

**WHITE OAK LANDING, Section III C.A.I.  
BOARD OF DIRECTORS MEETING MINUTES  
September 28, 2017**

**A meeting of the Board of Directors of White Oak Landing was held on Thursday, September, 28, 2017 at 6:30pm located at White Oak Landing Park Pavilion on Tryon Dr. Houston, TX 77065**

**CALL TO ORDER:**

A quorum was established and the Presiding Board President Ken Easterling called the meeting to order at 6:31 p.m.

**PRESENT**

Ken Easterling  
Garrett Long  
Fritz Lang  
Jon Alksne  
David Stouffer

Severn Trent Management Services was represented by the Managing Agent Melissa Klak

**GUEST – N/A**

**HOMEOWNER OPEN FORUM -** Residents were present to discuss crime concerns without the Community. The Board introduced Houston Harris Division Patrol, which is currently providing the community a bid for nightly community patrol. Resident also proposed swim at your own risk, versus lifeguard, Board expressed liability concerns and increase of insurance premiums. Resident requested speed bumps to be installed at the front of the park area, it was explained that the streets are owed and maintained by Harris County and that request would need to submit through the County. Resident also proposed that a flashing light is installed on the new LP cameras at the entry, Board replied that they were open to this idea and would look into further. Resident requested that status of the landscaping issues in the backyard of 13343 Corzatt Dr. Mrs. Klak responded that the matter was being handled through our attorney's office in accordance with the associations governing documents.

**APPROVAL OF MINUTES – N/A**

**OLD BUSINESS**

- a) Ratify Expenses- N/A
- b) Proposal(s)

1. Park Fence Replacement

- a. East Texas Fence & Iron – The Board previously approved \$20,925 for the installation of the 8 foot concrete feet, labor only for 450 feet. It was recently discovered that the previous

cost was short 405 feet. The revised cost for installation labor only is \$39,757.50. The Board unanimously approved.

2. Artisan Precast – The Board previously approved \$17,307 for the materials. It was recently discovered that the previous cost was short 405 feet. The revised cost for additional material is \$16,153.20. The Board unanimously approved.
  3. Tree trimming should be completed by East Texas Fence & Iron after the wooden fence is removed.
- ii. Monument Replacement
    1. RNB Construction 5' X 23' - \$18,200. The Board proposed a revised bid for a taller monument.
  - iii. Marquee Replacement
    1. RNB Construction – Measures 5' X 5'; Material to match monument \$3,600. The Board approved this expense; however proposed the replaced to be scheduled in 2018, after the park fence is completed.
  - iv. Camera Installation
    1. Protection One/ ADP installation and materials - \$7,520 plus \$40 monthly maintenance
    2. MTM Electric provided a bid in the amount of \$1,360.46 to get electricity at the front of the property for LP cameras. The Board conditionally approved proposal. Protection One will contact MTM Electric to confirm accuracy of bid.

## **NEW BUSINESS**

- a) Proposal(s)
  - a. Brick Restoration – Pool House Mortar – Board unanimously approved proposal in the amount of \$1,480
  - b. Houston Harris Division Patrol Inc – Pending Formal Proposal, to be presented at the next Board Meeting
- b) The Board discussed resident volunteer assisting with pool maintenance. Board instructed Mrs. Klak to follow up with Aquatic Management to address accordingly.
- c) Approval of 2018 Budget. After discussion, upon motion made, seconded, and unanimously carried, the Board of Directors voted to approve the proposed 2018 Budget.
- d) Approval of 2018 Assessment Rate. Motion was made, seconded, and unanimously carried, the Board of Directors voted to approve the maintenance fee assessment with \$30.00 increase making the annual assessment charge of \$560 per lot commencing January 1, 2018
- e) 2018 Payment Plan Authorization – The Board agreed to have PCMI/ST automatically process payment plans with 20% down and a maximum term of 6 months. Payment plans outside of those parameters would be submitted to the Board of Directors for consideration.
- f) The Board discussed the 2017 Annual Meeting which has been tentatively scheduled for November 14, 2017 at Lamkin Elementary at 7:00PM
- g) The Board unanimously approved the 2017 Reserve Contribution in the amount of \$18,000 scheduled to transfer in November
- h) Mr. David Stouffer explained that we need to purchase an updated park sign that reflected the park closes at 9:00PM. Mrs. Klak will work on gathering a cost and present proposals at the next meeting.
- i) Fall Garage Sale schedule October 20-21

- j) Mr. Kenneth Easterling requested Mrs. Klak contact Cypress Creek Pest Control and have them perform additional spraying for the next few weeks.

**TREASURER'S REPORT**

- a) Reviewed Financial Report for August 30, 2017

It was announced that the next Board of Directors meeting would be held on Thursday, October 26, 2017 at 6:30 p.m. to be held at the White Oak Landing Park Pavilion

Executive Session – The Board unanimously agreed to enter executive session at 7:58pm at which time they received legal status reports, delinquency information, and compliance report. The Board provided direction to Mrs. Klak regarding the handling of compliance matters.

Mrs. Klak provided updated on Cresco Concrete litigation matter

Upon re-entering open session, with there being no further business, the meeting was adjourned at 8:08 p.m.

  
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Ken Easterling, President Board of Directors  


10-26-17  
\_\_\_\_\_  
Date

