

## **Oak Forest Homeowners Association Inc.**

### **General Meeting**

Date: June 10<sup>th</sup>, 2019

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

I. Meeting called to order at 7pm with 22 residents in attendance. Pledge of Allegiance was recited.

2. Quorum for the meeting was 15

**Roll Call:** Elizabeth Villarreal, President – Present  
Jessi Munsey, 1<sup>st</sup> Vice President - Present  
Christine Milliner, 2<sup>nd</sup> Vice President – Present  
Treasurer – Vacancy  
Linda Kelly, Secretary – Present  
Linda Werner, Parliamentarian – Present  
Eric Fontenot, Sargent-at-Arms – Absent  
Martha Mears, Director of Neighborhood Patrol - Present  
Director of Public Relations - Vacant  
Director of Community Relations – Sara Heald  
Matt Mitchell, Immediate Past President – Absent

**III. Review and Acceptance of Minutes from April and May meetings:** Ms. Villarreal presented the minutes from the April and May meetings. Motion to accept April minutes as written put forward by Ms. Mears. Seconded by Ms. Swanzy. All in favor. Motion to accept May minutes as written put forward by Mr. Mears. Seconded by Ms. Munsey. All in favor.

### **IV. VISITORS:**

**SEAL Incident Report:** SEAL officer talked us through the monthly incident summary for May. School is now out bringing more minor incidents. Tire thefts are on the rise and residents are advised to get a tire lock. Ring and other home security products are very effective.

**Speaker:** Mark Lear, Oak Forest resident and avid birdwatcher, spoke of how he got started with his owl shack and how he manages to take the amazing photographs he posts on the OFHA Facebook page. His talk ended with an enthusiastic question and answer session.

## **V. STANDING COMMITTEE REPORTS:**

**1. Nominating Committee (Ms. Milliner):** Now have vacancies for the role of Treasurer and also the Director of Public Relations. Members are encouraged to spread the word that these positions need to be filled. .

**2. Beautification Committee (Ms. Werner):** Entrance sign knocked down on Rosslyn. Will be put back this week. Working with COH to replace sign at 290 and 43<sup>rd</sup> which was removed due to the 290 construction. COH trying to get the sign moved at no cost to us.

**3. Community Relations (Ms. Heald):** Looking for a coffee sponsor for the July 4<sup>th</sup> parade. There will now be a bike/stroller decorating contest. Currently trawling the neighborhood for gifts and have already had 4 dug-out tickets for Astros donated. Working on Movie in the Park and also the Food Truck Rally which may be Halloween themed. Reminder that the Oak Forest Night at Minute Maid Park is this coming Friday. Still have tickets available at different price points.

**4. Neighborhood Patrol (Ms. Mears):** Lots of tires being stolen around the neighborhood. SEAL still working on restricted hours. In June will start a campaign to raise funds so we can move to 24/7 patrol.

**5. Deed Restrictions & Architectural Review (Ms. Munsey):** Received ten applications this month, taking from one to two weeks for approval. Currently working through some things on website and updating database. City being much more vigilant with builders complying with the City requirement to drain into the street. If anyone is having a problem they should call 3-1-1. We will try to get someone from the City to address this issue.

**6. Financial Report (Ms. Villarreal):** No report this month. Bank Statement currently shows a balance of \$198,712.95. Reimbursements required are:

\$12,096.00	SEAL Security May Invoice
\$ 604.45	U-Haul Storage Unit for one year
\$ 1,215.00	US Liability Insurance Special Event General Liability

Motion to approve reimbursements put forward by Ms. Milliner. Seconded by Ms. Swanzy. All in favor.

## **VI. OLD BUSINESS:**

**1. Replat (Ms. Villarreal):** June 6<sup>th</sup> hearing at COH cancelled as the application has been withdrawn by owner who is now trying to sell the lot.

**2. Tour de Oak Forest Recap (Ms. Mears):** Total of 130 riders including lots of children. General consensus was that the event is much better being held in May. Linda Trombatore and Pam McHenry are the volunteers who made this such a successful family event. The Committee was presented with flowers as a form of recognition for all their hard work.

**3. Banking (Ms. Villarreal).** Advised the membership that a debit card has now been procured for the OFHA account for the purpose of recurring expense such as the website and telephone. All expenses will still be approved following normal procedure.

**VII. NEW BUSINESS:**

1. Audit Committee being formed by 1st VP Jessi Stender Munsey. Looking for a CPA who can donate a few hours.
2. Bylaw Committee being formed by 2<sup>nd</sup> VP Christine Milliner
3. Jeff Holmes resigned as Treasurer. The position is now open and we are taking applications.
4. \_Have now hired Primary Focus Bookkeeping Service as our permanent bookkeeper. Cost is the same as our previous bookkeeper.
5. The Board is interviewing an attorney regarding review and amendment of the Bylaws.
6. The Board is interview a candidate from Section15 for the position of Webmaster.
7. A representative from the office of Mark Flores reminded us that Mr. Flores is currently running in the congressional race for District 18.

There being no further business the meeting adjourned at 8.13pm.