

Shady Oaks II Homeowner Association
2024 Annual Meeting Minutes
NRH LIBRARY – BOARD ROOM
Saturday, January 27, 2024
2:00 pm

NOTICES:

Notices/Proxies of the Annual Meeting were mailed to 127 homeowners on January 9, 2024.
The Meeting was posted on www.shadyoaks2hoa.org on January 9, 2023, and reposted weekly.
The Meeting was posted on www.nextdoor.com – Shady Oaks Owners only – on January 9, 2024.
Door-to-Door Proxy collection was conducted to remind homeowners from January 13-24, 2024.
The large metal Meeting signs were placed at the 3 entrances to SO II by January 10, 2024.
The documents of the Annual Meeting will be posted on the HOA website by February 28, 2024.

PURPOSE:

The Annual Meeting was held to review:
2023 Annual Meeting Minutes
2024 Treasurer's Report of 2023 Business
2023 BUDGET vs 2023 Actual Expenses
2023 Net Surplus
2024 Budget
2023 Progress on the Wall Panel Replacements along North Tarrant Pkwy.
Update of the 6-Year Plan for Monument replacement
Review Committee Reports, Neighborhood Issues, Old and New Business
2024 Board Member – Election

BOARD MEMBERS PRESENT:

Rand Huzenlaub, President
Matt Kaminski, Vice-President
Dana Latham, Secretary
Sandy Huzenlaub, Treasurer (non-voting member)

I. OPENING: 2:03 pm

The meeting was called to order by Rand Huzenlaub, President.

II. INTRODUCTION: Rand Huzenlaub introduced the Board Members present.

III. CERTIFYING PROXIES: (See attached Certification by Treasurer)

81 Proxies were submitted and certified by Sandra Huzenlaub, Treasurer.

ATTENDEES: 22 Homeowners, representing 16 homes.

Total = 97 homes were represented. We have a Quorum (Quorum = 51% = 65 homes.)
97/127 homes = 76.4 % of homes represented by Attendance and Proxies.

IV. 2023 “YEAR AT A GLANCE”

Matt Kaminski, VP, read a review of the HOA accomplishments during 2023.

V. MINUTES OF PRIOR 2023 MEETING:

Dana Latham, Secretary, read the 2023 Annual Meeting Minutes. No changes or corrections were needed.

A Motion was made by JOSH HILLS and 2nd by RAY DIAZ to approve the 2023 Minutes as read. All members present, in combination with the Proxies, approved the motion.

VI. TREASURER’S REPORT:

Sandra Huzenlaub – Treasurer, reviewed the 2023 Revenue Sources and Actual Expenses. She reported:

- All HOA Fees for 2023 were paid in full, all Bank Statements, Ledgers and Expense Summary are reconciled.
- Frost Bank Operating Account balance on December 31, 2023 was **\$ 9,516.51**
- The Capital Improvements Savings Fund had a balance on December 31, 2023 of **\$85,765.49**
- The Discretionary Savings Fund had a balance on December 31, 2023 of **\$5,060.16**.
- All Quarterly Reports are completed.
- The 2024 Budget Total = **\$56,700.00**.
- The 2024 Expenses and continuance of the 6-Year Plan for the Walls and Monuments will be covered by the \$395 HOA Fee.
- No increase is needed for the 2024 HOA Fee.
- HOA Fee statements were mailed January 5, 2024 and are due by February 15, 2024.

A Motion was made by RAY DIAZ and 2nd by JOSH HILLS to approve the 2024 Treasurer’s Report of 2023 Business, 2024 Budget and HOA Fees. All members present, in combination with the Proxies, approved the motion.

Clarification:

The SO II HOA Budget and HOA Fee are reviewed/approved by the Board based on expected expenses, at the Planning Meeting in mid-January. An Open Meeting approval of the HOA Fee is only required if an increase exceeds 20%. Approval of the Treasurer’s Report, which includes a review of the prior year Financial activity, the current year Budget, HOA Fee and any Capital Improvement Plans, is an approval by the Homeowners of all components.

VII. COMMITTEE REPORTS:

A. ARCHITECTURAL COMMITTEE (ACC) -

The ACC consists of 5 Volunteer Homeowners. The ACC processed 29 applications for home improvements. Roofing and new windows were the top requests.

B. BEAUTIFICATION – Dana Latham and Sandy Huzenlaub

The Beautification Committee monitored and arranged all Grounds Maintenance, including mowing, tree and grass treatments for fertilization, weed and disease control. The 2023 Summer Heat took its toll on all the entrance plants. Annual Flowers were planted in the Spring and Fall.

C. CHRISTMAS – Dana Latham and Sandy Huzenlaub

The Christmas Committee arranged for the light installation/removal on the Monuments.

D. GARAGE SALE – Sandy Huzenlaub - 17 Homes participated in the October 14, 2023 Annual HOA event.

E. MONUMENT COMMITTEE – Diaz, Blair, Wood, Taylor, Huzenlaub

- The Monument Committee met in January 2024 to discuss any changes or issues regarding the new entrance monuments.
- The Monuments will be a brick and stone combination.
- Amber Blair suggested making the columns “all stone” rather than half brick and half stone. This will prevent any brick mis-match (between the columns and other brick wall panels) from standing out.
- A new CAD drawing was prepared showing this change, and was on display at the Annual Meeting. It will also be posted on the HOA Website.

F. SOCIALS - No Socials were held in 2023.

G. WELCOME/Re-Sales – Sharyn Webb and Dana Latham

The Welcome Committee presented 7 new homeowners with the SO II HOA New Owner folder and a \$50 gift certificate to Lowes.

H. YARD OF THE MONTH - Jason and Susan Weston

The Westons presented the Best Yard signage to homeowners from March to November 2022. In December they awarded the Best Christmas Display sign to Rand and Sandy Huzenlaub of 8304 Shady Oaks Dr.

VIII. OLD BUSINESS: Reported by Rand Huzenlaub:

A. WALL/MONUMENT STATUS AND FINANCES

- The HOA owns and takes responsibility for 94 Panels, 101 Columns and 4 Name Monuments.
- The 6-Year Plan was successful in saving the money needed to finish the wall panels AND save \$85,000 for the replacement of the 4 Monuments by 2023.
- The last 10 (of the full 94) brick panels were rebuilt in 2023.

B. VIOLATIONS/COMPLAINTS FROM NEIGHBORS:

- A city NRH Code violation continues with a broken down stored vehicle in the driveway at 8200 Beverly.
- Garbage cans are still being stored in view of the street on some homes.
- Non-operating Dish Satellites are still in street view on some homes in SO II.
- Homes were contacted about yard maintenance and re-sodding.

C. HOME RESALES REPORT - 7 Shady Oaks II homes acquired new owners in 2023.

D. HOME RENTALS: Shady Oaks II had 3 rental homes in 2023.

IX. NEW AND OTHER BUSINESS / NEIGHBORHOOD ISSUES:

A. BRICK WALL PANELS ALONG N. TARRANT PKWY.

Annual "Wall Walks" will continue yearly in October. For 2024, particular emphasis will be placed on the panels replaced in 2012 and 2014. Any panels along the wall that are showing changes, will be put on the "Watch List."

B. 2024 MONUMENT CONDITION AND PLANNING - Year 6 of the 6-Year Plan

- The HOA will have in excess of \$120,000 saved toward the Monument construction by April 2024.
- Monument Plans are now in the city NRH "Permitting Process."
- The 4 Monuments should be completed Summer 2024.

C. Storage Rental Unit

- The cost is \$78 per month and is included in the 2024 Budget.

D. ACC Design Standards

- The Board will continue revamping the ACC Design Standards in 2024, to include appropriate city NRH Code numbers.

E. Shady Oaks II HOA Board and Treasury in 2024

- At the 2023 Annual Meeting, it was approved that Rand Huzenlaub will stay on the Board beyond his scheduled 2024 “term end,” in order for all aspects of the Monument Rebuild, electrical and landscape to be completed.
- The current VP and Secretary decline being the President on future Boards.
- Potential candidates for the Board were not willing to assume the responsibility of overseeing a major imminent project with which they are not familiar.
- If the lack of volunteers continues, or a volunteer feels they lack the experience, it will be necessary to prepare for the future of the Treasurer. Particular financial aspects of this position could be turned over to a paid Bookkeeper. Future volunteer Treasurers will either have to have the appropriate accounting experience to handle the job, or a bookkeeper to assist them. This bookkeeper would **not** have check writing privileges. The potential cost could be \$500 a month (\$6,000 a year.)
- Alternatively, the Board could seek a Management Company to handle only the Accounting Report functions, without check writing privileges. That may cost more than a Bookkeeper.
- At the end of the Treasury discussion, Cristel Wells informed the Board that she had 30-years experience in Accounting and would like to talk to the Treasurer about taking the position later this year.

F. TEXAS HOA BOARD REQUIREMENTS:

- A 3-Member Board is required by Texas HOA Law, even if a Management Company assumes some, or all, management functions.
- If a Board cannot be formed, the HOA will go into Receivership. A Court will appoint a Receiver (generally an attorney) to run the HOA Operations at a high cost.
- If a Court appoints a Receiver, that person and his/her assistants are paid by the HOA.
- “Standard Operating Procedures” (SOP) for each Board position have been created in order that potential volunteers will understand what is involved.

A Motion was made by JOSH HILLS and 2nd by MATT KAMINSKI_ to conclude the discussion of Committee Reports, Old Business, New/Other Business as read. All members present, in combination with the Proxies, approved the motion.

X. BOARD APPOINTMENT or ELECTION

- A. Issues getting Volunteers to join the Board were again reviewed.
- B. Options for 2024:
 - 1. Appointment - Rand Huzenlaub continues for a new 3-year term, with understanding that he will resign by 2025 Meeting and someone will be appointed to complete his 3-year term. Rand Huzenlaub agrees to assist in Board Training going forward.
 - 2. Election – If someone steps up and is elected to the Board at the Annual Meeting, their tenure will begin after completion of all aspects of the 2024 Capital Improvements project are completed. That will be by or before January 2025.
- C. Matt Kaminski called for volunteers or nominations for the open Board Position.

A Motion was made by DANA LATHAM to nominate Rand Huzenlaub. JOY WILLIAMS 2nd the motion. No other nominations were received.

- D. Matt Kaminski called for a Motion to Elect Rand Huzenlaub.

A Motion was made by DANA LATHAM and 2nd by JOY WILLIAMS to elect Rand Huzenlaub. All members present, in combination with the Proxies, approved the motion.

XI. ADJOURNMENT:

A Motion was made by JOSH HILLS and 2nd by PAUL DAILY to adjourn the Annual Meeting. All members present, in combination with the Proxies, approved the motion.

I, the undersigned, hold these statements presented above to be true.

Submitted on this date of February 7, 2024:

Dana Latham, Secretary

