

Oak Forest Homeowners Association Inc.

General Meeting

Date: September 9th, 2019

Time: 7.00 p.m.

Place: Candlelight Community Center

Candlelight Lane, Houston, TX 77018

I. Meeting called to order at 7.05pm with 22 residents in attendance. Pledge of Allegiance was recited.

II. Quorum for the meeting was 15

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

III. Review and Acceptance of Minutes from August meeting:

Ms. Villarreal presented the minutes from the August 12th meeting.. Motion to accept minutes as written put forward by Ms. Munsey. Seconded by Ms. Swanzy. All in favor.

IV: Visitors:

SEAL Officer Erica Rocha talked us through the incident report for August. Emphasized not to leave valuables in car and to lock car doors.

V: Committee Reports:

1. President's Report (Ms. Villarreal):

We will soon be sending out a letter to all residents of Oak Forest about the 2020 Membership Campaign to include registration forms for SEAL and membership in the OFHA Civic Club.

2. Nominating Committee (Ms. Milliner):

- a. Introduced Thais Diefenbaker who has put her name forward for Director of Public Relations. Ms. Diefenbaker told us about herself and then Ms. Milliner put forward a motion to accept her into the position. Motion seconded by Ms. Swanzy. All in favor.
- b. Still looking for someone to volunteer for the Treasurer position.

3. Beautification (Ms. Mears):

The rocks on Ella Blvd have now been taken away by the City of Houston. St. Claire have been contracted to clean up the beds and trim the sightline.

4. Community Relations (Ms. Heald):

- a. Movie in the Park is scheduled for October 12th and the movie will be The Greatest Showman Singalong. Starts at 6.30pm. Please bring blankets. Pizza and popcorn will be available provided by Waltrip. Looking for community sponsors.
- b. The winner of our Facebook competition to name our October festival was announced. Congratulations to Fabia Younus and family who won a \$25 gift card
- c. Oaktoberfest will be held on October 26th. Selling vendor booths for \$25. Vendors will be required to bring their own pop up tent, set up booths and supply treats for the kids. As well as trick or treating we are hoping for a diverse array of booths. Registration opened on Friday, September 6th. Experiencing a lack of community volunteers and difficulty finding food trucks. We hope this will turn into a big affair to benefit our SEAL campaign. Small businesses in our area are being very supportive and a local brewery – Platypus – may be interested. Still looking for a wine provider.
- d. Breakfast with Santa on December 8th. Michael Silva will be our main sponsor, but we are still looking for community sponsors. Please consider helping out.

5. Neighborhood Patrol (Ms. Mears):

Intention is to send a mailer out on October 1st giving details on SEAL program and how to sign up or renew. 1200 signs are being brought in for 2020. Our normal budget for the SEAL campaign is \$10,000 but this year we will be working to reduce that to \$6,000. Have hired a bookkeeper at \$300 per month (for 3 months) to keep up with the spreadsheet as people sign up.

6. Deed Restrictions/Architectural Review (Ms. Munsey):

Only received submissions for four houses, 2 fences and a pool in August but things have already picked up for September. Website is still being updated by Ms. Stender and Ms. Villarreal. Suggestions always welcome.

7. Financial Report (Ms. Villarreal and Mr. Fontenot):

Ms Villarreal - In February 2019 our (then) Treasurer identified that we had lost our non-profit status going back to 2013. This was the year SEAL came on board when our income changed from \$50,000 to \$300,000. Upon investigation he discovered that the reason we had not received notification from the IRS was due to an error in entering the P O Box number. This was initially mentioned at the General Meeting held in March and since it has been identified this Board has implemented controls both for us and for future Boards.

Mr. Fontenot - The Treasurer also discovered that IRS form 990 had not been filed from 2013 - 2018. He went back and created financial records from old files and all the 990's were filed. Mr. Fontenot confirmed with the IRS that the 990s were received. We now need reinstatement of the non-profit status. Cost (refundable if status is reinstated) is \$600 and will include a Reasonable Cause Statement, form 1024 and revised bylaws. In speaking to the IRS Mr. Fontenot was told that very rarely do they not reinstate the status and that there is no time limit to file the 1024. Our bookkeeper is gathering the information for the 1024 and we expect to file everything in the near future. We have retained an attorney, Mr. John Barnes, to recraft our Fiscal Policy and By-Laws and hired a Bookkeeper for the month to month accounting. In addition we have started using Quickbooks and Flipcause which is specifically for non-profits. This allows us to do campaigns and fundraising, is user-friendly and accepts payments. Also confirmed with the IRS that there are no red flags on any of our accounts.

VII: New Business:

1. A copy of the revised By-Laws was given to all attendees with a view to voting on their implementation. But Mr. Fontenot suggested we might consider asking our attorney to include the Fiscal Policy as an amendment to the By-Laws therefore the vote was tabled until the next meeting.

2. Approval required for following invoices:

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| SEAL Security Solutions | \$23,808.00 |
| Aztec Rentals (2 porta cans for Movie in the Park | 545.82 |
| SEAL signs for 2020 (1200 w/stakes) | 2,700.00 |
| St. Clair & Sons clean up on Ella Blvd | 1,055.44 |
| Quality printing -mailer re membership dues & SEAL | 1,900.00 |

Motion to pay invoices put forward by Ms. Swanzy. Seconded by Ms. Milliner. All in favour.

VIII: Any other Business:

Ms. Mary Jane Smith introduced herself. She is running as a candidate for District C.

Ms. Penny Morales Shaw also introduced herself. She is running for House District 148.

Ms. Anna Eastman also introduced herself and is also running for House District 148.

Mr. Adam Zuvanich with the Leader community newspaper asked the members if they were concerned about the loss of the non-profit status. Two members responded that they were confident the Board was doing all it could to get this reinstated and that they had kept members informed on their work to do so.

There being no further business, the meeting adjourned at 8.22pm

