

# OAKS OF ATASCOCITA C.I.A.

## Board of Trustees Meeting Minutes

**DATE:** January 9, 2018

**TIME:** 7:00 p.m.

**PLACE:** Atascocita Volunteer Fire Station  
18425 Timber Forest Drive, Humble, TX 77346

**ATTENDING:** Mike Saxton, President/Trustee (Absent)  
Robin Sulpizio, Vice President, Trustee  
Pete Poindexter, Treasurer, Trustee  
Nancy Frank, Trustee  
Theresa Foster, Trustee  
Pam Valentine, C.A.M., Inc.

The meeting was called to order by Vice President Sulpizio at 7:00 p.m.

### HOMEOWNER INPUT

Resident addressed about the status of the burnt house at #00045303 s. The manager informed the resident she spoke with Vanessa Longoria Operations Manager for Rise Construction. Ms. Longoria informed the manager she will have someone out this week to clean up the property and secure the tarp.

Resident inquired as to the status of the house on #00048214 ; the Board informed the resident the property is in legal status.

### MINUTES

Following discussion, the Board approved the meeting minutes as presented (Motion – Frank ; 2nd – Poindexter; unopposed).

### FINANCIAL REPORT

The Association's Financial Reports for the period ending December 31, 2017. Cash assets at the end of the reporting period totaled \$313,594.43, which included \$114,247.40 in Operating Funds and the balance in investments. Year 2017 assessments were 94% collected based upon budgeted revenue of \$453,277.00 and collection of \$427,046.79.

## OLD/NEW BUSINESS

A MOTION WAS MADE AND PASSED TO approve the bid from LHLC to remove vines from 5610 Enchanted Timbers in the amount of \$175.00 ( Motion – Frank; 2<sup>nd</sup> Foster; unopposed).

A MOTION WAS MADE AND PASSED TO increase the cost to \$1,000.00 for the swim team to use the facilities for 2018 (Motion – Frank; 2<sup>nd</sup> Foster; unopposed).

The Board agreed to proceed with legal action on #00048469 for deed violations.

The Board discussed the signs that need to be installed at the park of insurance purposes; Trustee Frank will contact Humble Signs.

The Board discussed the “Little Library” reopening soon.

The Board approved the 2018 budget.

The Board agreed to proceed with legal action lawsuit on: # 00041950  
#00014626, #00041090 † and foreclosure on #00014798

The Board reviewed the bid from LHLC for installing Kiddie Cushion in the amount of \$2,318.80; agreed to table a decision at this time.

Trustee Frank addressed the Board about having rubber mat under the swing sets; manager will get a bid.

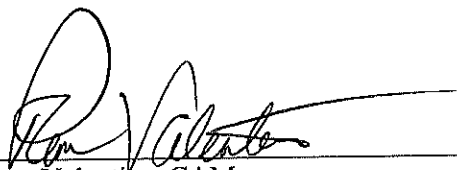
The Board discussed the concerns the swim team had about the breaker problem. The Board agreed to have Mr. Barnes install another breaker (Motion – Frank; 2<sup>nd</sup> Foster; unopposed). The Board would like for the work to be completed by March 1<sup>st</sup>.

The Board discussed the issue concerning the plumbing problem with the restrooms; will contact Lake Side Plumbing have them use a camera to look for blockage.


The Board discussed the landscape contract with LHLC; Trustee Poindexter will get other bids for review.

## NEXT MEETING DATE

February 13, 2018

Prepared by   
Pam Valentine, CAM

Approved at the February meeting of the Board of Trustees

Approved by   
Mike Saxton  
President, OACIA

DJS:pv

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# OAKS OF ATASCOCITA C.I.A.

## Board of Directors Meeting Minutes

**DATE:** February 13, 2018

**TIME:** 7:00 p.m.

**PLACE:** Atascocita Volunteer Fire Station  
18425 Timber Forest Drive, Humble 77346

**ATTENDING:** Mike Saxton, President/Trustee  
Robin Sulpizio, Vice President/Trustee  
Peter Poindexter, Treasurer/Trustee  
Nancy Frank, Trustee  
Theresa Foster, Trustee  
Pam Valentine, C.A.M., Inc.

The meeting was called to order by President Saxton at 7:02 p.m.

### HOMEOWNER INPUT

Corporal Zorzi attended the meeting to review and discuss the security report for January.

Resident inquired about the new subdivision being built behind the Oaks; his concern was about the elevation being raised.

Resident informed the Board she is working with the MUD to repair sidewalk and she had a complaint about resident playing loud music and tent in the backyard.

Resident addressed the Board about the burnt house on Ancient Oaks. The manager and Trustee Frank informed he resident they have been in contact with the owner of the property.

Tricia Weaver with the swim team informed the Board the swim team purchased a container and will put lime stone down to help with drainage away from the pool.

Tricia Weaver addressed the Board about helping the swim team pay for a sign; she is asking if the Board will pay half of the cost.

Tricia Weaver addressed the Board in reference to the Swim Team contract and the usage fee of \$1,000.00; Board will review the contract before a decision is made to sign the agreement.

**MINUTES**

Following discussion, the Board approved the meeting minutes as presented (Motion - Sulpizio; 2nd - Foster; unopposed).

**FINANCIAL REPORT**

The Association's Financial Reports for the period ending January 31, 2018. Cash assets at the end of the reporting period totaled \$468,716.54, which included \$270,732.31 in Operating Funds and the balance in investments. Year 2018 assessments were 58% collected based upon budget revenue of \$447,432 and collection of \$258,070.12.

**OLD/NEW BUSINESS**

A MOTION WAS MADE AND PASSED TO NOT sign the swim team agreement and the \$1,000.00 usage fee will remain (Motion – Poindexter; 2<sup>nd</sup> Sulpizio; unopposed).

The Board discussed the MUD using a camera in the girl's restroom toilet to look for blockage.

The Board agreed to send a letter to residents whose fence backs up to the bayou asking them to replace or repair their fence.

MOTION WAS MADE AND PASSED TO approve LHLC bid for the kiddie cushion in the amount of \$2,318.80 (Motion – Sulpizio; 2<sup>nd</sup> Frank; unopposed).

The Board agreed to order 2000 silicone wristbands swirl color (green/yellow) for the 2018 swim season.

The Board agreed to ask Paul with Texas Aquatics a bid to paint the water feature.

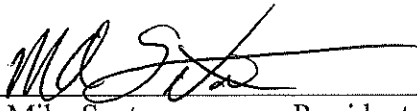
The Board discussed the pool not being maintained during the off season.

**NEXT MEETING DATE**

Annual Meeting April 18, 2018

Prepared by   
Pam Valentine

Approved at the *March* meeting of the Board of Directors

Approved by   
Mike Saxton                      President, OACIA

# **OAKS OF ATASCOCITA C.I.A.**

## **Board of Directors Meeting Minutes**

**DATE:** March 26, 2018

**TIME:** 7:00 p.m.

**PLACE:** Community Asset Management Office  
9802 FM 1960 Bypass W. Ste. 210, Humble TX 77338

**ATTENDING:** Mike Saxton, President  
Robin Sulpizio, Vice President  
Peter Poindexter, Treasurer  
Nancy Frank  
Theresa Foster (Absent)  
Pam Valentine, C.A.M., Inc.

The meeting was called to order by President Saxton at 7:14 p.m.

### **HOMEOWNER INPUT**

Mr. Chase Jones attended the meeting to meet the Board and let them know he was interested in the open Trustee position.

Paul Bivens with Texas Aquatics attended the meeting to discuss some concerns the Board had about the pool being maintained. Mr. Bivens explained that the drains are hard to clean because the opening is too small. The Board and Mr. Bivens discussed how to fix the issue; Mr. Bivens will send the Board a bid proposal for the work.

Director Frank informed Mr. Bivens the tiles need to be cleaned before the pool opens.

The Board discussed having the bubblers turned on; Mr. Bivens will check to see if they are working.

### **MINUTES**

Following discussion, the Board approved the meeting minutes as presented (Motion - Frank; 2nd - Sulpizio; unopposed).

### **FINANCIAL REPORT**

The Association's Financial Reports for the period ending February 28, 2018. Cash assets at the end of the reporting period totaled \$511,793.58, which included \$315,209.11 in Operating Funds and the balance in investments. Year 2018 assessments were 68% collected based upon budgeted revenue of \$447,432.00 and collection of \$303,775.31.

### OLD/NEW BUSINESS

The Board discussed the Swim Team; the manager will email Tricia Weaver about the schedule and the \$1,000.00 usage fee.

A MOTION WAS MADE AND PASSED TO send the manager demand letter and Notice of Intention to Suspend Use of Common Area(s) letter if they both can be combined into one letter (Motion – Sulpizio; 2<sup>nd</sup> Frank; unopposed). The manager will email the association's attorney to find out if they can be combined.

The Board reviewed the 3 bids to paint the recreational center; LHLC bid of \$17,850.00, Paint2Plank LLC bid of \$16,975.00 and Mr. Barnes bid of \$28,500.00. The Board agreed to go with either LHLC or Paint2Plank based on who can start within the next week.

The manager will contact Lakeside Plumbing to find out the status of the new commercial toilets.

A MOTION WAS MADE AND PASSED TO approve the bid from LHLC for irrigation repairs #4982 in the amount of \$1,695.27 (Motion – Sulpizio 2<sup>nd</sup> Poindexter; unopposed).

The Board discussed the marina in ACIA; the Board feels like other communities should be asked to use the marina. The Board agreed Theresa Foster and Larry Hassinger will be Liaisons for the Oaks.

### NEXT MEETING DATE

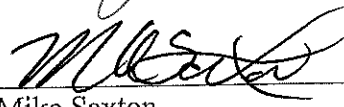
Annual Meeting April 18, 2018

Prepared by

  
Pam Valentine

Approved at the May meeting of the Board of Directors

Approved by

  
Mike Saxton  
President, OACIA

# Oaks of Atascocita Community Improvement Association

## Annual Membership Meeting Minutes

**DATE:** April 18, 2018  
**TIME:** 7:00 o'clock P.M.  
**PLACE:** Oaks of Atascocita Pool

### CALL TO ORDER

President Saxton called the assembly to order at 7:00 p.m.

### PRESIDENT'S REMARKS

President Saxton introduced the other Trustees in attendance and offered brief remarks. Voting Members in attendance are listed on the Meeting Sign-In Sheet which is retained in the Annual Meeting files of the Association.

### QUORUM

The representative of CAM certified that a quorum had been established by combination of properly qualified proxies and voters in attendance.

### NOMINATIONS

President Saxton announced Nancy Frank incumbent, Chase Jones and Rene' Amaya as the nominees of the Nominating Committee for the Trustee position expiring at this meeting. He then called for nominations from the floor. There being no further names put forward, nominations were closed.

### PRESENTATIONS FROM NOMINEES

Trustee Frank and Mr. Amaya spoke to their qualifications and desire to volunteer service to the community.

### ELECTION

Ballots were counted by a representative of Community Asset Management, Inc., serving as the election clerk. The results:

|             |          |
|-------------|----------|
| Nancy Frank | 107votes |
| Chase Jones | 50 votes |
| Rene' Amaya | 12 votes |




Thereby, Nancy Frank was duly elected to three-year terms of office on the Board of Trustees.

**ADJOURN**

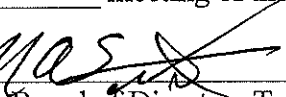
There being no further business, the 2018 Annual Membership Meeting was adjourned.

Presented by:

  
Pam Valentine, CAM Representative

Approved at the May meeting of the Board of Trustees.

Approved by:

  
Board of Directors Trustee  
Oaks of Atascocita C.I.A.

# **OAKS OF ATASCOCITA C.I.A.**

## **Board of Trustees Meeting Minutes**

**DATE:** May 8, 2018

**TIME:** 7:00 p.m.

**PLACE:** Atascocita Volunteer Fire Station  
18425 Timber Forest Drive, Humble TX 77346

**ATTENDING:** Mike Saxton, President/Trustee  
Robin Sulpizio, Vice President/Trustee  
Peter Poindexter, Treasurer/ Trustee  
Nancy Frank, Trustee  
Theresa Foster, Trustee  
Pam Valentine, C.A.M., Inc.

The meeting was called to order by President Saxton at 7:05 p.m.

### **HOMEOWNER INPUT**

Sargent Romero read the security report for April.

### **MINUTES**

A MOTION WAS MADE AND PASSED TO approve the meeting minutes as presented (Motion - Sulpizio; 2nd – Frank; unopposed).

### **FINANCIAL REPORT**

The Association's Financial Reports for the period ending April 30, 2018, cash assets at the end of the reporting period totaled \$ 503,216.80, which included \$309,451.32 in Operating Funds and the balance in investments. Year 2018 assessments were 85% collected based upon budget revenue of \$447,432.00 and collection of \$380,431.58.

### **OLD/NEW BUSINESS**

Tricia Weaver addressed the Board in reference to the swim team agreement. The Board informed Mrs. Weaver they made changes to the agreement.

Mrs. Weaver they made changes to the agreement.

Mrs. Weaver addressed the Board about the removal and reinstalling of the diving board before and after the swim team. After discussion the Board agreed the diving board should be handled by the pool company.

The Board discussed having the landscape company plant more flowers at the entrance on Upper Lake and Atasca Oaks.

Director Frank addressed the Board about projects for the pool.

The Board had concerns about the pool not be maintained properly by the Texas Aquatics.

The Board would like for Paul to make sure the lifeguards have everything they need for opening day.

The Board agreed to have LHLC replace the swing hooks.

Director Frank requested LHLC do a park inspection.


Director Frank addressed the Board in reference to several low areas that need to be filled in with dirt/grass; LHLC will give a bid to fill in the areas.

The Board discussed the wrought iron gate next to the bayou (east side) leaning and have to lift to unlock; the manager will ask LHLC to look at the gate.

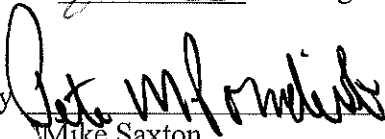
The Board agreed to proceed with sending attorney demand letter for stored trailer #00037375,

**NEXT MEETING DATE**

June 12, 2018

Prepared by   
Pam Valentine, Community Asset Management

Approved at the June meeting of the Board of Directors

Approved by   
Mike Saxton  
President, OACIA