

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: January 22nd, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

Meeting called to order with 25 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 16

**Roll Call:** Martha Mears, President & Director of Neighborhood Patrol – Present  
Chris Lurix, 1<sup>st</sup> Vice President – Absent  
Jonathan Crites, 2<sup>nd</sup> 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 minutes for the General Meeting held on December 4<sup>th</sup>, 2017. Mr. Mears put forward a motion to accept them as written. Seconded by Mr. Estis.

**Nominations for 2018 Executive Board:** Mr. Crites read the job descriptions of each Board position, following which nominees took the floor to introduce themselves and a vote was taken as follows:

President:	Matt Mitchell
First Vice President:	Christine Milliner
Second Vice President:	Michael Thomas
Treasurer:	
Secretary:	Linda Kelly

Parliamentarian: Linda Werner  
Director of Public Relations: Jennifer Massey  
Director of Community  
Relations: Lane Lewis  
Director of Neighborhood  
Patrol: Martha Mears  
Sergeant at Arms: Joshua Sanders

**Incident Report for August 2017.** The Oak Forest Neighborhood Patrol statistics were reviewed by Officer Reese. Mrs. Mears announced that Neighborhood Patrol Committee meetings would be held at 6.30 on the third Thursday of each month at Hope Episcopal Church on 43<sup>rd</sup> Street. Anyone wishing to serve on the committee would have to sign a confidentiality agreement before being able to have access to the detailed crime reports.

**Year End Treasurer's Report:** Income Statement and Balance Sheets for December were distributed and explained by Mr. Estis. Motion to defray expenses was put forward by Ms. Shiloh and seconded by Mr. Crites. Meeting voted unanimously to accept. A year end snapshot was presented and the OFHA moves into a new year in a healthy financial position.

The 2018 SEAL Campaign raised enough funds to cover 12/7 coverage for the year with funds available for high days and holidays. An additional 180 subscribers are needed to be able to move to a 24/7 patrol.

There being no further business the meeting adjourned at 7.57pm

*Note: This meeting was delayed because of Martin Luther King holiday and the weather.*

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: February 19<sup>th</sup>, 2018 (Postponed 1 week)

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

- I. Meeting called to order with 4 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 8

**Roll Call:** Matt Mitchell, President - Present

Christine Milliner, 1<sup>st</sup> Vice President – Absent

Michael Thomas, 2<sup>nd</sup> Vice President – Present

Treasurer – Vacant

Linda Kelly, Secretary – Present

Linda Werner, Parliamentarian – Present

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 – Absent

**II:** **Meeting Minutes Review:** Mr. Mitchell presented the minutes for the General Meeting held on January 22<sup>nd</sup>, 2018. Mr. Mears put forward a motion to accept them as written. Seconded by Mr. Rabe.

**III,** **SEAL Incident Report:** Officer Reese reviewed the incident report for January 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. In response to a question from the floor, explanations were given about the cost of patrol hours, the actual patrol hours and availability of detailed reports. Pleased to report that

the tire shop on 34<sup>th</sup> has been busted by HPD. SEAL is aware of the problem at Oak Forest Park with older teenagers visiting every afternoon and causing trouble. Officer Reese also reminded the meeting of the security value of keeping our property well-lit, especially in light of the neighbor in Section 16 who was robbed at gunpoint in his driveway.

**IV. President's Report:** Mr. Mitchell spoke of his intent to continue the momentum of previous boards especially regarding transparency and accountability. Believes that elected officials should be made aware that Oak Forest has a big voice and they should be encouraged to attend our meetings. Volunteering is essential and we are looking at ways to update our list of volunteers and ways to encourage enrollment. If anyone wants to volunteer, please contact us. The financial reports are now up to date, and considerations are being given to hiring a 3<sup>rd</sup> party to help with the Treasurer's role. Takes fiscal responsibility seriously, in particular keeping it visible and open. Need to move forward with our forms of communication and use of social media. Intends to keep the timeliness of meetings to one hour.

#### **Committee Reports:**

1. **Neighborhood Patrol.** Ms. Mears announced that SEAL will patrol 12/7 and additional monies will be used to provide full coverage during holidays and spikes in crime. In answer to a question Ms. Mears advised that we pay double for coverage during holidays, the hours vary according to criminal activity, and that we went to full 24/7 coverage last July because of increased enrollment as new residents continued to join the program. We continue to have close contact with Chief Harris of North Division, who will have his officers react immediately if we need them.
2. **Deed Restrictions.** In response to a question regarding advice for a new builder, Mr. Mitchell ran through the basics of our deed restrictions, with a reminder that they vary by section.
3. **Public Relations:** Ms. Massey reported that the OFHA website is back to being [www.ofha.org](http://www.ofha.org). The website is being handed over and updated this week. The Fish Fry, scheduled for April 7<sup>th</sup>, has now been incorporated into the Tour de Oak Forest in May. Plans for a neighborhood newsletter will be discussed with the Board at the March meeting.
4. **Community Relations:** Absent
5. **Treasurer:** Mr. Estis is still assisting with the financials until another Treasurer is appointed but was unable to attend the meeting. In his absence, the Income Statement and Balance Sheets for January were distributed and explained by Mrs. Mears. Motion to defray expenses was put forward by Ms. Massey and seconded by Mr. Sanders.

6. **New Business**. Mr. Mitchell reminded the meeting that early voting started tomorrow and a discussions took place about how the HISD budget shortfall would affect some schools in our neighborhood.
  
7. **Q&A**. A question regarding what SEAL membership includes was answered by Ms. Mears. A question regarding what software system the Treasurer uses was answered by Mr. Mitchell.

There being no further business the meeting adjourned at 7.55pm.

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: March 12<sup>th</sup>, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

1520 Candlelight Lane, Houston, TX 77018

II. 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, 1<sup>st</sup> Vice President – Present

Michael Thomas, 2<sup>nd</sup> 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 19<sup>th</sup>, 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, 22<sup>nd</sup>. 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 34<sup>th</sup> 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

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: April 9th, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

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 10

**Roll Call:** Matt Mitchell, President - Present

Christine Milliner, 1<sup>st</sup> Vice President – Present

Michael Thomas, 2<sup>nd</sup> Vice President – Absent

Treasurer – Rufus Estis - Present

Linda Kelly, Secretary – Present

Linda Werner, Parliamentarian – Present

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

- I. **Meeting Minutes Review:** Mr. Mitchell presented the minutes for the General Meeting held on March 12th, 2018. Mr. Lewis put forward a motion to accept them as written. Seconded by Mr. Wagenhauser.
- II. **SEAL Incident Report:** Officer Reese reviewed the Incident Summary for March 2018. Question about what kind of situations would be recorded under the Assault heading. Reminder that residents can call and tell SEAL that they are expecting a package to be delivered and SEAL will keep an eye open for it and move it if necessary so it is less conspicuous from the street. Emphasized the need to have items stored in a less visible place before pulling into a parking space. Criminals watch parking lots to see who puts items in the trunk/under seats before leaving their car.

### III. **President's Report & Action Items.**

1. Grant request received from Katherine Smith Elementary School for \$250 for an event being held at the school on April 15th for scholars who have shown an improvement and use of their strategies. Motion to approve request submitted by Mr. Mears. Seconded by Mr. Lewis. Unanimous vote to approve.
2. The new Board is now settling in to its role after a steep learning curve. There is a need for volunteers to work on committees and/or events and Mr. Mitchell encouraged the community to step forward.

### IV. **Committee Reports**

1. **Public Relations (Ms. Massey)**. Planning is moving ahead for the Tour de Oak Forest event to be held on 19<sup>th</sup> May. This year it will begin and end from Hope Episcopal Church. Ms. Massey is redesigning the website which will go live on or before April 30<sup>th</sup>. Movies in the Park will be held on June 2<sup>nd</sup> at Candlelight Park.
2. **Neighborhood Patrol (Mrs. Mears)**. Currently have SEAL and HPD working cases in the neighborhood. Captain Dan Harris from North Division has been a tremendous source of support to OFHA and encourages residents to contact them about any issues of concern.
3. **Deed Restrictions (Ms. Milliner)**. Talked previously about getting volunteers for retyping deed restrictions. Also need volunteers to serve on the Architectural Committee.
4. **Community Relations (Mr. Lewis)**. Contacted multiple business in the area regarding sponsorship. Oak Forest Veterinary Hospital will be a \$5000 sponsor. Blast Can are a \$500 sponsor for Movies in the Park. Aladdin restaurant is interested in sponsoring, as are Memorial Hermann and Coldwell Banker though have not yet committed. Reached out to Tacos A GoGo but no response as yet.
5. **Treasurer's Report (Mr. Estis)**. A brief summary of financials was distributed and the usual report will be available for next month's meeting. Have now found a young man who will help out with bookkeeping work at a rate of \$20 per hour. Will likely start in April. Assurances that this person has no access to bank accounts. Requested approval to pay SEAL for the month, U-Haul storage for one year, and AT&T prepaid 'phone for 12 months. Motion to defray expenses put forward by Ms. Shiloh. Seconded by Mr. Mears. Unanimous vote to approve.

V. **New Business**. No issues raised.

VI. **Q&A**. Question regarding deed restriction violations in Section 1 and Section 3. Ms. Milliner has already dealt with the situation through the City of Houston.

There being no further business the meeting adjourned at 7.27pm

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: May14th, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

- ii. Meeting called to order with 13 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 7

**Roll Call:** Matt Mitchell, President - Present

Christine Milliner, 1<sup>st</sup> Vice President – Present

Michael Thomas, 2<sup>nd</sup> Vice President – Present

Treasurer – Rufus Estis - Present

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 – Absent

Lane Lewis, Director of Community Relations – Present

**PRESENTATION:** Mr. Luke Spencer, Libertarian candidate for US Congressional District 18, introduced himself to the meeting and gave an overview of the Libertarian Party.

- VII. **Meeting Minutes Review:** Mr. Mitchell presented the minutes for the General Meeting held on April, 9th. Mr. Sanders put forward a motion to accept them as written. Seconded by Ms. Milliner.

- VIII. **SEAL Incident Report:** Officer Reese reviewed the Incident Summary for April 2018. Asked that residents file a police report for any crime committed in Oak Forest as the district is assigned officers based on the number of crimes.

- IX. **Presidents Report:**

1. School Initiative: A grant request has been submitted by Scarborough High School for curriculum software and lab kits. Mrs. Mears put forward a motion to approve the \$250 request. Seconded by Mr. Lewis. Unanimous vote in favor.
2. Beautification: City of Houston only mows the parks once a month and last year the OFHA paid for a second monthly mowing in the summer. Costs \$600 to mow Candlelight Park and \$480 to mow Oak Forest Park. Mrs. Mears reached out to Candlelight and Candlelight Woods to ask if they can contribute. Very receptive and will consider. Ms. Kelly put forward a motion to pay for the monthly mowing of two parks. Seconded by Lucy Fraga Fisher Cain. Unanimous vote in favor.

#### X. Committee Reports.

1. **Neighborhood Patrol (Mrs. Mears)**: Couple of ongoing cases in the neighborhood where SEAL and HPD are involved. Will soon be considering funds for 24/7 patrol for the summer. Her suggestion to ask Captain Harris of HPD North Division to make a video for our website was well received.
2. **Deed Restrictions (Ms. Milliner)**: Had been asked about the time frame for the approval processes and explained that the committee aims to reply within 30 days. Welcomes being contacted by neighbors who observe violations. A resident spoke of observing a company building over an existing home and calling it a remodel rather than a new construction.
3. **Community Relations (Mr. Lewis)**: The flyers for the Movie in the Park on June 2<sup>nd</sup>, say the event begins at 6.30 but the movie will show at 8pm. Tour de Oak Forest to take place the following Saturday. \$14750 has been pledged and have collected \$6400 of it. A \$5000 pledge is not expected to come through. Major thanks to Oak Forest Veterinary Clinic for their \$5000 sponsorship and also to Memorial Herman Greater Heights, Blue Line Bikes, White Oaks Church, Hope Episcopal, SEAL, Tee Shirts Houston and Lane Lewis Insurance for their sponsorship and support. Can still sign up online and will have a tent at Mytiburger on Wednesday to sign up there. Avid Coffee will be at Hope on Saturday morning for breakfast, and Rita's Shaved Ice and Good Dog will be there when the riders return. Lane Lewis Insurance have provided an insurance package costing \$1211 that provides coverage for all events in the year, \$1M per incident - \$3M total. Motion to approve insurance package put forward by Mr. Mitchell. Seconded by Mr. Estis. Unanimous vote in favor.
4. **Financials (Mr. Estis)** Income Statements and Balance Sheets for the months of February, March and April were distributed. Motion to defray expenses was put forward by Mr. Mitchell. Seconded by Mrs. Mears. Unanimous vote in favor.

#### XI. New Business.

Volunteer sign ups (Mr. Mitchell). OFHA needs volunteers to help at its many events and meetings throughout the year. Sign-up sheets are now available at the meeting and residents can volunteer to help at individual events rather than making a 12-month commitment.

**XII. Q&A**

1. Ms. Rhonda Power provided residents with a map of Oak Forest highlighting restaurants, businesses, community parks and shops.
2. Mr. Apolinar Abonza, Community Liaison with District 18's State Representative Jessica Farrar's office introduced himself. If anyone has any ideas for the next legislative session they are encouraged to contact him at [apolinar.abonza@house.texas.gov](mailto:apolinar.abonza@house.texas.gov).
3. Mr. Zach Maxwell, Editor of the Leader newspaper introduced himself. Explained that he was not there to report on the meeting itself but to gain some insight into the issues that are of interest in Oak Forest.
4. Ms. M.L. Leslie asked what could be done about the overgrown median on Ella near Chippendale. Mrs. Mears has met with the City regarding this and if no one steps forward to adopt the median then the City will remove everything.

There being no further business the meeting adjourned at 8.02pm.

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: June 11<sup>th</sup>, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

- I. Meeting called to order with 22 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 14

**Roll Call:** Matt Mitchell, President - Present

Christine Milliner, 1<sup>st</sup> Vice President – Present

Michael Thomas, 2<sup>nd</sup> Vice President – Present

Treasurer – Rufus Estis - Present

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 – Absent

Lane Lewis, Director of Community Relations – Present

**PRESENTATION:** Mr. Mike Zientek with the Highway 290 Project gave an update on the construction work and took questions from the floor.

- II. **SEAL Incident report:** Sergeant Patterson reviewed the Incident Summary for May 2018 and, in response to a question, explained a CTW (Criminal Trespass Warning). Ms. Milliner spoke of her experience calling SEAL and HPD in that SEAL responded within 10 minutes and HPD took several hours. Sgt. Patterson asked that if we are in doubt, we should call an incident in Some officers are now wearing body cameras.
- III. **Meeting Minutes Review:** Mr. Mitchell presented the minutes for the General Meeting held on May 14<sup>th</sup>. Mr. Mears put forward a motion to accept them as written. Seconded by Mr. Estis. All in favor.
- IV. **Presidents Report:**

1. **Movies in the Park**. Probably the neighborhood's oldest event, still going strong. Thanked volunteers past and present for their help in making it so successful.
2. **School Certificates**: The OFHA has received certificates of commendation from Katherine Smith Elementary school and Scarborough High School in recognition of our volunteer contributions.
3. **Taste of Oak Forest**. Starting to prepare for this event which will be held on November 10<sup>th</sup>. Volunteers are needed and residents are encouraged to sign up.
4. **Audit Committee**: A review of the Bylaws which was approved last year, now requires the formation of an Audit Committee to review financial statements and either approve or recommend an audit. Three to five people are required for the committee, one of whom must be a CPA. Volunteers are needed and a sign-up sheet was available.
5. **Mowing of Candlelight and Oak Forest Parks**: As a way of promoting this initiative and calling attention to the work of the OFHA, Mr. Mitchell suggested we have signs printed along the lines of "Supplemental Mowing provided by OFHA". Estimated cost \$150. Motion to approve getting the signs printed put forward by Ms. Kelly. Seconded by Mr. Sanders. All in favor.

V. **Committee Reports**.

- a. **Neighborhood Patrol (Ms. Mears)**. At a recent security committee meeting it was recommended that residents either remove their USB cord from their unattended vehicle, or make sure it is clear there is nothing attached to it, otherwise criminals may well assume there is a piece of electronic equipment and break in. Looking to have SEAL patrolling 24/7.
- b. **Deed Restrictions and Architectural Committee (Ms. Milliner)**. In process of getting deed restrictions retyped. 3 sections already completed but they need proofing. Looking for sponsors, such as contractors, builders or realtors, who may want their logo on the OFHA webpage. Residents were encouraged to call in if see neighbors violating deed restrictions. In process of rolling out a Community Volunteer page on Facebook. In the meantime residents are encouraged to volunteer using sign-up sheets available at the meeting.
- c. **Community Relations (Mr. Lewis)**. Received a \$5000 check from the Reyna Group. Part of that money will be going towards beautification. Frost Bank reached out to upgrade their sponsorship for Movies in the Park. Working on a Halloween Fun Run.
- d. **Financials (Mr. Estis)**. Income Sheet and Balance Sheet for the month of May was distributed and explained. Motion to defray expenses was put forward by Mr. Mears. Seconded by Mrs. Mears. All in favor.

VI. **Q&A:**

Mr. Apolinar Abonza, Community Liaison with District 18's State Representative Jessica Farrar's office gave details of a public meeting of the Harris County Flood Control District on June 12<sup>th</sup> and of the 2018 Northside Back to School Health and Resource Fair being held on August 4<sup>th</sup>. Volunteers are needed. Leaflets were made available.

There being no further business, the meeting adjourned at 8.11pm.

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: July 9<sup>th</sup>, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

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 10

**Roll Call:** Matt Mitchell, President - Present

Christine Milliner, 1<sup>st</sup> Vice President – Present

Michael Thomas, 2<sup>nd</sup> Vice President – Present

Treasurer – Rufus Estis - Present

Linda Kelly, Secretary – Present

Linda Werner, Parliamentarian – Present

Joshua Sanders, Sargent-at-Arms – Present

Martha Mears, Past President& Director of Neighborhood Patrol-present

Jennifer Massey, Director of Public Relations – Absent

Lane Lewis, Director of Community Relations – Present

**SEAL Incident report:** Officer Reece reviewed the Incident Report for June. Reminded us about filling out the Vacation Watch Form and adding SEAL as a secondary contact on our alarm systems. Confirmed that the neighborhood is now being patrolled 24/7. On behalf of the residents Mr. Mitchell thanked Mr. Estis and Ms. Mears for monitoring the financials in order to make the 24/7 patrol happen.

**PRESENTATION:** Mike Knox, Houston City Council At-Large Position 1 told us about his background in law enforcement and his current role within City Council. Most of his presentation was related to flooding, in particular the new ordinance for height of homes, FEMA funds and the recently approved Flood Plan. He then went on to answer questions about spiking water bills and lessons learned from Hurricane Harvey.

**1. Meeting Minutes Review.** Due to a printer's error the minutes from the meeting held on June 11<sup>th</sup> were not available and will be presented at the August meeting for approval.

**2. President's Report (Mr. Mitchell):**

- i. The Board is currently evaluating rewriting the bylaws as they pertain to term limits.
- ii. The Audit Committee is still looking for volunteers.
- iii. The New Director of Manna will be speaking at our August meeting and we have a full agenda for September.

**3. Committee Reports:**

- i. **Neighborhood Patrol (Ms. Mears)** As of June 29<sup>th</sup>, SEAL are patrolling our neighborhood 24/7. Because of the CTW's that were filed last month there have been far fewer solicitors in the neighborhood. Reminder to lock your cars.
- ii. **Deed Restrictions (Ms. Milliner):** Retyping of the Deed Restrictions is moving forward. Estimated cost will be \$2500-\$3000 but would like to add an additional \$600 as a buffer. Linda Werner's son, who owns Speedy Printing on Alabama, has agreed to enlarge and print all the existing deed restrictions free of charge. Motion to approve spending up to \$3600 to retype the deed restrictions was put forward by Mr. Mears. Seconded by Mr. Sanders. All in favor.
- iii. **Bylaws (Mr. Mitchell and Mr. Thomas).** The Board is concerned about the current timing of electing all new board members at the same time and sees a need to stagger term limits. Mr. Thomas is looking for volunteers to serve on a committee which will consider the options. Hope to have an outline prepared for voting on at the October meeting.
- iv. **Community Relations (Mr. Lewis).** Village Liquors is our new Business Member. There will be a meeting this month to kick off the planning for Taste of Oak Forest. The date of the event has been moved to November 3<sup>rd</sup>.
- v. **Financials (Mr. Estis).** Income Statement and Balance Sheet for the month of June were distributed, and due to time constraints resulting from the presentation by Council Member Knox, Mr. Estis briefly highlighted and explained any anomalies. Motion to approve \$19,318.81 of expenses was put forward by Mr. Sanders. Seconded by Ms. Milliner. All in favor.

**Q&A.** A resident asked the Board if there were any plans to beautify the esplanade outside the Post Office. In response, Linda Werner introduced herself as the new head of the Beautification Committee, which has now been formed. In answer to the question, builders may be asked to contribute towards beautifying entrance signs. Asked residents to let her know if they see a need to trim any trees or bushes which create a traffic hazard and visibility issue.

There being no further questions the meeting adjourned at 8.05pm.

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: August 13<sup>th</sup>, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

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:** Matt Mitchell, President - Present  
Christine Milliner, 1<sup>st</sup> Vice President – Absent  
Michael Thomas, 2<sup>nd</sup> Vice President – Present  
Treasurer – Rufus Estis - Absent  
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 – Absent  
Lane Lewis, Director of Community Relations – Present

**SEAL Incident report:** Officer Reece reviewed the Incident Report for July along with the regular reminders about filling out the Vacation Watch Form and adding SEAL as a secondary contact on our alarm systems.

**PRESENTATION:** Nia Black Amuzie, the new Executive Director of MANNA, informed us that they have now found a permanent location at 3421 Couch, which is at 34<sup>th</sup> and Ella, behind Shipleys. They are currently building out the new store and are in need of volunteers to help with that. Still looking for a location for the Food Bank and asked if anyone sees property that might be suitable, preferably with low-rent, that we will let them know. Can be contacted at [Houstonmanna@gmail.com](mailto:Houstonmanna@gmail.com) or via Facebook where Evelyn Jerguson will answer questions. In

process of getting a telephone number. Thanked the community for our support and hopes it will continue.

- 4. Meeting Minutes Review.** Mr. Mitchell presented he minutes from our meeting held on July 9<sup>th</sup>. Motion to accept as written put forward by Mr. Sanders. Seconded by Ms Mears. All voted in favor. Due to an oversight the minutes from the meeting held on June 11<sup>th</sup> were still not available and will be presented at the September meeting for approval.
- 5. President's Report (Mr. Mitchell).**
  - i. Reminded members that the Board is ramping up for the end of year activities, including elections to the Board, neighborhood events and the neighborhood patrol campaign; Asked for volunteers.
  - ii. There have recently been a couple of strange requests as to whether single family residences can be purchased to turn into commercial property, reflecting how Oak Forest is considered to be a prime location. The City of Houston is involved in one of these cases.
  - iii. August 14<sup>th</sup> is the 68<sup>th</sup> anniversary of the establishment of Oak Forest.
  - iv. In response to a question regarding violations of Deed Restrictions, it was suggested that it is better to call the City rather than the HOA. CoH is being very responsive to such calls. Download the SeeClickFix app for one of the fastest ways to get a response and to see a heat map of problem areas.
  - v. Fielded a request for assistance from a homeowner upset with a builder's activity next door. The homeowner was informed that no plans had been submitted by the builder yet, but the situation would be monitored.
- 6. Neighborhood Patrol (Ms. Mears):** SEAL now patrolling the neighborhood 24/7. If in doubt it is better to call SEAL than not. Lock up your cars and do not leave any valuables inside.
- 7. Bylaws (Mr. Thomas).** Needs volunteers to work on changing the Bylaws so that Board terms are staggered.
- 8. Community Relations (Mr. Lewis):** Miracle Fences and Village Liquor are our new sponsors. All our new sponsors will be added to the website shortly. Drove around neighborhood with Reyna to look at hot spots for beautification. In response to a question regarding dumping of heavy trash near US Post Office at Judiway, and that area not being mowed it was suggested to call 311.
- 9. Beautification (Mr. Lewis):** In absence of Ms. Werner, Mr. Lane informed the meeting that a beautification committee has now been formed and are looking at cleaning up the esplanades. City of Houston says we can clean them up and look to moving the rocks on Ella. Builder will reestablish four of the signs entering our neighborhood. City of Houston are giving their support although we need to adopt the esplanades first. Ms. Mears will be speaking to the Candlelight HOA regarding helping us to pay to mow the park.
- 10. Financials (Mr. Mitchell):** Income Statements and Balance sheets were distributed and members were asked to read through and raise any questions. Mr. Lewis added that he has now received the \$2500 sponsorship payment from Memorial Hermann in the Heights. Ms. Silva put forward a motion to approve expenses. Seconded by Mr. Mears.

- 11.** Mr. Sanders reminded the meeting to get out and Vote for the Harris County Flood Control District bond Early voting ends August 21<sup>st</sup>.

There being no further business the meeting adjourned at 8.06pm.

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: September 17<sup>th</sup>, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

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 10

**Roll Call:** Matt Mitchell, President - Present  
Christine Milliner, 1<sup>st</sup> Vice President – Absent  
Michael Thomas, 2<sup>nd</sup> Vice President – Present  
Treasurer – Rufus Estis - Absent  
Linda Kelly, Secretary – Present  
Linda Werner, Parliamentarian – Present  
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

**SEAL SECURITY:** Officer Reese reviewed the Incident Report for August and gave the regular reminders about filling out the Vacation Watch Form and adding SEAL as a secondary contact on our alarm systems, particularly as the holiday season draws near. Be sure to add personal ID number on the form. If you do not have it available, SEAL dispatch will be able to look it up. Officer Reese gave an overview of the history of SEAL and its formation ten years ago. Currently operates in 70 neighborhoods, eight management districts and all HEB stores and warehouses in San Antonio and Corpus Christi. Their dogs all come from overseas, particularly Germany and the Czech Republic, and are trained in protection, narcotics, tracking and explosives. All new officers are retrained when they are recruited to SEAL. SEAL Officers can make arrests but detainment is on a voluntary basis. Law enforcement is called to make the arrest. The most preventable crime is Burglary of a Motor Vehicle and we were reminded to

remove everything from our cars before locking them. Body cameras are now worn by 75% of the SEAL officers.

**PRESENTATION: CAPTAIN DAN HARRIS, HOUSTON POLICE DEPARTMENT, NORTH DIVISION:** Captain Harris distributed a graph showing the number of crimes committed under various headings from 2013-2018. There are fewer officers in HPD now than when he joined in 1994. Each year the Mayor will increase HPD by approximately 100 officers, which works out to N. Division being assigned 5 new officers a year. Captain Harris has worked with SEAL before on vice/human trafficking cases on Bissonnet some three years ago and was impressed both with their operations and how each officer is tracked with GPS and there is an alert if an officer is lying prone. If ever police forces were privatized Captain Harris believes that it would be based on the SEAL model. HPD also gets their canines from Germany, Czech Republic and the Netherlands. They are paid for by a grant and cost approximately \$6000 per dog.

After a brief Q&A session, Mrs. Mears thanked Officer Reese and Captain Harris and told the attendees that SEAL sign-up sheets and membership leaflets were available at the meeting.

1. **Meeting Minutes Review:** Mr. Mitchell presented the minutes from our meetings held in June and August. Motion to accept as written put forward by Ms. Massey. Seconded by Ms. Werner.
2. **President's Report:**
  - i. Has been working with City of Houston about a couple of companies who have been attempting to operate out of residential property in our neighborhood.
  - ii. National Night Out on October 2<sup>nd</sup>. HPD, SEAL and Constables will visit host houses. Sign up on Facebook Page.
3. **Committee Reports:**
  - i. **Neighborhood Patrol** (Ms. Mears). Already covered at the beginning of the meeting.
  - ii. **Deed Restrictions** (Ms. Milliner was absent)
  - iii. **Public Relations.** (Mr. Lewis) Introduced Miracle Fences, our new business sponsor. The projector is not available for Movies in the Park therefore the new date will be decided after November 1<sup>st</sup>. Not where we need to be with Taste of Oak Forest. Upper tier restaurants are putting efforts into other events.
  - iv. **Financials** (Mr. Mitchell): Income Statements and Balance Sheets were distributed to the members. Asked for a motion to defray expenses of \$1000 for a DJ for Taste of Oak Forest, \$370.22 printing costs, \$78 attorney fees, \$896 for typing deed restrictions and \$1284 for printing SEAL/Membership flyers. Motion to defray expenses as read put forward by Ms. Mears. Seconded by Mr. Sanders. Motion to approve financials as read put forward by Ms. Mears. Seconded by Mr. Thomas. All in favor.
  - v. **Beautification** (Ms. Werner): A beautification committee has been formed. A builder will be adopting three entrance signs with landscaping and will get their

plans to us by November. October 13<sup>th</sup> will be a Community Cleanup day. Details will be posted on OFHA website. Currently getting bids for sprinklers on Ella Blvd for Board to review if we should proceed or not. Also getting bids for cleaning up, moving rocks and shrubs on Ella Blvd.

Miracle Fence works, our new business sponsor, gave a brief presentation on their product.

Mr. Apolinar Abonza, ,Community Liaison with District 18's State Representative Jessica Farrar's office left a flyer showing how to follow Bills online during the legislative session.

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

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: October 8<sup>th</sup>, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

Meeting called to order with 8 residents in attendance at 7.00pm

Pledge of Allegiance was recited.

Quorum for the meeting was 5

**Roll Call:** Matt Mitchell, President - Present  
Christine Milliner, 1<sup>st</sup> Vice President – Present  
Michael Thomas, 2<sup>nd</sup> Vice President – Present  
Treasurer –  
Linda Kelly, Secretary – Present  
Linda Werner, Parliamentarian – Absent  
Joshua Sanders, Sargent-at-Arms – Absent  
Martha Mears, Past President& Director of Neighborhood Patrol-present  
Jennifer Massey, Director of Public Relations – Absent  
Lane Lewis, Director of Community Relations – Absent

**SEAL Security:** Officer Reese reviewed the Incident Report for September and gave the regular reminders about filling out the Vacation Watch Form and adding SEAL as a secondary contact on our alarm systems. As the holiday season approaches if anyone is nervous about package deliveries being left on their doorstep in plain sight, residents can call SEAL to tell them about the delivery and the SEAL officer will try to move the packages out of sight.

**Meeting Minutes Review:** Mr. Mitchell presented the minutes from our meeting held in September. Motion to accept as written put forward by Ms. Milliner. Seconded by Ms. Mears. All in favor.

**President's Report:**

- 1.** Our Treasurer resigned shortly after last month's meeting. Mr. Mitchell has spent the last month going over the records and establishing all is in order. He is confident about how the finances have been managed and the availability of historical information. Will

continue to use existing bookkeeper for the security campaign, but Mr. Mitchell and Ms. Mears (as Past President) have interviewed a CPA and a bookkeeper to keep the flow of data running smoothly. Recommend hiring the bookkeeper for 10+ hours per month. Mr. Mitchell is in the processing of analyzing records with the intent of finding opportunities to streamline our technology.

2. Fire Station 13 on W. 43<sup>rd</sup> is having an Open House on October 13<sup>th</sup> to celebrate the station's 100<sup>th</sup> birthday. Families are welcome and hoping for a good turnout.

### **Committee Reports:**

1. **Neighborhood Patrol (Ms. Mears).** Currently have 24/7 patrols through January. Our 2019 campaign started on October 1<sup>st</sup> and will last through December 15<sup>th</sup>. Depending on how much is collected we may have to go back to 12/7. The 12/7 patrol hours are never published. Have already picked up about 70 checks (26 brand new subscribers and 27 renewals). Hope that this trend will continue. Need 1200 residents to sign up and already some people are paying for their neighbors, some are making donations, and some people are paying what they can afford. We need approximately \$285,000 for 24/7 patrols. There will be an HOA presence at Resource One on Saturday mornings on October 13<sup>th</sup> (11am-2pm), October 20<sup>th</sup> (10am-2pm) and November 3<sup>rd</sup> (which is also the free shredding event at Resource One).
2. **Deed Restrictions (Ms. Milliner):** The Deed Restrictions have been retyped and are currently being proofed. The new ones, once posted on the OFHA website will have a search ability. Still looking for sponsors to cover the costs for retyping and in return they will have their logo posted on the website. Reminder that if you see neighbors doing anything out of the ordinary with their property please report it to the Deed Restriction committee via telephone or email. There is a committee to review submissions but would welcome more people signing on.
3. **Public Relations (Mr. Mitchell in the absence of Mr. Lewis and Ms. Massey):** Good Dog will have their food truck at the Movies in the Park event on November 10<sup>th</sup>. Still looking for more food trucks. The Taste of Oak Forest will not be taking place this year. Volume of work was very difficult for two people and many of the high end restaurants were not available.
4. **Financials (Mr. Mitchell).** A Financial Statement for September 2018 was circulated and explained. The Paypal Legacy account is for monthly security subscriptions and the General account is for deposits for SEAL. The funds in the Taste of Oak Forest Account will likely be moved to the Security account. A motion to accept the statement as presented and to approve expenses was put forward by Ms. Mears. Seconded by Ms. Milliner. All in favor.
5. **Beautification (Mr. Mitchell in the absence of Ms. Werner):** A Community Clean Up event will take place on October 20<sup>th</sup>. Details will be publicized on website and Facebook. All are welcome.

Any other Business:

Ms. Powers reminded the membership that the Friends of Oak Forest Event will be held on October 27<sup>th</sup> from 3pm-7pm at Oak Forest Park.

Ms. Rogers reminded the community that there is a big election coming up. Go to [HarrisVotes.com](http://HarrisVotes.com) for more information.

Mr. Jones reminded the membership that the bat migration is currently moving south. If pet gets bitten by a bat take to vet immediately.

There being no further business the meeting adjourned at 8.07pm

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: November 19<sup>th</sup>, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

Meeting called to order with 3 residents in attendance

Pledge of Allegiance was recited.

Quorum for the meeting was 2

**Roll Call:** Matt Mitchell, President - Present  
Christine Milliner, 1<sup>st</sup> Vice President – Absent  
Michael Thomas, 2<sup>nd</sup> Vice President – Present  
Treasurer –  
Linda Kelly, Secretary – Present  
Linda Werner, Parliamentarian – Absent  
Joshua Sanders, Sargent-at-Arms – Absent  
Martha Mears, Past President& Director of Neighborhood Patrol-present  
Jennifer Massey, Director of Public Relations – Absent  
Lane Lewis, Director of Community Relations – Absent

**SEAL Security:** No SEAL Officer present due to an emergency situation in Bellaire. Ms. Mears reminded the meeting that Surfhouse, Hartz Chicken, Haum Salon and PostNet will accept our holiday packages. Call them for information.

**Meeting Minutes Review:** Mr. Mitchell presented the minutes from our meeting held in October. Motion to accept as written put forward by Ms. Mears. Seconded by Mr. Thomas. All in favor.

**President's Report & Action Items (Mr. Mitchell):** Reminder that elections for the next Board would take place at December's meeting.

**Neighborhood Patrol (Ms. Mears):** SEAL campaign continues through December 15<sup>th</sup> at which time we will consider what type of contract we can take up for 2019.

**Deed Restrictions (Mr. Mitchell):** No complaints in the last month. Back and forth on a couple of architectural reviews but things have quietened down.

**Nominating Committee (Mr. Thomas):** Voting on next Board takes place in December. Still need people for nominating committee.

**Public Relations (Mr. Mitchell):** No Movies in the Park this year due to bad weather. License will carry over into next year.

**Financials (Mr. Mitchell):** Financial Statement for October was circulated and explained. Motion to approve reimbursement of expenses as written was put forward by Ms. Mears. Seconded by Mr. Thomas. All in favor.

St. Claire have submitted a bid of \$1260 to do the esplanade work on Ella. Motion to accept the bid was put forward by Ms. Mears. Seconded by Mr. Wheeler. All in favor

There being no further business the meeting adjourned at 7.45pm.

**Oak Forest Homeowners Association Inc.**

**General Meeting**

Date: December 10<sup>th</sup>, 2018

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

Meeting called to order with 17 residents in attendance

Pledge of Allegiance was recited.

Quorum for the meeting was 10

**Roll Call:** Matt Mitchell, President - Present  
Christine Milliner, 1<sup>st</sup> Vice President – Present  
Michael Thomas, 2<sup>nd</sup> Vice President – Present  
Treasurer –  
Linda Kelly, Secretary – Present  
Linda Werner, Parliamentarian – Present  
Joshua Sanders, Sargent-at-Arms – Present  
Martha Mears, Past President& Director of Neighborhood Patrol-present  
Jennifer Massey, Director of Public Relations – Absent  
Lane Lewis, Director of Community Relations – Present

**SEAL Security:** Officer Reese reviewed the Incident Report for November and gave the regular reminders about filling out the Vacation Watch Form and adding SEAL as a secondary contact on alarm systems. Vacation Watch form can be handed to officer on patrol or sent online. SEAL can verify Identification Numbers for residents who don't have them available when calling in.

**Meeting Minutes Review:** Mr. Mitchell presented the minutes from our meeting held in November. Motion to accept as written put forward by Ms. Milliner. Seconded by Mr. Sanders.

All in favor.

**President's report and Action Items (Mr. Mitchell):**

1. There will be a big push over the next couple of weeks for residents to sign up or renew their SEAL subscription. Only the annual subscriptions will be included in the final

amount, not the monthly subscriptions. In response to a question, a builder could purchase a SEAL subscription for the property/purchaser. New contract will be signed mid-January.

2. Board contacted by journalist from Bloomberg News in New York. Working on a story on how concentration of neighborhoods with \$200,000+ income households has changed over the years and Oak Forest is one of them. Article should be published in next few days and will be added to the OFHA Facebook page.

### **Committee Reports:**

1. **Neighborhood Patrol (Ms. Mears):** Four adjoining neighborhoods have asked about contracting with SEAL patrol. Ms. Mears has arranged to meet them. Mangum Manor in particular are having some problems which are affecting Oak Forest. The security campaign continues with people signing up every day. The 2019 stickers will be delivered in February.
2. **Deed Restrictions & Architectural Review (Ms. Milliner):** A quiet month. The newly retyped Deed Restrictions have been proofed and are back with the typist. Should be with us by January 1<sup>st</sup>. Need volunteers for the DR/Architectural Review committee.
3. **Board Nominations (Mr. Thomas):** Mr. Jeff Holmes and Ms. Jennifer Johnson put their names forward for the positions of Second VP and Director of Community Relations respectively. Both were approved with a unanimous vote. Still looking for volunteers for the positions of President, First Vice President, 2<sup>nd</sup> Vice President, Parliamentarian, Sargent at Arms, Secretary, Director of Neighborhood Patrol and Director of Public Relations.
4. **Community Relations and PR (Mr. Lewis):** Movie in the Park was cancelled due to the rain. Suggest asking sponsors if it is acceptable to use their donations for a Movie in the Park event to be held over Spring Break. Thanked all the Breakfast with Santa sponsors – Oak Forest Vet, Mel Reyna Realty, Blastcan, Houston Heights Helpers, Coventry Homes, Starbucks, Avid Coffee, SEAL Security, Memorial Hermann and Michael Silva Realty. Event was a huge success with between 600-700 attendees. AT&T still owe \$250 for sponsorship and want to pay by credit card.
5. **Financials (Mr. Mitchell):** A copy of the financial statement was circulated and explained. A motion to approve the expenses as noted was put forward by Ms. Kelly. Seconded by Mr. Sanders. All in favor.
6. **Beautification (Ms. Werner): Ongoing projects.** Hopes that more people will become involved next year.

**There being no further business the meeting adjourned at 8.05pm.**