).
 - Pedestrian exit: A pedestrian could open the gate either with a gate fob or by using the app on his/her phone.

After an extensive discussion, a show of hands was requested for each option by Bill Peel who determined that a small majority preferred the basic option. It was also recommended that each home receive three fobs. More could be purchased if needed.

Tim Everett also described the gate work that would need to be done:

- 1) The two gate sides would be taken down and brought to his shop.
- 2) Any broken spindles would be fixed.
- 3) The gates would be brought to another business to be stripped and powder coated with a color that matches the current color. This business often has a 2-3 week back-log.
- 4) The gate would be rehung (higher to allow for a higher pavement level) with new hinges and new operators.

The total time without a gate could be a month or more. Many homeowners made it clear that they thought that was too long. Tim Everett said he understood and would do everything he could to limit the time, but that he was at the mercy of the powder-coater, and would rather under-promise and

over-deliver. Tim Everett and Glenn Cleere, our chosen road contractor, will work together to coordinate the sequence of work so that all is done correctly without damage to the sensors in the pavement that control the gates.

Tim Everett also does home metal fence work. Interested homeowners can contact him at 979-219-4095.

As a dry road is important to achieving the best quality new road surface, the Board will engage JD Hughes to check if any irrigation leaks could be the source of some of the constant water flow. Any leaks found would be the responsibility of the owner to fix.

Special Assessment and Budget Approval

Next the funding of the upgrades was discussed. The two projects, gate and road, will cost about \$54,000--\$60,000 with contingencies. In order to undertake both the road and gate upgrades, the Board recommends a special assessment of \$1,000. The assessments need to be collected before the work can start.

Gregory Gause moved to approve a special assessment of \$1,000 per home to be due on March 1, 2020. Barry Satterwhite seconded. The motion was passed by voice vote with none opposed. Homeowners should expect to receive an invoice for the special assessment within the next week or two.

Ann Satterwhite moved that the proposed budget be approved. Gregory Gause seconded. The motion was passed by voice vote with none opposed.

Bill Peel noted that the Board is assuming that the combined road and gate upgrades will cost no more than \$60,000, and are hopeful that it will be less. If for some reason the cost will be more, the Board will come back to the homeowners.

Dave Scarmardo recommended that a civil engineer be engaged to set a spec for the road work that would be part of the contract, and to inspect the finished road to see whether it meets that spec before paying the contractor.

Election of Directors

Board of Directors members are elected for one-year terms, so members must be voted on annually. Bill Peel announced that his time commitments do not allow him to continue on the Board. Cindy Gause, Arnold Brock, and Deborah Hardt expressed that they were all willing to continue. A request for new Board members was made and Ann Satterwhite volunteered. A motion was made by Gregory Gause to elect the slate of Cindy Gause, Arnold Brock, Deborah Hardt, and Ann Satterwhite to the Board. Ross Munger seconded. The motion passed by voice vote with none opposed.

New Business

No new business was raised, but new homeowners Michael and Carolyn Hall (920) were introduced and welcomed.

Adjournment

The meeting adjourned at 7:45 PM by unanimous consent.

Action Items:

- Send invoices for the special assessment
- Find a civil engineer to provide a road spec
- Contact JD Hughes about looking for irrigation leaks
- Contact Tim Everett and Glenn Cleere about scheduling the work

Minutes submitted by: Cindy Gause, Board Secretary/Treasurer

**Grand Oaks Homeowners Association
2022 DRAFT Budget**

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Actual | 2022 Budget #1 | 2022 Budget #2 | Basis |
|------------------------------------|------------------|--------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Income | | | | | | | |
| Homeowner Assessments | \$ 41,400 | \$ 69,000 | \$ 46,000 | \$ 43,000 | \$ 36,800 | \$ 46,000 | \$400-\$500 /qtr |
| Special Assessment | \$ 23,000 | | | | | | * 23 homes |
| Transfer fees | \$ 200 | \$ - | \$ 50 | \$ 50 | \$ 50 | \$ 50 | |
| Remotes | \$ 120 | \$ 600 | \$ - | \$ 60 | \$ - | \$ - | |
| Bank Interest | \$ 30 | \$ 10 | \$ - | \$ 4 | \$ - | \$ - | |
| Total Income | \$ 64,750 | \$ 69,610 | \$ 46,050 | \$ 43,114 | \$ 36,850 | \$ 46,050 | |
| Expense | | | | | | | |
| Achieving Our Potential Initiative | \$ 3,769 | <i>See Front Gate & Street Repairs</i> | | | | | |
| Bank Charges | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Insurance, Liability | \$ 2,455 | \$ 1,274 | \$ 1,275 | \$ 1,274 | \$ 1,275 | \$ 1,275 | |
| Lawn & Landscaping | \$ 18,294 | \$ 15,030 | \$ 25,500 | \$ 14,781 | \$ 25,500 | \$ 25,500 | \$1305/mo + |
| Pest Control | \$ - | \$ - | \$ - | \$ 135 | \$ - | \$ - | |
| Postage | \$ 111 | \$ 71 | \$ 180 | \$ 56 | \$ 180 | \$ 180 | |
| Printing & Copying | \$ 53 | \$ 83 | \$ 100 | \$ 39 | \$ 100 | \$ 100 | |
| Accounting & Administration | \$ 1,030 | \$ 1,133 | \$ 1,150 | \$ 1,124 | \$ 1,150 | \$ 1,150 | \$85/mo + |
| Professional Fees - Other | \$ 75 | \$ 150 | \$ 150 | \$ 175 | \$ 200 | \$ 200 | |
| Property Taxes | \$ - | \$ 5 | \$ 5 | \$ 2 | \$ 5 | \$ 5 | |
| Repairs - Undesignated | \$ - | \$ - | \$ 3,000 | \$ - | \$ 5,000 | \$ 15,000 | |
| Electrical Repairs (Lights) | \$ 900 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Fence Repairs | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Front Gate Repairs | \$ 75 | \$ 12,700 | \$ - | \$ - | \$ - | \$ - | |
| Street Repair | \$ - | \$ 50,837 | \$ - | \$ - | \$ - | \$ - | |
| Telephone | \$ 845 | \$ 500 | \$ - | \$ - | \$ - | \$ - | |
| Utilities | \$ 1,434 | \$ 1,501 | \$ 1,800 | \$ 909 | \$ 1,500 | \$ 1,500 | |
| Total Expense | \$ 29,042 | \$ 83,284 | \$ 33,160 | \$ 18,495 | \$ 34,910 | \$ 44,910 | |
| Net Income vs Expenses | \$ 35,708 | \$ (13,675) | \$ 12,890 | \$ 24,619 | \$ 1,940 | \$ 1,140 | Reserve Fund |
| End of Year Bank Balance | \$ 39,208 | \$ 29,261 | \$ 42,151 | \$ 55,376 | \$ 57,316 | \$ 56,516 | |
| Repairs All Combined | \$ 975 | \$ 63,537 | \$ 3,000 | \$ - | \$ 5,000 | \$ 15,000 | |

Grand Oaks HOA
Balance Sheet
As of December 31, 2021

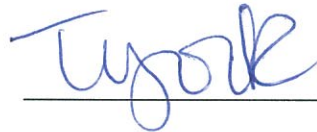
| | <u>Dec 31, 21</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| CD - Prosperity Bank | 7,436.37 |
| Prosperity Bank | 55,376.32 |
| Total Checking/Savings | <u>62,812.69</u> |
| Accounts Receivable | |
| Accounts Receivable | -2,500.00 |
| Total Accounts Receivable | <u>-2,500.00</u> |
| Total Current Assets | <u>60,312.69</u> |
| Fixed Assets | |
| Accumulated Depreciation | -1,098.65 |
| Fence Repainting | 10,986.53 |
| Total Fixed Assets | <u>9,887.88</u> |
| TOTAL ASSETS | <u><u>70,200.57</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 10,404.79 |
| Retained Earnings | 35,177.14 |
| Net Income | 24,618.64 |
| Total Equity | <u>70,200.57</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>70,200.57</u></u> |

Grand Oaks Homeowners Association

PROOF OF NOTICE

CERTIFICATE

I, Tiffany York Association Manager, of Grand Oaks Homeowners Association, do hereby certify that notice of the Annual Meeting of Members of the Association was mailed to each member of record on May 15, 2022.



Tiffany York
Association Manager
Grand Oaks Homeowners Association