

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: October 14<sup>th</sup> 2019

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

I. Meeting called to order at 7.00pm with 14 residents in attendance. Pledge of Allegiance was recited.

II. Quorum for the meeting was 9.

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

**III. Review and Acceptance of Minutes from September meeting:**

No minutes available. Will be reviewed at November's meeting.

**IV: Visitors:**

SEAL Officer talked us through the monthly crime statistics. Package thieves are rampant and this is only likely to get worse as we near the holidays. Residents are encouraged to let a neighbor know if a package is going to be delivered. Crime statistics are down now that everyone is back in school. A question was asked about traffic issues when streets are down to one lane because of construction. Residents are encouraged to call SEAL and they will investigate.

**V. Committee Reports:**

1. Nominating Committee (Ms. Milliner): Some members of the Board are now reaching the end of their terms and we are asking for people to step forward for the positions of Treasurer, Director of Community Relations and Board Secretary. In addition, volunteers are needed to help with the upcoming community events.

2. Beautification (Ms. Mears): St. Claire & Company are due to be working on Ella Blvd to improve the sight lines.

3. Public Relations (Ms. Diefenbaker): Busy promoting the SEAL campaign and asking for volunteers for all community events between now and the end of the year.

4. Community Relations (Ms. Diefenbaker): Movie in the Park was a great success. Oaktoberfest will be held on October 26<sup>th</sup> and still have space for additional vendors. Booth space is \$25 + treats for the kiddies. Need volunteers to set up beforehand and tear down afterwards. Working on Breakfast with Santa due to be held on December 7<sup>th</sup>. Resource One donated \$990 to Oaktoberfest.

5. Neighborhood Patrol (Ms. Mears): Copies of the recent mailer are available for those who need another copy. Mailed to all the neighborhood on October 7<sup>th</sup>. SEAL campaign is now ongoing through December 31<sup>st</sup> when we will either give notice or sign a new contract. HOA membership information is also included in the mailer.

6. Deed Restriction/Architectural Review Committee (Ms. Stender): After a quiet September, enquiries have picked up in October. Lots of time spent recently in discussion with a builder who did not want to comply. City of Houston are helping with that.

7. Financial Report (Mr. Fontenot): The Bylaws and Fiscal Policy were distributed to members at the last meeting but not voted on due to a question on whether the Fiscal Policy should be an addendum to the Bylaws. After consulting with our lawyer the Fiscal Policy will not be an addendum to the Bylaws.

Motion to approve Bylaws and Fiscal Policy as written put forward by Ms. Milliner. Seconded by Ms. Mears. All in favor.

Mr. Fontenot gave a brief state of play regarding the non-profit situation. Paperwork is almost completed and the attorney is likely to file the papers in the next two weeks. The IRS then have 180 days to respond.

Invoices requiring approval:

\$14,976 for SEAL monthly invoice  
\$545.82 for Portapotties for Movies in the Park.

Motion that invoices be paid put forward by Ms. Milliner. Seconded by Ms. Mears. All in favor.

**New Business:**

School Initiative (Ms. Mears): Grant requests received from Waltrip High School for \$250 to be put towards the cost of bookracks for placing in corridors to hold leaflets. \$250 grant request also received from Stevens Elementary for improving common areas. Both requests unanimously approved by the Board.

Volunteers from Nick Hellyar's campaign (City Council At Large 4) and from Sally Alcorn's campaign (City Council At Large 5) spoke briefly about their candidates.

There being no further business the meeting adjourned at 7.40pm.

