

Park at Woodland Oaks Owners Association, Inc.

Board Meeting Minutes

Tuesday, May 5 ,2020 via Zoom

1. **Call to Order:** With quorum of the Board present, the meeting was called to order at 6pm. Board Members in attendance were Sandra Stahl (President), Anthony Dublin (Secretary), Victoria Readnor (Treasurer), Edward Fair (Member at Large), Bobby Jones (Member at Large) and Elizabeth Mays (Member at Large). SpectrumAM representatives in attached were Stephanie Brennan (Community Manager) and Samantha Ynostrosa (Client Relations Manager).
2. **Approval of Meeting Minutes:** The March 10, 2020 meeting minutes were presented to the Board and unanimously approved.
3. **Financial Review:** Stephanie provided the Balance Sheet as of May 4, 2020 and noted the current bank account balances as of the day of the meeting, which was reviewed by the Board. Stephanie noted that she had not received an updated bank statement from RBFCU and would forward this to the Board once received. Stephanie also noted the gap in the storage unit payment for April and will correct that in the May Financial Packet.
4. **New Business**
 1. **RBFCU:** Stephanie confirmed that all documentation had been sent to Elizabeth who is the current signer on the account in order to have it transferred to Vicky, Sandra and Anthony. Elizabeth will be completing the questionnaire required by the bank once they confirm receipt of the documentation.
 2. **CC&R's:** Bobby explained the timeline of the development of the new CC&R's to date and confirmed they had been submitted to the attorney who gave feedback. He advised that the documents need consolidating into one document for all lots and must be strengthened in certain areas such as Airbnb's and rental properties. Other notable points for amendment include HOA Assessment balance forward, and elimination of outdated paragraphs.

Stephanie explained that to avoid any further back and forth, she would consolidate the work the committee (Sandra, Victoria, Bobby) has already done and notate the documents before sending it to the attorney for further review. Upon receipt of these documents, it will be presented to the committee responsible for the CC&R's for review.
 3. **Courtesy Guidelines:** Several amendments to be made. After the amendments are approved, they will be sent out via DocuSign to Board for review and acknowledgement with signature.
 4. **Community Events:**
 - i. **National Night Out:** Taking place on October 6th, 2020. The Board would like it to take place the actual night of the event. Stephanie to do registration.

- ii. **Yard of the Month:** Victoria, Sandra and Anthony will set up an email for people to submit pictures. The Board will select from the top three and the winner will get a \$100 HEB or Lowe's gift card mailed to them. Board voted to reserve the right to not select anyone for a month if the winning entry from the prior month is entered or if the yards are not of a high standard.
- iii. **July 4:** Stephanie to order flags ahead of the event and have them delivered to Sandra for community distribution. Suggestion to include Boy Scouts to assist with community distribution.

5. **Old Business:** No old business
6. **Homeowner Open Forum:** One homeowner was on the call and expressed concern for having received a violation for her trash can on trash day. Stephanie advised she would have it closed out for the homeowner. Stephanie advised that Site Violations were currently being reviewed for consistency and accuracy.
7. **Next Meeting Date:** TBD at a later date.
8. **Adjourn to Executive Session:** The open meeting was closed, and the executive session was opened. Stephanie presented the Site Violation report, which was reviewed by the Board. The Board expressed concern for recent reports and Stephanie explained that a senior member of the Site Management team would be driving the property in early May to ensure consistency going forward. Stephanie also presented the Aging Report to the Board, and they voted one account to legal.
9. **Adjournment:** With no further business the meeting was adjourned at 8pm.