

Oak Forest Homeowners Association Inc.

General Meeting

Date: January 9, 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 19 residents in attendance at 7.05p.m.

Quorum for the meeting was 13.

Pledge of Allegiance was recited.

Roll Call: Martha Mears, President – Present
Chris Lurix, 1st Vice President – Present
Jonathan Crites, 2nd Vice President – Present
Rufus Estis, Treasurer – Present
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Present
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations* – Present
Andrea Shiloh, Director of Community Relations* - Present
Marie Kallus, Director of Neighborhood Patrol* - Present

Meeting Minutes Review: Mrs. Mears presented the General Meeting minutes for the meeting held December 12, 2016. Motion to approve by Mrs. Lucy Fraga Cain. Second by Ms. Jane Johnston.

Introduction of 2017 Board: Each Board Member introduced themselves and gave a brief summary of their background and experience. In addition Mrs. Mears introduced Ms. Michelle Klovans who is helping with matters of social media.

Seal Incident Report: Security Officer Reese reviewed the Oak Forest Security statistics for the month of December 2016. Handouts were provided. The Officer reminded attendees to submit their vacation watch forms and also encouraged attendees to make S.E.A.L their secondary contact for alarms.

Old Business: Bylaw Review March 2017: Members of the Executive Board met with lawyer to discuss the Bylaw review. It was a productive meeting. We are currently getting documents certified with the State. The Bylaws will be on the OFHA website by mid-February for review and voting will take place at the March General meeting.

New Business: #9 School Initiative for 2017

An initiative proposed last year by Ms. Pat Thomas (an OFHA resident and former educator with HISD) whereby OFHA team with 9 local schools (with the exception of Waltrip and Scarborough) to raise money and awareness for their educational accomplishments and/or their financial needs. The schools need a means to distribute information to the community and in return have offered to place 5872 HOA flyers in school backpacks. OFHA can post all school events on myoakforest.org. There was a suggestion that the Department of Education may print these flyers for free. A couple of schools with no PTO/PTA are lacking discretionary funds. The schools would have to submit an application to the HOA for a grant. Ms. Shiloh will approach local businesses for support and the financials will be presented at next month's meeting. This initiative meets the criteria for what the HOA should be doing. Motion to approve was made by Mrs. Lucy Fraga Cain. Seconded by Ms. Claudette Rogers.

Treasurer's Report:

Mr. Estis presented the financial report for the month ended December 31st 2016 and noted that Resource One had commented that 2016 was the most organized year for OFHA. Breakfast with Santa had been a huge success, both as a community event and a fundraiser. Over 400 families attended. An intern is now entering the 5500+ addresses which make up Oak Forest into a database and additional information will be added on an ongoing basis. \$238,000 has been collected/committed for this year's neighborhood patrol which is more than 2016 but \$60,000 short for 24/7 coverage. 794 members have signed up. Signs and stickers will be distributed by the end of January. Working on the assignment of a membership number for paid up residents to ensure members are getting full benefits. Motion to approve issuing checks was made by Mrs. Martha Mears and seconded by Mr. Bertrand Salino.

Any Other Business:

Mrs. Brenda Estis brought attention to the new "What's Happening in Oak Forest" calendar which was distributed at the meeting and reminded members about the OFHA Mixer at Slowpokes on 22 January and our February 13th speaker, Mr Chris Brown, City Comptroller. Also reminded attendees that Mytiburger will be donating 20% of their Monday night profits to the OFHA Neighborhood Patrol program. Also that the Newcomers Package will soon be available on the website.

The meeting adjourned at 7.54 pm.

*Pending full confirmation

Oak Forest Homeowners Association Inc.

General Meeting

Date: February 13th, 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 19 residents in attendance at 7.01 p.m.

Pledge of Allegiance was recited.

Roll Call: Martha Mears, President – Present
Chris Lurix, 1st Vice President – Present
Jonathan Crites, 2nd Vice President – Present
Rufus Estis, Treasurer – Present
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Present
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations* – Present
Andrea Shiloh, Director of Community Relations* - Present
Marie Kallus, Director of Neighborhood Patrol* - Present

Guest Speaker: Mr. Chris Brown, Houston City Controller.

Mr. Brown, who has been in office since January 2016, gave an informal talk on his role which he described as being the financial watchdog for the City with 65 employees and a debt portfolio of \$13b. In his first year in office he refinanced the City's debt resulting in a \$170M saving. He explained how the downturn in oil prices affects the City's budget but that he is optimistic for the financial future of Houston. It is likely that the Mayor will add Prop I to the ballot this year. In answer to a question regarding the revenue cap and capital projects in neighborhoods he replied that \$10 million is going to be allocated to the City's hot fund to address problems with flooding. In response to a statement regarding the City's property tax, he stated that there is going to be a re-assessment of property taxes. Mrs. Mears thanked Mr Brown for taking the time to address our meeting.

Quorum for the meeting was 14.

Meeting Minutes Review: Mrs. Mears presented the General Meeting minutes for the meeting held January 9th, 2017. One spelling correction to be made. Motion to approve with correction by Ms. Andrea Shiloh. Seconded by Mr. Greg Cain.

SEAL Incident Report: Officer: Security Officer Reese reviewed the Oak Forest Security statistics for the month of January 2017. Handouts were provided. Officer Reese emphasized that it was better to call suspicious activity in rather than to err on the side of caution. Mrs. Mears reminded the meeting that if you see something, say something. Ms. Kallus also reminded the meeting that Vacation Watch and answering alarm calls was only available to Neighborhood Patrol members.

Beautification Committee: Jennifer Meaders and Rhonda Power have submitted a request to adopt Candlelight Park and are currently accepting bids for power washing the Community Center and will take on responsibility for additional cutting of the grass and lighting. A reminder that the Pennies for the Playground event was to take place on February 19th. A kid-friendly event with many different sponsors, proceeds will benefit the Playground for All Abilities campaign. Mrs Mears announced that the OFHA Board has agreed to pay\$100 for a table at the event. Motion to approve the \$100 by Maria Dobay. Seconded by Claudette Rogers.

Community Relations: Ms. Shiloh explained that this year it had been decided to only have one Platinum Sponsor at the \$5000 level, and went on to introduce Dr. Neela Patel.as this year's sponsor. Dr. Patel is a cosmetic dentist whose office, the Texas Center for Dental Excellence was established in the Oak Forest Area in 1999. Dr. Patel gave a brief summary of her background and said how excited she and her associates were to be supporting the neighborhood and they were looking forward to meeting the residents. Dr. Patel also donated T-shirts which were raffled off at the end of the meeting. Mrs. Mears thanked her for her support.

Public Relations: Mrs. Estis talked us through the listings on the calendar of events. She also announced that OFHA now has a new twitter account which is already being followed by three schools. Residents are encouraged to visit the updated website.

Deed Restrictions: Mr. Lurix reported that this month there are had been 8 submissions and over 20 questions/violations reported. Two violations needed action: one was referred to the City of Houston who determined there was no violation. One was advised to contact the Health Department. Heather Cook, Assistant City Attorney will be our guest speaker in April to talk about how the City approaches deed restrictions.

Treasurer: Mr. Estis presented the financial report for the month ending January 31st 2017. Explained that SEAL supporters are to be assigned a number to identify their residence when calling in to SEAL for vacation watches etc. Needed a motion to write a check for the attorney following last month's visit. Motion to write check made by Mrs. Mears. Seconded by Ms. Shiloh.

New Business: Projections for the OFHA 2017 budget were distributed.

One question re Oak Forest signage being updated and a new sign for Section 18. Mrs. Mears will contact the City to track down the sign which used to be at 43rd/290.

There being no further business the meeting adjourned at 8.30pm.

Oak Forest Homeowners Association Inc.

General Meeting

Date: March 13th 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 19 residents in attendance at 7.00 p.m.

Pledge of Allegiance was recited.

Roll Call: Martha Mears, President – Present
Chris Lurix, 1st Vice President – Absent
Jonathan Crites, 2nd Vice President – Present
Rufus Estis, Treasurer – Present
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Present
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations* – Present
Andrea Shiloh, Director of Community Relations* - Present
Marie Kallus, Director of Neighborhood Patrol* - Present

Quorum for the meeting was 13.

Meeting Minutes Review: Mrs. Mears presented the minutes for the General Meeting held February 13th 2017. Motion to approve by Ms. Andrea Shiloh. Seconded by Mr. Rufus Estis.

SEAL incident Report: Security Officer Reese reviewed the recent Oak Forest Security statistics. Handouts were provided. The Officer informed attendees that only those with paid membership are now able to make SEAL their secondary contact for alarm systems and vacation watch.

Bylaw update/review: After members of the HOA Board met with the attorney on December 21st 2017 it became clear that the bylaws needed modernizing to reflect the community as it stands today. Mr. Greg Cain and Mr. Rufus Estis have taken on the task of reviewing the bylaws and Ms. Brenda Estis and Ms. Linda Kelly will review the Officer Role and Responsibilities. Mr. Jonathan Crites and Ms. Martha Mears will be working on conflict of

interest letters. A point of note is that the lawyer agreed with OFHA members that the Proxy form is not well written and does not need to be attached to the bylaws.

Bylaw update/review (cont'd): Bylaws currently state the audit should be completed annually before April 15th but with no explanation as to why. The President asked for a vote on changing the date from April to September after the changes have been drafted and the attorney has approved. Motion to extend the date to September 15th by Ms. Cheryl Oldweiler. Seconded by Ms. Penny Leas. The membership (excluding the Board) were asked to vote to approve Greg Cain and Rufus Estis reviewing and modernizing the current bylaws. The membership voted unanimously to approve.

Committee Reports

Beautification: Still trying to get approval to mow Candlelight Park and power wash the Community Center. A resident is currently assisting with the mowing bids.

Public Relations: Ms. Estis reviewed the upcoming events list and sponsorship. Parking during Cigna Streets was discussed including the possibility of a shuttle bus and school parking lots being used. Ms. Mears thanked Ms. Shiloh and Mr. Estis for attending the Clifton Middle School College and Career night on 2 March in support of the OFHA School Initiative.

Community Relations: Ms. Shiloh thanked Pinch Seafood for sponsoring the Crawfish Boil and participating in Spirit Night. They are also the first OFHA Corporate Business Member.

Neighborhood Patrol: Ms. Kallus reiterated that vacation watch and alarm responses will now only be available to paid members of the security program. A table will be set up at every meeting so residents can sign up anytime. Increased patrol hours were discussed in light of rise in reports and crimes. SEAL will now be more visible during the daytime. In answer to a question regarding the identification number being assigned to paid members of the security program, Mr. Estis said that the letters containing the information had been sent out that day. The Neighborhood Patrol will benefit from the Crawfish Boil. Always looking for new members for the security committee. Will now publish a SEAL security newsletter. All security signs have now been distributed.

Treasurer's Report: Mr. Estis presented the financial report for the month ending February 28th 2017. There are now over 2000 addresses in the database. Needed approval for a request from Captain Paul Bivens of Fire Station 13, to assign the \$200 set aside to provide meals at the fire house, to instead be put towards the pub crawl benefitting the HFD Pipes and Drum Corps on March 17th. Also needed approval for the \$1900 required to print the Homeowner's Handbook. Ms. Mears thanked Ms. Penny Leas for all her hard work in preparing the Homeowner's Handbook. The motion to approved disbursement of funds was made by Ms. Andrea Shiloh and seconded by Ms. Cheryl Oldweiler.

New Business: Mr. Luis Garzia from Metro Public Affairs was introduced and told the meeting that he is interested in hearing from residents regarding any issues they may have. He can be contacted at 713 739 4059 (direct) or Luis.garcia@drivemetro.org.

There being no further business the meeting adjourned at 8.00pm.

Oak Forest Homeowners Association Inc.

General Meeting

Date: April 10th, 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 24 residents in attendance at 6.58pm

Pledge of Allegiance was recited.

Roll Call: Martha Mears, President – Present
Chris Lurix, 1st Vice President – Present
Jonathan Crites, 2nd Vice President – Present
Rufus Estis, Treasurer – Present
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Present
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations – Present
Andrea Shiloh, Director of Community Relations - Present
Marie Kallus, Director of Neighborhood Patrol - Present

Quorum for the meeting was 13.

Guest Speaker: Heather N. Cook, Assistant City Attorney. Mrs. Mears introduced guest speaker, Heather Cook, City of Houston City Attorney since 2012. Ms. Cook provided an overview of City of Houston services in relation to deed restrictions and answered questions from attendees. Handouts were provided.

Meeting Minutes Review: Mrs. Mears presented the General Meeting minutes for the meeting held on March 13th, 2017. Motion to approve by Ms. Shiloh. Seconded by Mr. Michael Tompkins.

SEAL Incident Report for March: Security Officer Reese reviewed the Oak Forest security statistics for the month of March 2017. Handouts were provided. The Vacation Watch form is to be amended to include the 4-digit identification number.

COMMITTEE REPORTS:

- 1. Beautification:** Ms. Meaders reported that they have now contacted different lawn services to mow the grass at Candlelight Park but so far none have the necessary

insurance. Currently researching non-chemical options to deal with fire ants. Started repaving Oak Forest Park tennis court and should be finished next week. Waiting on basketball court renovation. On April 11th, El Pollo Loco will be donating 50% of proceeds towards the Playground for All Abilities at Oak Forest Park.

- 2. Community Relations (Ms. Shiloh):** All OFHA Business Member Decals have now been delivered and currently reaching out to quite a few new contacts. Every Monday night at Pinch Seafood will be Spirit Night with 15% of the profits going to OFHA.
- 3. Public Relations (Mrs. Estis):** Acorn Golf will be hiding a golden egg at the Bunny on the Green event on April 15th. Prize will be a birthday party. Reminder that tickets are on sale for the Crawfish Festival on April 22nd at 50/50 Golf on Acorn, and lots of individuals and families are already signing up for the Tour de Oak Forest.
- 4. Neighborhood Patrol (Ms. Kallus):** Reminded attendees that all the proceeds from the Crawfish Festival will go towards the Neighborhood Patrol Program and encouraged all to attend.
- 5. Deed Restrictions (Mr. Lurix):** 37 submissions received in March of which 34 were construction/architectural and 3 related to deed restrictions. Of the 37, three were returned with violations and two of those were amended and subsequently approved. Reminder that any type of construction, either remodel or new construction, needs approval from the HOA.
- 6. School Project (Mrs. Mears):** 6000 OFHA event leaflets went out in public school backpacks this week. Request that members take the leaflets to private schools for distribution. Katherine Smith Elementary applied for \$250 to provide new Cinco de Mayo costumes. The total cost is \$750 and the school will fundraise for the remaining amount.
- 7. Newcomer's Guide (Mrs. Mears):** 95% ready to go to printers. Sold ten advertising spaces which will offset the \$3000 cost of printing. Handbook will be hand delivered to all homeowners who moved into Oak Forest from January 2016 - March 2017. Will be delivered to all residents eventually and called a Homeowner's Guide. Penny Leas was thanked for doing much of the work.
- 8. Treasurer's Report (Mr. Estis):** Presented the financial report for the month ending March 2017 and informed the meeting that we now have two new corporate members – Village Liquor and Oak Forest Veterinary Clinic. Approval needed for a number of items of expenditure:
 - \$500 to be used for new neighborhood photographs for our website. Motion to approve made by Mr. Crites. Seconded by Ms. Leas.
 - \$250 contribution to Katherine Smith Elementary School. Motion to approve made by Ms. Kelly. Seconded by Ms. Schiloh.

- New U-Haul Storage Unit. Motion to approve made by Ms. Kallus. Seconded by Ms. Estis.
- Bunny on the Green event expenses. Motion to approve made by Ms Leas. Seconded by Ms. Meaders.
- Crawfish Festival event expenses: Motion to approve made by Ms. Carter. Seconded by Ms. Leas.
- Tour de Oak Forest additional expenses: Motion to approve made by Mr. Madeley. Seconded by Ms. Graves.
- Approval for Popcorn Machine for HOA events: Motion to approve made by Ms. Leas. Seconded by Mr. Madeley.
- Approval for Assessment and Reports for Sprinkler System on Ella. Motion to approve made by Ms. Leas. Seconded by Ms. Kallus.
- Approval for Tent with HOA Logo for HOA events. Motion to approve made by Ms. Leas. Seconded by Mr. Madeley.
- Approval for printing costs for Homeowners Handbook. Motion to approve made by Mr. Madeley. Seconded by Ms. Shiloh.
- Approval for Reimbursements. Motion made by Ms. Leas. Seconded by Ms. Kallus.

New Business: Ms. Rogers reminded attendees of the May 6 vote HISD Prop 1 and provided an information leaflet.

There being no further business the meeting adjourned at 8.40pm.

Oak Forest Homeowners Association Inc.

General Meeting

Date: May 8th, 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 18 residents in attendance at 6.58pm

Pledge of Allegiance was recited.

Roll Call: Martha Mears, President & Director of Neighborhood Patrol – Present
Chris Lurix, 1st Vice President – Present
Jonathan Crites, 2nd Vice President – Present
Rufus Estis, Treasurer – Present
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Present
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations – Present
Andrea Shiloh, Director of Community Relations – Present

Quorum for the meeting was 14

Meeting Minutes Review: Ms. Mears presented the General Meeting minutes for the meeting held on April 10th, 2017. Motion to approve by Mr. Lurix. Seconded by Mr. Rabe.

SEAL Incident Report for April: Security Officer Reese reviewed the Oak Forest security statistics for the month of April 2017 following which the President encouraged attendees to ask questions. Ensuing dialogue included questions about what SEAL do when a suspicious vehicle is reported, how we know that all 18 Sections are being patrolled and when the vacation watch form will be amended to allow space for the 4-digit code. Any reports on Facebook about neighborhood “hot spots” are reported to SEAL via Ms. Mears.

Beautification: Ms. Rhonda Powers reported that they have received bids from 3-4 companies regarding the contract to mow Candlelight Park and Oak Forest Park. St. Clair was the least expensive yet showed good initiative and understanding of what we needed. The bid is to mow the parks once a month, alternating with the City’s scheduled maintenance. In response to a question from the floor, it was reported that there are as yet no plans in place to mow TC Jester or Watonga Park. Adoption of Candlelight Park starts on May 15th and will be in force for two years. Working with My Brothers Keepers to clean up Antoine and surrounding area. Motion to

move forward and accept the bid made by Ms. Shiloh. Seconded by Mr. Bill Wagner. The membership voted to approve.

Public Relations: Ms. Estis reported that Le Tour de Oak Forest was a success with 164 riders. Still taking orders for the tee shirts. It should be noted that next year we need to set a cut-off date for registration. Movies in the Park will be showing Troll on May 27th at which Sam's Soccer Club will be holding a soccer clinic and the city is organizing a Bubble event. Good Dog Houston, Pizza 006 and Kickpops will be there. Currently working on the September Town Hall meeting, the Taste of Oak Forest (formerly Uncorked) and the Pumpkin Fun Run in October. Dates are yet to be decided. Asking for volunteers for all events.

Community Relations: Ms. Shiloh reported that she is currently speaking to three medical-related practices with a view to sponsorship. Memorial Hermann Greater Heights provided first aid tents for the bike ride and intend to make longer-term commitments to sponsorship.

Neighborhood Patrol: Ms. Kallus has had to step down as Director of Neighborhood Patrol and Ms. Mears will be stepping in.

Deed Restrictions: Mr. Lurix reported that there were 29 architectural reviews approved. Six were denied and later approved. An issue with a car port was resolved when the homeowner took the car port down before the City of Houston became involved. In response to a question about violations he stated that the OFHA will contact the homeowner who is in violation directly. If unable to resolve then it is referred to the City of Houston.

School Initiative: The Board had been invited to the Cinco de Mayo celebration at Katherine Smith Elementary. The teachers and pupils were very engaged and happy. The costumes were bright and beautiful and the \$250 OFHA donation was much appreciated. We are currently working on a project with Wainwright.

Newcomers Guide: Should go to printers this week.

Treasurer's Report: Income Statement and Balance Sheet were distributed and explained. Motion to be able to pay accounts payable made by Ms. Shiloh and seconded by Ms. Powers. The membership voted to approve reimbursements.

New Business:

- Mr. Andrew Ashby, a local arborist, handed out leaflets on how to prepare trees for hurricane season. He hopes to attend a future meeting and give more details.
- Question from the floor regarding what to do about a number of similar houses being built side by side and Mr. Lurix suggested talking directly to City Builders.
- Ms. Christina Thrift brought to the Board's attention the problems she is having with her neighbors, including assault, vandalism and most recently an aggressive dog attack. Ms Thrift has a lawyer and police reports have been filed. Ms. Mears will make SEAL aware.

There being no further business the meeting adjourned at 8.25.

Oak Forest Homeowners Association Inc.

General Meeting

Date: June 12, 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 27 residents in attendance at 6.58pm

Pledge of Allegiance was recited.

Roll Call: Martha Mears, President & Director of Neighborhood Patrol – Present
Chris Lurix, 1st Vice President – Present
Jonathan Crites, 2nd Vice President – Present
Rufus Estis, Treasurer – Present
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Present
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations – Present
Andrea Shiloh, Director of Community Relations – Present

Presentation by Alicia Nuzzie and Penny Leas from High Speed Rail Watch to keep residents up to date on the project. Handouts were provided. The High Speed Rail Watch Group meets the first Wednesday of every month, 6.30pm at Becks Prime on 19th Street.

Meeting Minutes Review: Mrs Mears presented the General Meeting minutes for the meeting held on May 8th 2017. Approved as written by Mr. Estis. Seconded by Mr. Crites.

Quorum for the meeting was 14.

SEAL Incident Report for May: Security Officer Paul Reese reviewed the Oak Forest security statistics for the month of May 2017. Highest number of vacation watch requests ever received in May. There is now a space on the Vacation Watch form for individual Oak Forest identification number. The form is now on the OFHA website as a PDF file.

Beautification Committee: St Clair has started mowing Candlelight and Oak Forest Park. Looking for another contractor to repair tennis courts in Oak Forest Park. The pool is open. Festival of Abilities will be held again this year and the committee are looking for sponsors. Oak Forest Park won the \$20,000 grant from the City of Houston. Residents were reminded to call 311 to report any problems with fire

ants in the parks. Ms Meaders requested that they be allowed to put out buckets to collect pennies at any block parties for National Night Out.

Public Relations: Calendar of Events was distributed. Movie in the Park was a great success. The popcorn machine was well utilized and the membership acknowledged Carolina Cufone for all her hard work. Date changes for the Taste of Oak Forest and Breakfast with Santa. The new banner displaying event sponsors was unveiled.

Community Relations: Ms. Shiloh thanked Mr. Estis for finding the sponsorship banner at an auction. It will be moved around among sponsors for display in their lobbies. Reminder that on the 1st Monday of the month Pinch Seafood will donate 15% of its proceeds alternately to the educational initiative and the security program. Please tell them you are from Oak Forest when you place your order.

Neighborhood Patrol: As stated by Officer Reese, the Vacation Watch form now has a place for the ID number.

Deed Restrictions: 43 cases received. 12 Architectural Reviews were approved, 2 denied and 29 questions re violations were answered. New construction has waned.

School Initiative: No updates due to schools being closed for the summer.

Newcomer's Guide: All attendees received a copy of the handbook. Will be hand-delivered to residents who moved into the neighborhood between January 2016 and May 2017 as well as OFHA members. Input from members is encouraged. Ms. Mears expressed appreciation to the sponsors. Request was made for volunteers to deliver the handbook.

Treasurer's Report: Income Statement and Balance Sheet were distributed and explained by Mr. Estis. Motion to pay accounts payable made by Ms. Shiloh. Seconded by Mrs. Mears.

New Business: The section of Ella from the railroad tracks to 43rd is no longer being maintained by a resident. The City has said that we should fix the sprinklers or they will remove them. The man who originally installed the sprinklers has inspected them and identified the issues. Ms. Mears is talking to 2 real estate agents about adopting the esplanade. She requested that residents reach out to any company or individual that might help with the project.

There being no further business the meeting adjourned at 8.10pm.

Oak Forest Homeowners Association Inc.

General Meeting

Date: July 10th 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 11 residents in attendance at 7.05pm.

Pledge of Allegiance was recited.

Quorum for the meeting was 15.

Roll Call: Martha Mears, President & Director of Neighborhood Patrol – Present
Chris Lurix, 1st Vice President – Absent
Jonathan Crites, 2nd Vice President – Present
Rufus Estis, Treasurer – Present
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Present
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations – Present
Andrea Shiloh, Director of Community Relations - Present

Meeting Minutes Review: Mrs. Mears presented the General Meeting minutes for the meeting held on June 12th 2017. Approved as written by Mr. Estis. Seconded by Mr. Mears.

SEAL Incident Report for June: SEAL Security Officer reviewed the Oak Forest security statistics for the month. A question was asked about whether a Vacation Watch could still be kept up on a house when the residents have moved but the house remains empty. As long as they are still SEAL subscribers the Vacation Watch will take place until notified otherwise.

Committee Reports

- 1. Beautification:** The benches at Candlelight Park need some attention. Mrs. Mears is going to reach out to the Candlelight Park Civic Association with a view to them sharing some of the costs. 95% of the people who go to Candlelight Park are residents of Oak Forest, compared to 65% who go to Oak Forest Park.

2. **Public Relations:** Ms. Estis introduced the Community Calendar for July through December. Attendees were reminded about supporting our Spirit Sponsors.
3. **Community Relations:** Ms. Shiloh has been delivering the OFHA Business Member decals to our sponsors. C&D Hardware have expressed an interest in getting involved.
4. **Neighborhood Patrol:** Ms. Mears announced that we will now have SEAL security 24/7 through the end of January when the new Board takes office.
5. **Deed Restrictions:** In June there were 20 reviews and 34 questions/violations. All have been resolved.
6. **School Project:** The 2017 Town Hall Meeting is to be held at Kathryn Smith Elementary School on September 26th.
7. **Newcomer's Guide:** All handbooks have been delivered. Sponsors will now be able to distribute.
8. **Treasurer's Report:** Income Statement and Balance Sheet were distributed and explained. Mr. Estis also provided a detailed financial analysis of the funds available for SEAL Security coverage showing that enough funds are available to move SEAL to 24/7 as from July. Letter received from Angela Pennington at Retrograde Events offering discount vouchers for significant savings on outdoor movies. The Board unanimously agreed to buy 3 vouchers. Motion to make accounts payable made by Ms. Shiloh. Seconded by Ms. Mears.

OLD BUSINESS:

- Bid accepted from Southern Magnolia Landscape for repairs to Ella sprinkler system.
- Houston High Speed Rail Watch (HHSRW) have asked HOAs in the affected areas to endorse HHSRW's proposal – available at www.houstonhsrwatch.org . The meeting voted unanimously in favor of the endorsement.

BLAST HOUSTON: Did not attend.

There being no further business the meeting adjourned at 8pm.

Oak Forest Homeowners Association Inc.

General Meeting

Date: August 14th 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 20 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 13.

Roll Call: Martha Mears, President & Director of Neighborhood Patrol – Present

Chris Lurix, 1st Vice President – Present

Jonathan Crites, 2nd Vice President – Absent

Rufus Estis, Treasurer – Present

Linda Kelly, Secretary – Present

Greg Cain, Parliamentarian – Absent

Kenneth Mears, Sargent-at-Arms – Present

Brenda Estis, Director of Public Relations – Present

Andrea Shiloh, Director of Community Relations – Present

Presentation by Mark Cueva, City of Houston Department of Neighborhoods' Inspections & Public Service Division: Mr. Cueva distributed a leaflet giving a basic outline of the various violations that the department deal with and the fines and penalties that can be incurred. Asked residents to always call 3-1-1 when reporting violations in order for callers to be put through to the correct department and for the number of calls to be monitored. . Once the violation is reported it is important to keep the report number in case no action is taken and it becomes necessary to call again. He did remind residents that trash cans should be put out after 6pm on the night before scheduled pick-up. It is a violation to put trash out before this and fines range from \$50 for a first offence to \$2000 for a third offence.

Meeting Minutes Review: Mrs. Mears presented the minutes for the General Meeting held on July 10th 2017. Ms. Shiloh put forward a motion to accept as written. Seconded by Mr. Lurix.

SEAL Incident Report for July 2017: Sargent Garza reviewed the Oak Forest security statistics for the month of July. Mrs. Mears informed the meeting about the detailed incident report she receives which is not for general distribution as it contains personal information. She outlined a couple of cases where SEAL were proactive in assisting residents. Emphasized the

need to call SEAL before posting on Facebook. In response to a question regarding solicitors in the neighborhood, a number of residents reported success in having a "No Solicitors" sign by their front door. If the solicitation still persists, call SEAL. New security signage will be put out in the neighborhood to replace the Citizens on Patrol signs.

Beautification: Lane Riosley brought milkweed plants for any residents who wished to take one. The plants were very well received and attendees thanked Ms. Riosley for her thoughtfulness.

Public Relations: Mrs. Estis told the meeting that the Save the Date leaflet for the Taste of Oak Forest on November 11th is now ready for distribution. The number of participating restaurants is growing and a number of breweries and wineries are signing up. Tickets will be available from mid-October. Online sales only. Currently ordering materials from the City for National Night Out. Will be asking which residents intend to host a block party in order to get supplies to them. Family Fun Run is being sponsored by Dr. Neela Patel and a percentage of the proceeds will go to the HOA School Initiative. Breakfast with Santa will be the first Saturday in December. There will be a professional Santa and a professional photographer.

Community Relations: Ms. Shiloh was pleased to inform the meeting that Quote Wizard is a new corporate sponsor at the \$500 level. There are also two new OFHA business members: Flooring & Countertops by Traditional Design and Blast Trash Can Cleaners.

Deed Restrictions: 14 architectural reviews received, all of which were approved. 26 questions/violations received and all have been addressed.

School Initiative: Mrs. Mears reported on the success of the school supplies donation for Katherine Smith gathered by Section 15 and residents of Oak Forest. A similar donation drive is taking place in Mangum Manor for Wainwright Elementary. Mrs. Mears has now had meetings with Wainwright, Stevens and Clifton schools to give them details on the OFHA grants. Reminder that Dr. Neela Patel is donating a percentage of the proceeds from the Family Fun Run to the OFHA School Initiative.

Newcomers Guide: Was available for residents at the meeting. The guide is being delivered to new residents on a monthly basis.

Treasurer's Report: Income Statement and Balance Sheet were distributed and explained by Mr. Estis. Asked for reimbursement of monies paid out for pre-paid 'phone service and office supplies. Motion to pay was put forward by Ms. Shiloh. Seconded by Mrs. Estis.

Old Business:

HOA Canopy Order: Mrs. Mears has ordered a canopy for the HOA to use at events. Cost will be \$800-\$900.

New Business:

Blast Trash Can Cleaning. John Mixon introduced himself to the meeting and distributed hats and business cards. Trash cans are cleaned every other month using hot water. Dirty water is collected in van so no spillage into street or yard. \$55 per year.

Scarborough High School: Ms Crystal Bright and Ms Victoria Cano from the school informed the meeting that starting in September they will be hosting a Get Fit Tuesday from 5.30pm-6.30pm which is free and open to residents.

There being no further business the meeting adjourned at 8.17pm

Oak Forest Homeowners Association Inc.

General Meeting

Date: September 11th 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 26 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 9.

Roll Call: Martha Mears, President & Director of Neighborhood Patrol – Present
Chris Lurix, 1st Vice President – Present
Jonathan Crites, 2nd Vice President – Present
Rufus Estis, Treasurer – Absent
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Present
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations – Absent
Andrea Shiloh, Director of Community Relations – Present

Presentation: Mr. James Kent with Mike Daniels Allstate Insurance agency introduced himself to the residents and, rather than make a presentation, offered to make himself available after the meeting to answer individual questions.

Meeting Minutes Review: Mrs. Mears presented the minutes for the General Meeting held on August 14th 2017. Mr. Lurix put forward a motion to accept them as written. Seconded by Ms. Power.

SEAL Incident Report for August 2017: Security Officer Paul Reese reviewed the Oak Forest security statistics for the month of August. He went on to remind residents of the need to have adequate lighting outside their home as well as the free home security assessment provided by SEAL.

Beautification: Jennifer Meaders reminded the meeting about the Festival of Abilities being held on October 28th. The tennis courts should be finished by end of September. Have raised

\$200,000 to date and planning future fundraisers at King's BierHouse and Lost Forest Tennis Club. The HOA contract with St. Clair will end after one last mowing in September.

Public Relations: Movie in the Park will take place at Candlelight Park on September 23rd. The movie will be SING. OFHA Town Hall meeting will be on September 26th at Katherine Smith Elementary School (4802Chrystell Lane). We have reached out to HPD for a speaker and updates on the security program will be announced. Neighborhood Night Out is on October 3rd and Oak Forest is signed up to be part of the national project. Let Brenda Estis know if you are hosting a block party.

Community Relations: The Family Fun Run has been cancelled at the request of Dr. Neela Patel who is focused on church hurricane relief efforts for now. Taste of Oak Forest is scheduled for November 11th at Hope Episcopal Church. Mr. Steve Ciapi and Ms. Cindi Miller with Coldwell Banker United Realtors were presented to the meeting as our new major sponsors for this event.

Neighborhood Patrol: Contract with SEAL expires on January 31st 2018 and the intent is to renew. Campaign to sign up kicks off on 1st October.

Deed Restrictions: 3 applications received. One denied for constructing fence in front of house. House on Ella is violating deed restrictions and the case has been referred to our lawyer. Rhonda Power informed the meeting that there are now remote permit offices and additional staff have been hired to deal with the hurricane aftermath.

School Initiative: Stevens Elementary School submitted a \$250 grant request called "Digging Stevens" which is for a community garden that they will create and maintain under the guidance of Eureka Farms and with assistance from Wabash. The meeting unanimously voted to approve the grant.

Newcomer's Guide: Still being distributed but a bit behind schedule due to storm.

Treasurer's Report: Income Statement and Balance Sheet were distributed and explained by Mrs. Mears in the absence of Mr. Estis. Motion to defray obligations put forward by Ms. Shiloh. Seconded by Ms. Power.

Old Business: HOA canopy has now been purchased at a cost of \$868 as opposed to the original \$1900 costing.

AOB: Question was asked about what was being done to clean up the esplanade on Ella Blvd. The HOA is paying for the sprinklers to be fixed, but cannot offer monetary assistance to do the project as there are other esplanades in the neighborhood also requiring maintenance. It should be noted that the City of Houston wants everything removing from the Ella esplanade.

New Business: Rhonda Power reminded the meeting that the City will not be picking up recycling until further notice. Residents were also reminded to remove biodegradable bags from curbside as they will start breaking down and contents wash into the gutters.

There being no further business the meeting adjourned at 8.20pm.

Oak Forest Homeowners Association Inc.

General Meeting

Date: October 9th 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 20 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 12.

Roll Call: Martha Mears, President & Director of Neighborhood Patrol – Present
Chris Lurix, 1st Vice President – Absent
Jonathan Crites, 2nd Vice President – Absent
Rufus Estis, Treasurer – Present
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Absent
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations – Present
Andrea Shiloh, Director of Community Relations – Present

Presentation: Ms. Gretchen Himsl introduced herself to the meeting. She is running for HISD Trustee District 1. Pamphlet was available, listing her experience and objectives. Ms. Himsl reminded everyone that early voting starts next week. In accordance with the bylaws, the two other candidates for the position were invited to address our meeting but did not return calls.

Meeting Minutes Review: Mrs. Mears presented the minutes for the General Meeting held on September 11th 2017. Ms. Shiloh put forward a motion to accept them as written. Seconded by Mr. Estis.

SEAL Incident Report for August 2017. The Oak Forest Neighborhood Patrol statistics were reviewed.

HPD Presentation: Captain Dan Harris introduced himself as the commander of North Division which runs from Greenspoint to the 610 Loop. He is very familiar with Oak Forest as this was his first beat 24 years ago. Captain Harris told the meeting that Oak Forest is way below the rest of North Division in terms of crime statistics and added that the criminals responsible for the car crimes were caught last week. He is a fan of SEAL, having worked with them in a different part of the city and said that if our police departments are ever privatized then SEAL should be used as the blue print. He then went on to introduce Sgt. Frank Escobedo from HPDS North Division's Differential Response Team (DRT) and Patrol. He described DRT as the problem

solvers who think outside the box to work on crime analysis and hot spots. Patrol looks for the bad people, works with the tactical gang force and warrants.

Sgt. Escobedo distributed leaflets on crime prevention tips and personal safety. He advised residents to be careful when out in public and talking on their cellphone. Take stock of surroundings before getting out of car in a parking lot. Always have keys ready to sound car alarm. Recommend not talking on cell phone when walking from car to door because of the distraction. Number 1 crime in Houston is breaking into vehicles and this is the most preventable crime. If you put packages in your trunk and then return to the store, drive away as though leaving the parking lot and just park somewhere else. Always park where it's light. If you see something, say something. Burglary prevention tips for the home include using 3 inch screws on dead bolts. Use pins on windows and light up the outside of your house like NRG stadium because crooks love shadows. Trim shrubbery. Attend HPDs monthly community meetings (call 281-405-5341 for information).

Beautification: Parks have been mowed for the last time.

Public Relations: Taste of Oak Forest will be held on November 11th at Hope Episcopal Church. Several wineries, breweries and restaurants are participating and Sonny Boy Terry will be performing. Cindi Miller and Steve Ciapi with Coldwell Banker United Realtors are sponsoring the event. More details on OFHA website. Breakfast with Santa is to be held on December 2nd. We are looking to use extra space at the community center for the event. Anyone who received a letter from OFHA requesting permission to use a photograph of their house on our website is asked to respond promptly.

Community Relations: Ms. Shiloh introduced Ms. Jasmin Chida from Sweet Cup to the meeting. Sweet Cup will be participating in the Taste of Oak Forest and plan on opening their local store on October 21st. Ms. Chida very kindly provided gelato for all attendees and it was much appreciated.

School Initiative: The Scarbrough High School Band need new tee-shirts and have submitted a grant request for \$250 as seed money towards the \$700 needed to buy new practice uniforms. The meeting unanimously approved the request.

Treasurer's Report: Income Statement and Balance Sheet were distributed and explained by Mr. Estis. In addition to the usual liabilities \$200 was donated to Katherine Smith PTO for use of their facility for the Town Hall Meeting, and \$250 to the Friends of Oak Forest Park for booth space at the Festival of Abilities. Motion to defray expenses was put forward by Ms. Shiloh and seconded by Ms. Power.

Old Business: The sprinkler system on Ella has finally been repaired.

There being no further business the meeting adjourned at 8.15pm.

Oak Forest Homeowners Association Inc.

General Meeting

Date: November 13th, 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 16 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 13

Roll Call: Martha Mears, President & Director of Neighborhood Patrol – Present
Chris Lurix, 1st Vice President – Present
Jonathan Crites, 2nd Vice President – Absent
Rufus Estis, Treasurer – Present
Linda Kelly, Secretary – Present
Greg Cain, Parliamentarian – Present
Kenneth Mears, Sargent-at-Arms – Present
Brenda Estis, Director of Public Relations – Present
Andrea Shiloh, Director of Community Relations – Present

Meeting Minutes Review: Mrs. Mears presented the minutes for the General Meeting held on November 6th, 2017. Ms. Shiloh put forward a motion to accept them as written. Seconded by Mr. Mears.

SEAL Incident Report for August 2017. The Oak Forest Neighborhood Patrol statistics were reviewed and a reminder that SEAL provide a vacation watch for members. Suggestion that SEAL be the secondary contact number on security alarms. SEAL will take possession of any high value boxes being delivered and will keep an eye on homes where deliveries are expected.

Public Relations: Mrs. Mears reported that the Taste of Oak Forest event was very successful and thanked Brenda and Rufus Estis for all their hard work on the event. Ms. Estis reported that in all 12 restaurants, 5 wineries and 2 breweries participated. The beautiful flowers and centerpieces donated by Darlene's Flower & Gift Shop were put on display in the church for Sunday services and then taken to area nursing homes. Thanks also to all the volunteers who helped out at the event and especially to Hope Episcopal Church for allowing us to hold the event there. For future reference, Hope Episcopal will try to accommodate any requests for neighborhood events being held on their premises.

Deed Restrictions: 33 questions and or/deed violations were received during the last month. 13 requests were approved. A question regarding AirB&B in the neighborhood has been referred to the City of Houston's legal team.

School Initiative: Wainwright Elementary School has submitted a \$250 grant request for funding to clean up their pond and landscape for a science project. Motion to accept put forth by Penny Leas. Seconded by Jennifer Meaders.

Treasurer's Report: For the first time this year the Income Statement and Balance Sheet were unavailable due to time spent working on the Taste of Oak Forest. Three weeks left on the security campaign but that time frame may be extended. As of now 240 residents have renewed their OFHA membership dues but not all have renewed with SEAL. Figures currently available show that we have collected enough for 12/7 security through May. \$15,000 may be left over from this year's SEAL dues which will be moved over to next year. As well as paying by check or online, residents can also visit the OFHA tent on Saturday mornings at Resource One which will be there again after the Thanksgiving weekend. Motion to pay incidental expenses incurred during the month was put forward by Ms. Shiloh. Seconded by Ms. Kelly.

Friends of Oak Forest Park. Jennifer Meaders reported that they have now raised \$300,00 towards the \$500,000 needed to complete the Playground for All Abilities. The Hill Family have donated \$5000 to sponsor an art tile installation and there are two more events to come. A flyer was distributed.

New Business: Ms. Mears attended the Mangum Manor HOA meeting at which HPD were giving a presentation. Residents with trucks were reminded to have the VIN etched onto the tailgates. With upcoming changes in the DA's office there will likely be fewer prosecutions for car thefts etc. Car break-ins will pick up in colder weather. Never leave personal possessions in your car. Break-ins are preventable.

December Meeting:

1. **Amended bylaws** will be posted on the OFHA website for residents to read prior to voting on the amendments at the December meeting.
2. **Voting for new officers.** A nomination committee is being formed. If you, or someone you know is interested in serving on the OFHA Board there is a link on the OFHA website: nominations@myoakforest.org.

There being no further business the meeting adjourned at 8.pm

Oak Forest Homeowners Association Inc.

General Meeting

Date: December 11th, 2017

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 15 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 13

Roll Call: Martha Mears, President & Director of Neighborhood Patrol – Present

Chris Lurix, 1st Vice President – Present

Jonathan Crites, 2nd Vice President – Absent

Rufus Estis, Treasurer – Present

Linda Kelly, Secretary – Present

Greg Cain, Parliamentarian – Present

Kenneth Mears, Sargent-at-Arms – Present

Brenda Estis, Director of Public Relations – Present

Andrea Shiloh, Director of Community Relations – Present

Meeting Minutes Review: Mrs. Mears presented the minutes for the General Meeting held on November 6th, 2017. Mr. Lurix put forward a motion to accept them as written. Seconded by Mr. Mears.

SEAL Incident Report for August 2017. The Oak Forest Neighborhood Patrol statistics were reviewed. Officer Reese reminded residents that SEAL provide a vacation watch for members. Discussed the high incidents of package theft and informed residents that dues paying SEAL members can let them know when they are expecting a package and SEAL will keep an eye open.

Committee Reports:

1. **Deed Restrictions.** 27 enquiries in November, 14 approved for new construction and remodeling. Already received 26 enquiries, with 7 approvals for December. Regarding the Airbnb COH have written to the property owners telling them that, based on the number of times people have checked in and out of the property, this is not considered to be an Airbnb but as running a business,. Deed Restrictions need to be looked at regarding this issue.

2. **Treasurer's Report:** Income Statement and Balance Sheets for October and November were distributed and explained by Mr. Estis. Motion to defray expenses was put forward by Ms. Shiloh and seconded by Mr. Lurix. The Neighborhood Patrol campaign continues through January. Now have enough for 12/7 coverage for 2018. Unlikely we will raise the additional \$115,000 within the next month to upgrade to 24/7 for the whole year so the excess will be used to have coverage on high days and holidays as was done in 2017.

Revised Bylaws: Copies of the revised bylaws were posted on the OFHA website for residents to review prior to the meeting and hard copies were distributed. Amendments were outlined and the meeting voted unanimously to accept the changes. Motion to accept the new bylaws with changes (see below) was put forward by Mr. Mears. Seconded by Mr. Cain.

Article IV: Dues Change to Article V: Dues

Page 3: Section 1. Nine officers should read 10/ten

Page 3: Section 4 Remove the word that/ should read except they may

Page 4: Section 2 Add account to checking

Page 5: Section 5 in a bank ADD or similar financial institution

Page 5: Section 10 change comma to period WEBPAGE should be

www.ofha.org

Page 6: Section 7 should be 6 the word members should read meeting.

Page 7: Article X A. Change compose to compile

B. (3) Bracket needs to be corrected

New Executive Board: Mr. Crites informed the meeting that no one had put their name forward to the nominating committee to be considered for the 2018 Board. He asked if anyone from the floor wanted to nominate themselves for one of the positions with no response. Discussion took place regarding what it would take for existing Board members to continue for another year. Board will consider options at the January Board meeting.

There being no further business, Ms. Mears thanked the Board for their service, and the meeting adjourned at 8. 15pm.