

Oak Forest Homeowners Association Inc.

General Meeting

Date: March 12th, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

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

Pledge of Allegiance was recited.

Quorum for the meeting was 15

Roll Call: Matt Mitchell, President - Present

Christine Milliner, 1st Vice President – Present

Michael Thomas, 2nd Vice President – Present

Treasurer – Vacant

Linda Kelly, Secretary – Present

Linda Werner, Parliamentarian – Absent

Joshua Sanders, Sargent-at-Arms – Present

Martha Mears, Past President & Director of Neighborhood Patrol – Present

Jennifer Massey, Director of Public Relations – Present

Lane Lewis, Director of Community Relations – Present

II: **Meeting Minutes Review:** Mr. Mitchell presented the minutes for the General Meeting held on February 19th, 2018. Ms. Mears put forward a motion to accept them as written. Seconded by Ms. Massey.

III, **SEAL Incident Report:** Officer Reese reviewed the incident report for February 2018 and reminded the meeting to put SEAL's number on alarm systems, to use the vacation watch form when going out of town and to keep personal identification numbers handy. The Neighborhood Patrol committee will be meeting on Thursday, 22nd. Anyone who attends must sign a non-disclosure form.

IV: President's Report and Action Items.

1, **Monthly Bills**

2. **SEAL payment for February**

Mr. Estis put forward a motion to approve payment of items listed in IV: (1) and (2).
Seconded by Ms. Massey.

3. **Treasurer Plan for 2018:** No-one ran for the office of Treasurer and Mr. Estis is no longer available to commit the amount of time required. The role of Treasurer has expanded over the years, in particular because of the number of events that are now held and the SEAL neighborhood patrol program. Mr. Estis has volunteered to return to the role of Treasurer if he gets assistance with book-keeping. He estimates the cost to be \$400 - \$1000 per month depending on time of year. Motion to hire a book-keeper to assist the Treasurer on an hourly basis was put forward by Mr. Lewis. Seconded by Ms. Kelly. Election of the Treasurer will take place at the next board meeting.

V. **Committee Reports:**

1, Neighborhood Patrol (Ms. Mears) The area around 34th and Mangum has recently seen a rise in crime which is being monitored by HPD and SEAL with the aim of stopping the crime spreading into our neighborhood. Reminder to keep homes lit. Do not leave valuables in your vehicles and remember to lock your car.

2. Deed Restrictions (Ms. Milliner). As the deed restrictions are so difficult to read, we are looking at services to retype them. As a way of keeping this cost effective, especially in view of the recent commitment to hire a bookkeeper, we are asking for volunteers to help out and also looking for suggestions for sponsors. Estimated cost would be from \$1400-\$2500.

3. Public Relations (Ms. Massey). Met with Mrs. Estis and the transfer of the website has now taken place. Working with Mr. Lewis on the May19th Tour de Oak Forest.

4. **Community Relations (Mr. Lewis)** Dates have now been set for the various events throughout the year. All efforts currently going into the bike tour. Has met with the Reyna Group who are interested in sponsorship, and may suggest that they sponsor the retype of the deed restrictions.

5. **Financials:** No financial reports were available.

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