

Oak Forest Homeowners Association Inc.

General Meeting

Date: March 11th, 2019

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

Meeting called to order at 7pm with 18 residents in attendance

Pledge of Allegiance was recited.

Quorum for the meeting was 12

Roll Call: Elizabeth Villarreal, President – Present
1st Vice President - Vacancy
Christine Milliner, 2nd Vice President – Present
Jeff Homes, Treasurer – Present
Linda Kelly, Secretary – Present
Linda Werner, Parliamentarian – Present
Eric Fontenot, Sargent-at-Arms – Present
Martha Mears, Director of Neighborhood Patrol - present
Director of Public Relations - Vacant
Jennifer Johnson, Director of Community Relations – Present
Matt Mitchell, Immediate Past President – Absent

Review and Acceptance of Minutes from February 4th Meeting: Ms. Villarreal presented the minutes from our February meeting. Motion to accept as written put forward by Mr. Mears. Seconded by Mr. Fontenot. All in favor.

SEAL incident report for February 2019. Officer Reese reviewed the Incident Report for February and advised new residents to add SEAL as a secondary contact on their alarm systems and to fill out the Vacation Watch form when going out of town. Recommend having a motion activated doorbell.

Reports:

1. **President (Ms. Villarreal).**

- a. Explained that Mr. Stout resigned as he did not have the time available for the amount of work that the position calls for. In accordance with the By Laws, the First Vice President (Ms. Villarreal) now moves into the position of President.
- b. Following last month's meeting and the subsequent feedback, Avenue CDC are now reevaluating their plans to build an apartment complex on the site of the old Doyle's restaurant. Their letter will be posted on the OFHA website. Reminded the members that the Board is neutral on this issue.
- c. The new Treasurer has reviewed the past, present and future financials and found some things that need attention to keep us up to date. The Board interviewed and hired Done Right Bookkeeping Services to file 990s, catch up on the books for 2014 and 2015 and to complete the bookkeeping for 2018. Total cost will be \$3500 and will be completed by May. Going forward the Board will be hiring a bookkeeping company and is confident with the way forward.

2. **Second Vice President (Ms. Milliner):**

- a. Actively looking for someone to fill the roles of First Vice President and Director of Public Relations.
- b. Deed restrictions have now been retyped and will be on the website soon.

3. **Beautification Committee (Ms. Werner):** Currently looking for committee members.

4. **Community Relations (Ms. Johnson):** As part of the new website development, will soon have email access to all members and will be conducting an email blast for SEAL reminders and donations. Next event will be the Tour de Oak Forest.

5. **Neighborhood Patrol (Ms. Mears):** SEAL is currently on restricted hours.

6. **School Initiative (Ms. Mears):** Waltrip, Stevens and Wainwright have all expressed interest in getting information on our \$250 grants.

7. **Treasurer (Mr. Holmes):**

- a. A financial statement for February was made available and explained. In addition, an invoice was just received from A-Pro Transcription service (retyping deed restrictions) in the amount of \$1534.50. Motion to approve payments to SEAL, A-Pro and Done Right Services put forward by Ms. Milliner. Seconded by Ms. Debra Johnson. All in favor.
- b. Currently working on filings that have not been done since 2014. The Board is working extensively to move this forward.
- c. Flipcause update. The new website is currently on trial. Three officers still need to review/ comment and then it will be implemented. New site will be more user friendly. All financial transactions take place on the site and the fees are 1.5% capped to us. Homeowners have the option to cover these fees (right now we pay 3.6% to 30% per transaction through Paypal, and 4.5% for monthly Paypal subscribers). There will be an easy import into the bookkeeping system which will reduce the workload considerably. The system is expected to pay for itself within a year.

There being no further business the meeting adjourned at 7.37pm.