

**Oak Forest Homeowners Association Inc.**

**General Meeting**

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

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

Meeting called to order with 19 residents in attendance

Pledge of Allegiance was recited.

Quorum for the meeting was 12

**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 – Present  
Martha Mears, Past President& Director of Neighborhood Patrol-present  
Jennifer Massey, Director of Public Relations – Present  
Lane Lewis, Director of Community Relations – Absent

**SEAL Security:** Officer Reese reviewed the Incident Report for December. High number of vacation watches. Reminded residents to please add SEAL as a secondary number for your alarm company, and also program the SEAL number into cell phones. Ms. Mears announced that we are now in a position to sign a new contract with SEAL for 12/7 coverage. Traditionally we start contract with 12/7 coverage and the hours are raised as more people join the program. Officer Reese assured residents that regardless of whether there is an officer in the neighborhood, dispatch will send an officer to incidents 24/7 but the response time will be a bit slower.

**Meeting Minutes Review:** Mr. Mitchell presented the minutes from our December meeting. Item 3 in Committee Reports to be amended to show that Mr. Jeff Holmes was voted in as Second Vice President, not Treasurer. Motion to accept the minutes duly amended was put forward by Ms. Mears. Seconded by Ms. Milliner. All in favor.

**Outgoing Officer Reports:**

1. **First Vice President (Ms. Milliner):** Reminded residents that deed restrictions allow that political yard signs can be displayed 7 days before and 7 days after the election.
2. **Neighborhood Patrol (Ms. Mears):** Had copies of the job description for the position of Director of Neighborhood Patrol. Ms. Mears has held the position for two years and believes the time is right to step down. The position could possibly be a job share between three people and one person has expressed interest in pursuing that route. The 2019 stickers for SEAL yard signs will be delivered in February. We never post the exact hours of SEAL patrol on Facebook or social media.
3. **Public Relations (Ms. Massey):** Nothing to report. Although stepping down from the position Ms. Massey is willing to work with the new Director as time allows. Another position that would benefit from job share between Webmaster and Public Relations.
4. **Financials (Mr. Mitchell):**
  1. A copy of the Financial Statement was made available and explained. A motion to approve the reimbursements and expenses as written was put forward by Mr. Sanders. Seconded by Ms. Massey. All in favor.
  2. Mr. Mitchell asked for a motion to move \$10,000 from Sponsorship Account to the Security 2019 account. This \$10,000 constitutes sponsorship money received prior to 2017. Motion to move the funds as explained was put forward by Mr. Ken Mears. Seconded by Mr. Sanders. All in favor.

#### **Vote for 2019 Board (Mr. Thomas):**

The following people put their names forward for positions on the 2019 Board. Mr. Jeff Holmes resigned from the position of Second VP which he was elected to in the December meeting, and ran for the Treasurer position instead. All were given the opportunity to introduce themselves. Each was approved unanimously.

<b><u>President:</u></b>	John Stout
<b><u>First Vice President:</u></b>	Elizabeth Villarreal
<b><u>Second Vice President:</u></b>	Christine Milliner
<b><u>Treasurer:</u></b>	Jeff Holmes
<b><u>Secretary:</u></b>	Linda Kelly
<b><u>Parliamentarian:</u></b>	Linda Werner
<b><u>Sgt. At Arms:</u></b>	Eric Fontenot

**Director of Community Relations:** Jennifer Johnson (elected in the December meeting)

**Past President:** Matt Mitchell

Director of Neighborhood Patrol and Director of Public Relations remain vacant.

Mr. Mitchell thanked the outgoing Board for the work they had done on behalf of the neighborhood. Mr. Mitchell will remain as a non-voting Board member in the role of immediate Past President.

**Any other Business:** Ms. Mears reminded the meeting that Watonga, between 34<sup>th</sup> and 43<sup>rd</sup> will be under reconstruction until June 2020.

There being no further business the meeting adjourned at 7.44pm.