

**MINUTES OF  
PARKS AND RECREATION MEETING  
OF THE  
BOARD OF DIRECTORS**

**June 28, 2017**

THE STATE OF TEXAS §  
COUNTY OF HARRIS §  
OAKMONT PUBLIC UTILITY DISTRICT §

The Board of Directors (the "Board") of Oakmont Public Utility District (the "District") met in regular session, open to the public, at Auburn Lakes Recreation Center, the District's designated meeting place inside the boundaries of the District, on Wednesday, June 28, 2017 at 7:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Ty Warren	-	President
Shaun Hebert	-	Vice President
Kerry Simmons	-	Secretary
Bruce Bramlett	-	Assistant Secretary
Tanya Craig	-	Assistant Secretary

All members of the Board were present, thus constituting a quorum.

Also in attendance were: Kenny with Greater Houston Pool Management, Inc., the District's Pool Manager ("GHPMI"); Jerrod Lee, Tina Deases, and Steven Wright of The Risher Companies, the District's Recreation Manager ("Risher"); Bill Sweitzer of Sweitzer and Associates, the District's Landscape Architect ("Sweitzer"); Chris Roznovsky and Diego Burgos of Jones & Carter, the District's Engineer ("J&C" or "Engineer"); and Mallory Craig, Attorney of Coats|Rose, P.C., the District's legal counsel ("Coats|Rose").

WHEREUPON, the meeting was called to order at 7:06 p.m. in accordance with the posted meeting notice, which is attached hereto as Exhibit "A".

**APPROVE MINUTES OF MEETINGS**

The Board considered approving the minutes of the meeting held May 24, 2017, which were previously distributed for review.

Upon a motion by Director Hebert, seconded by Director Simmons, the Board voted unanimously to approve the minutes of the meeting held May 24, 2017, as presented.

## **HEAR RECREATION CENTER MANAGER REPORT**

The Board recognized Ms. Deases, who reviewed the recreation activity throughout the month, a copy of which is attached hereto as Exhibit "B".

Ms. Deases presented a proposal for installation of security equipment at the fitness center and clubhouse. After discussion, upon a motion by Director Simmons, seconded by Director T. Craig, the Board voted unanimously to purchase and install security equipment as proposed, for a cost of \$3,476.48.

The Board also discussed amending non-resident annual fees for access to the pool and fitness center. The Board tabled action on this matter.

After discussion and consideration, upon a motion by Director Hebert, seconded by Director Simmons, the Board voted unanimously to approve (i) the recreation manager's report, (ii) purchasing a reception desk for the fitness center, (iii) purchasing 10 shirts for Risher employees to wear with the District logo, (iv) purchasing an outdoor clock, and (v) purchasing and installing a television and Nest thermostat for the fitness center.

## **HEAR FROM LANDSCAPE ARCHITECT**

The Board then recognized Mr. Sweitzer, who presented and reviewed the Landscape Architect's Report, a copy of which is attached hereto as Exhibit "C".

The Board then discussed the installation of the stucco siding on the copula on the new storage pavilion and bathrooms. It was noted that what was to be installed was not explained as stucco siding in lieu of actual stucco. The Board inquired as to the cost to replace the siding with actual stucco and noted that Sweitzer would be paying the full the cost of the replacement.

After review, upon a motion by Director Simmons, seconded by Director T. Craig, the Board voted unanimously to approve the Landscape Architect's Report as presented.

## **HEAR ENGINEER'S REPORT**

The Board recognized Mr. Burgos, who presented the Engineer's Construction Progress Report, a copy of which is attached hereto as Exhibit "D".

After review and discussion, upon a motion by Director T. Craig, seconded by Director Simmons, the Board voted unanimously to approve the Construction Progress Report.

## **HEAR FROM RECREATION COMMITTEE**

The Recreation Committee provided an update on activities undertaken during the month.

Director Warren requested the Board consider amending the open hours for the fitness center, so that the fitness center would be open from 4:30 a.m. to 11:00 p.m. Director Warren noted that the staffed hours of the fitness center would stay the same, but that the unstaffed hours

would be extended. Upon a motion by Director Hebert, seconded by Director Warren, the Board voted unanimously to extend the fitness center hours.

**HEAR ATTORNEY’S REPORT**

The Board recognized Ms. M. Craig who presented the Attorney’s Report.

Consider Lease Agreement

Ms. M. Craig presented the Board with a draft lease agreement for the storage space located in the new storage pavilion between the District and Auburn Lakes Homeowners’ Association (the “HOA”). Ms. M. Craig noted that the draft being presented is only for consideration, and that the Board will need to determine lease prices and other terms of the agreement. No action was taken.

There being no other business to come before the Board, the meeting was adjourned.

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PASSED, APPROVED and ADOPTED this July 26, 2017.

(DISTRICT SEAL)

  
Secretary, Board of Directors

**OAKMONT PUBLIC UTILITY DISTRICT  
NOTICE OF MEETING  
PARKS AND RECREATION**

Notice is hereby given pursuant to V.T.C.A., Government Code, Chapter 551, that the Board of Directors of Oakmont Public Utility District will meet in **regular** session, open to the public, at **7:00 p.m.**, on **Wednesday, June 28, 2017**, at the **Auburn Lakes Recreation Center**, a meeting location inside the District, at which meeting the following items will be considered:

1. Consider approving minutes of the recreation meeting held May 24, 2017.
2. Hear report from Recreation Center Manager, and consider acting thereon, including:
  - a. Consider approving Amended and Restated Order Adopting Non-Resident Auburn Lakes Recreation Center, Fitness Center, and Swimming Pool Annual Fees.
  - b. Review and consider approving proposals for purchase of recreation equipment, repairs to facilities, and/or authorizing camps and activities; and
  - c. Consider authorizing Recreation Center Manager to proceed with projects and repairs as directed by the Board.
3. Hear report from Landscape Architect and consider acting thereon, including:
  - a. Approve pay estimates and change orders for construction of "inside-the-fence-facilities";
  - b. Consider taking action regarding Landscape Architect Services Agreement.
4. Hear report from Engineer and consider acting thereon, including:
  - a. Receive update on progress of the recreation center construction; and
  - b. Consider approving pay estimates and change orders for construction and repair of recreation facilities.
5. Hear from Recreation Committee on activities during the previous month.
6. Hear from Attorney and consider taking action regarding:
  - a. Discuss and consider approving Storage Space Lease Agreement with Auburn Lakes Homeowner's Association.

Pursuant to V.T.C.A. Government Code, Chapter 551, the Board of Directors may convene in closed session in relation to any agenda item included in this Notice, such closed session will be held at the date, hour and place given in this Notice concerning any all subjects for any and all purposes permitted by V.T.C.A. Government Code, Chapter 551, including but not limited to pending or contemplated litigation, security matters and devices, personnel matters, real estate transactions or a private consultation with the attorney for the District on any or all subjects or matters authorized by law.

EXECUTED this 21<sup>st</sup> day of June, 2017.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By: Mallory J. Craig

Mallory J. Craig  
Coats Rose, P.C.  
Attorneys for the District



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EXECUTED this 21<sup>st</sup> day of June, 2017.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By: 

Mallory J. Craig  
Coats Rose, P.C.  
Attorneys for the District

OAKMONT PUBLIC UTILITY DISTRICT  
NOTICE OF MEETING  
PARKS AND RECREATION

1274706  
06/21/2017 PERSONAL  
\$9.00 MPR - NOTICE MTG

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EXECUTED this 21<sup>st</sup> day of June, 2017.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By: Mallory J. Craig

Mallory J. Craig  
Coats Rose, P.C.  
Attorneys for the District

Stan Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

17 JUN 21 PM 3:54

FILED



State of Texas  
County of Harris  
County Auditor's Form 153  
Harris County, TX (rev. 07/11)

Stan Stanart, County Clerk  
Personal Records (713) 755-6436  
201 Caroline, STE 330, Houston, TX 77002  
Fee Officer's Official Receipt

Receipt # : PR17016776

Receipt Date : 06/21/2017 04:02:16 PM

Fees Assessed By : CCO\KRodriguez

Cashier : Copeland, Shonda (CCO)

OAKMONT PUBLIC UTILITY DISTRICT

Fee Description	Amount	Notes
County Clerk	\$9.00	NOTICE OF PUBLIC MEETING - 1274706 OAKMONT PUBLIC UTILITY DISTRICT::TO THE PUBLIC
<b>Total :</b>	<b>\$9.00</b>	<b>\$9.00</b>

Tender Type	Tender SubType	Check # / CC Auth #	Tender Amount
LEGALEASE		5006799239800250	\$9.00
		<b>Total Paid:</b>	<b>\$9.00</b>

THANK YOU





CERTIFICATE OF POSTING OF NOTICE OF MEETING

THE STATE OF TEXAS

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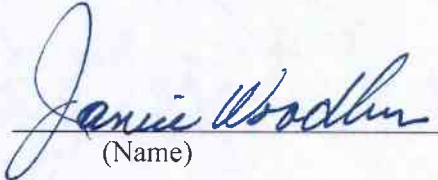
COUNTY OF HARRIS

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OAKMONT PUBLIC UTILITY DISTRICT

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I, Janice Woodburn, the undersigned, hereby state that I posted the attached Notice of Meeting of the Board of Directors of Oakmont Public Utility District at the administrative office of the District, 9 Greenway Plaza, Suite 1100, Houston, Texas, on June 21, 2017, at 5:00 p.m., which time was not less than 72 hours prior to the scheduled time of the meeting.

  
(Name)

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EXECUTED this 21<sup>st</sup> day of June, 2017.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By: Mallory J. Craig

Mallory J. Craig  
Coats Rose, P.C.  
Attorneys for the District

DO NOT DETACH

CERTIFICATE OF POSTING OF NOTICE OF MEETING

THE STATE OF TEXAS

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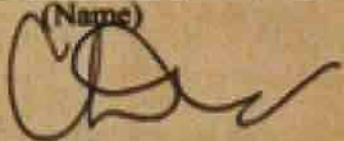
COUNTY OF HARRIS

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OAKMONT PUBLIC UTILITY DISTRICT

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I, Christina N DeAsis the undersigned, hereby state that I posted a copy of the attached Notice of Meeting of the Board of Directors of Oakmont Public Utility District at 25005 Northcrest Drive, Spring, Texas, the location inside the boundaries of the District designated for the posting of agendas, on the 21<sup>st</sup> day of June, 2013 at 6 p.m., which time was not less than 72 hours prior to the scheduled time of the special meeting.

Christina N DeAsis  
(Name)  


Auburn Lakes Recreation Center:  
Oakmont Public Utility District  
Monthly Report – June 2017



**RISHER FITNESS MANAGEMENT**

Prepared by: Tina DeAses – Director  
Risher Fitness Management, Inc.

Risher Fitness Management, Inc. has been contracted to manage the Auburn Lakes Recreation Center.



Revised 06.28.2017

## **Auburn Lakes Recreation Center and Risher Fitness Management Mission Statement**

Our mission here at Risher Fitness Management is to provide safe and fun recreation, fitness, special events, and wellness opportunities for all residents. We strive to promote and enhance healthy lifestyles and well-being in a welcoming environment for both children and adults alike. Providing a clean, fun, and quality experience in every one of the recreation centers we manage with qualified and certified employees. We aim to offer you with the best and most positive environment you will find in any community recreational setting. Through quality customer service and community activities we hope to bring each community closer together.

This month at the Auburn Lakes Recreation Center our services has centered around finalizing the fitness center and managing the swimming pool. In the future we hope to Increase visibility with our Social Media outlets and will be looking into other creative avenues for advertising our events as well. Our goal is for all the Auburn Lakes residents to take advantage of the wide variety of recreation programs we offer.

### **Employees**

The regular employees at the Auburn Lakes Recreation Center working under Risher Fitness Management, Inc. (RFM) for the month included:

- Tina DeAses- Director
- Jenifer Cox- Assistant Director
- Fitness Room Attendants: Devin, Aubrey

### **Fitness Center Staff & Member Culture/Morale**

Establishing relationships with the residents to build interest in the facility, and our upcoming fitness programs. Assuring residents that we will deliver high quality fitness equipment and perform the general maintenance and cleanliness to keep the facility in very high standards.

We are meeting residents at the playground and introducing ourselves, visiting with residents before/ after group fitness classes, making ourselves available in the clubhouse, and responding to comments on our social media outlets as well.

### **Cleaning**

Cleaning and general upkeep is a top priority. We complete a daily checklist of the Recreation Center area and the grounds surrounding it. We check the retention ponds on a weekly basis. Had front of buildings, columns, playground area power washed. (See Before & After pictures)



### **Fitness Center**

The fitness center has gone through a huge transformation this month. We installed 8 pin-selectorized machines, 1 weight- assisted machine, and 9 cardio machines. Had outside of facility power washed, created an emergency exit plan, posted emergency exit signs. Posted an advertisement for fitness center attendants, interviewed staff, created a staff management manual, operations manual, and had surround sound system installed. Requested quotes from vendors regarding water fountains and

decided instead to begin water service. Scheduled appropriate vendors for electrical, construction, and pest-control projects. Created a worksheet that shows the most popular time in the weight room. Most popular times in February, March, and April were 7:00 AM – 10:00 AM and 3:00 PM – 5:00 PM. Busiest days of the week were Monday, Wednesday, and Thursday. Scheduled A/V and cable companies to install necessary components for fitness center entertainment.



**Ongoing Maintenance Items to be addressed:**

Warped panel on the front of the weight room wall – addressing now

Seal broken on glass doors - foggy – getting quotes

Roof is brown instead of green – addressing prior to 07.07

Install wood in between sidewalk blocks –

Water damage from sprinkler system- cracks along building, warped / soft wood under windows –

Cardio room is noticeably warmer than front weight room



Rec Pass / Pool Pass – 48 people uploaded to the Auburn Lakes membership database between May 24- June 22

**Group Fitness**

Continuing to offer free boot camp classes until the weight room is open to Auburn Lakes residents and began kids boot camp classes as well. Water aerobics began June 6 and has been steadily growing in popularity. We will have PiYo class beginning in July.



	June Participation	# of Classes
Water Aerobics	11	4
Boot Camp	47	8
Kids Boot Camp	45	5



### Special Events / Clubhouse

Clubhouse had a big upgrade this month with the installation of two televisions, sound system, and the nest a/c control system. Residents have reported using the HDMI hookup, sound system for music, and watched the televisions during their events. We are still working with the A/V company to add on the ability to wirelessly connect a windows computer to the televisions. The clubhouse is in good shape however we should still pursue paint and new flooring options.

Date	Event Host	Revenue	Reason for Event	Attendance
06/03/2017	Marvin Coleman	250.00	Birthday	50
06/04/2017	Sylvia S	250.00	Graduation	40
06/10/2017	Mandy N	250.00	End of Year Party	75
06/15/2017	Tina DeAses – Dr Nester’s	0	Fire Ant Presentation	135 views on Facebook
06/21/2017	Paula Mendenhall	\$200.00	Church Event	60

### **Ongoing Maintenance Items to be addressed:**

Roof is brown instead of green – addressing prior to 07.07

Roof is noticeably soft on back towards deck -

Install wood in between sidewalk blocks -

Water damage from sprinkler system- cracks along building, warped / soft wood under windows –

### **Playground**

The playground remains in good condition. The lamp post next to the picnic area is in need of an entirely new light fixture as it doesn’t work and looks very rusted – discussed with board (part of phase 2).

Also, we have a quote from May Recreation to fix the Tornado. There is no water access at the playground. Possibly something we should look into in the future.



**Pool**

Pool opened Memorial Day weekend as planned then for the full swim season on June 2. Contacted 3 companies for vending machines, water inflatable companies in case pool didn't open, 3 port-o-potty vendors, Cintas for pool mats and had pool gate re-keyed. Power washed pool equipment including 6 lounge chairs, 9 tables, 36 chairs, 9 umbrellas, and 9 table tops as well as arranged all pool furniture for opening day. Residents are very pleased with the increase in pool hours and are utilizing the earlier swim time. GHPM is ready to repair the 4 lights out at the pool.

	Week of 05/29/2007	Week of 06/05/2017	Week of 06/12/2017
Pool Attendance	590 Fri (249)	1,427 Sat (279)	1,085 Sat (221)

**Things to be aware of:**

Kids have been cutting their feet on the pool. Not sure if this is from the cool deck or pool plastering. Vendors are aware and have sanded down possible hot spots and rough edges around pool. Incidents are decreasing.

GHPM is aware of other situations *per their contract*, that need to be handled, cleaning the pool pump room, tracking other chemical levels besides just Chlorine and PH levels, cleaning the white cloudiness off of the pool tiles, as well as training guards regarding situations specific to Auburn Lakes (water features, vacuuming pool, etc).

Chlorine and PH levels are inconsistent. GHPM is working on how to better manage the levels. May want to consider a guest policy or total number of people allowed per card.

**Ongoing Maintenance Items to be Addressed:**

Pool water features need to be waxed for shine – end of year  
Pool lights are out – being addressed \* may want to consider LED for future  
Need more light around pool area

**Retention Ponds**

Both retention pond walking tracks are in good shape.

**Marketing & Advertising**

We are reaching out to the Auburn Lakes community via our social media sites, personal contact at our facilities, table top signs at the pool and yard signs at our various locations as well.

Facebook Posts            16            Facebook Reaches        6052

**Monthly Expenses**

Company	Invoice/Service	Cost
Vanguard	Cleaning areas 1/ week (increase of \$55 to include new cardio room)	\$336.00
Morris Pest Control	Scheduled again September	\$85.00
AT & T phone	2 land lines	\$84.67
AT & T internet	Wi-Fi	\$59.76
Direct TV	Clubhouse tv	94.55
Ready Refresh	Water Service	29.99
Supplies	Maintenance, light bulbs, etc	249.98
	<b>Total</b>	<b>\$939.95</b>

Special Situations:

Company	Invoice/Service	Cost
Grand Slam AV & Security	Cardio Room Entertainment	5541.83
Gordon	Mag Lock Services	615.00
	<b>Total</b>	<b>\$6156.83</b>

**Monthly Income May 24 – June 22**

Source	Credit
Clubhouse Rentals	\$750.00
Rec Pass	\$2274.00
<b>Total</b>	<b>\$3024.00</b>

**Discussion Items**

Rec 1 Security System Proposals: **\*\*REVISED 06.28.2017\*\***

	Storage	Camera Cost	Extra	Total with 5 cameras in fitness center
iWatch	16 channel 4 TB Hard Drive \$1400	Speco Camera (3MP IP) \$450	*installing new Cat 5 cable*	\$1400 + \$2250 = \$3,650
Houston Electronic Security	16 channel 3 TB Hard Drive \$1495	Flir Camera (4 MP) \$429.50	*installing Cat 5 cable*	\$1495 + \$2147.50 = \$3,642.50
Grand Slam AV & Security	16 channel 4TB Hard Drive \$1299.99	Tough Dog (4MP) \$349.99 Power Supply \$150	This quote is with using the existing coax cable.	\$3783.95

- |       |                                      |           |                          |
|-------|--------------------------------------|-----------|--------------------------|
| Rec 2 | Water access at playground           | \$1025.00 | Vista                    |
| Rec 3 | Doggy Doo Doo Station at Play Ground | \$316.00  | Terrabound Solutions     |
|       |                                      | \$520.00  | Vista install & maintain |
|       |                                      | \$836.00  |                          |



Rec 4 Tornado – May Recreation at Play Ground



- A. Replace Tornado \$2984
- B. Remove Tornado \$500
- C. Leave it alone

Rec 5 Fitness Center Operations

Reception Desk Ideas

\$1050.00



Staff Apparel

\$30-ish/ shirt plus digitizing fees for logos



Rec 6 Vending Machine at Pool



Rec 7 Clock



CLOCK AMERICA QUARTZ 18" ROUND/SURFACE BLACK  
110VAC BOTTOM SET CH 89 WR

\$249.95



SkyNature 18 Inch Large Outdoor Wall Clock Waterproof with  
Temperature and Humidity \$60.99

Rec 8 Amended Rec Pass Amount

Current Prices	Annual Family Pass	Annual Single Pass
Fitness Center Only	\$300	\$240
Pool Only	\$200	\$160
Combo	\$450	\$350

Rec 9 Fitness Room – Television & Nest Proposal

\$1412.00



Potential Special Events

Camp Name	Camp Length	Session Length	Cost	Min/ Max	Potential Dates
Mad Science	1 day	1 hour – everyone makes something	\$205 total	Max 20	Aug 2, 9, or 16
Wine Tasting at Wild Stallion	1 night	\$15/ person		No min/ max	

**sweitzer + associates**  
13300 katy freeway \* houston, texas 77079  
281-496-3111 \* fax 281-496-3113



**landscape architects  
planning consultants**

## Oakmont Public Utility District Landscape Status Report

June 28, 2017

### Agenda Item 3:

#### Item A.

- Pay Estimates #3 in the amount of \$153,247.30 has been submitted for approval. The estimate is being reviewed and will be submitted to the District Book Keeper prior to the July 13, 2017 meeting.

Change orders 11, 12, 15, 17, 18 & 21 were approved at District meeting June 20, 2017. There are outstanding change orders being considered. C.O.s 19, 20, 22 have not been approved.

#### Item B.

- Proposal is submitted for review of preliminary Master Park Plan and estimate of probable costs.







JONES | CARTER

**CONSTRUCTION PROGRESS REPORT NO. 006  
OAKMONT PUBLIC UTILITY DISTRICT  
AUBURN LAKES RECREATION CENTER IMPROVEMENTS  
JUNE 21, 2017**

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Original Contract Amount:	\$629,682.20	Contract Start Date:	March 28, 2017
Contract Modifications:	<u>\$ 49,078.66</u>	Contract Period of Performance:	112 calendar days
Revised Contract Amount:	\$678,670.86	Time Extensions:	12 calendar days
		Contract Completion Date:	July 18, 2017

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**Contract Milestone Schedule:**

- I. Pool Substantially Completed: Sunday, May 28, 2017
- II. Fitness Center Expansion Substantially Completed: Sunday, June 18, 2017
- III. Pavilion Substantial Completion: July 07, 2017
- IV. Final Completion: July 12, 2017

**Work Completed Since June 7<sup>th</sup>:**

- I. Pool
  - a. Replaced some of the caulked Kool Deck joints.
  - b. Replaced various coping caulked joints found to be deficient.
  - c. Greater Houston Pool repaired some of the leaks caused by the pump deadheading (over pressurizing the pipework).
    - i. There are other items that need to be repaired due to the pump deadheading. See Items to be discussed.
- II. Fitness Center Remodel
  - a. Paint touched up.
  - b. Replaced previously installed rubber flooring, and cleaned joints.
  - c. Per approved Change Order No. 2, installed new ceiling fans.
  - d. Per approved Change Order No. 8, replaced the existing electrical receptacles and switches.
- III. Pavilion
  - a. Roughed in all plumbing.
  - b. Installed interior sheeting and siding.
  - c. Installed security glass block and windows.
  - d. Installed stone work and stucco.
  - e. Installed ceiling panels.
  - f. Prep work for interior paint and stucco painting is commencing.
  - g. Trimmed out the exterior louvers (vents).



**Scheduled Tasks for Next Two Weeks:**

- II. Pool
  - a. Greater Houston Pools to install two (2) portable life guard stands.
  
- III. Fitness Center Remodel
  - a. Installation of remote fire connection.
  
- IV. Pavilion
  - a. Pour the sidewalk abutting the pool area.
  - b. Form the new sidewalk leading to the pavilion.
  - c. Paint the interior.
  - d. Install life guard office desk.
  - e. Install outdoor life guard station countertop.
  - f. Paint the stucco.
  - g. Install the plumbing fixtures.
  - h. Trim out the electrical devices.

**Items to be Discussed & Potential Issues:**

- I. Pool
  - a. For the first few days of operation the newly installed feature pump was not turned off when the pool was closed for the night but the valves were closed. This caused the pump to deadhead. This lead to failure of the discharge pipe and the creation of leaks.
    - i. It appears one of the leaks found on the piping was incorrectly repaired by using a cold weld product over the cracks instead of replacing the fittings. We recommend the fittings be replaced.
    - ii. The District may want to consider requiring a start up and shut down plan to be created and provided to the operations staff.
  - b. Replacement of the Existing Pool Lights.
    - i. The existing pool lights worked prior to construction. There are currently 5 lights that do not work.
    - ii. Risher to acquire new bids to replace 4 of the 5 broken pool lights.
    - iii. We are working with the District's landscape architect and contractor to complete the repair or replacement of the 5<sup>th</sup> light.
  - c. Exhaust Fans for Pump and Chlorine Rooms.
    - i. The existing chlorine room door hardware, room paint and floor are showing signs of excessive corrosion caused by off gassing of the chemicals.
    - ii. The installation of an exhaust fan in the pump room will help remove excessive moisture and an exhaust fan in the chemical room will bring the atmospheric chemical levels to within tolerable levels.
    - iii. Potential Change Order No. 19 was denied. Texana to acquire new bids.

- d. Add 2 Anchor hooks for a lane rope.
    - i. To permit the installation of the anchors the pool will need to be drained 6".
      - 1. This work will be completed on a Monday morning along with the tile work.
    - ii. See Approved Change Order No. 17.
  - e. Calcium scum removal.
    - i. Over the years Calcium has accumulated on the tile coping.
      - 1. This white/grey film is on the top of the tiles and along the waterline around the perimeter of the pools.
      - 2. Methods of removal
        - a. The proposed method is to use a blasting media.
        - b. The chemical method can take up to 30 days to remove the build up at the waterline but the top would still have to be removed via mechanical means.
        - c. An alternate method of removal would be to remove the calcium build up with hand scrapers and wire brushes. This would take approximately 130 labor hours to complete.
        - d. Change Order No. 20 was denied. The Board decided to postpone the work until the pool season is over.
- II. Fitness Center
- a. Removal of Existing Water Fountain.
    - i. The existing fountain was requested to be removed.
    - ii. See Approved Change Order No. 12.
  - b. Install a Mail Box.
    - i. In order to receive a mailing address at the recreation center, the District is required to install a mailbox.
    - ii. See Approved Change Order No. 21
- III. Pavilion
- a. Additional Gate Entry.
    - i. Additional metal access gate.
      - 1. The Recreation Committee requested the Architect to prepare an evaluation of another access gate to prevent the use of the bathroom facilities when the pool is not open.
      - 2. See Approved Change Order No. 11
  - b. Install Stucco on the Cupola Exterior Walls.
    - i. In an effort to match the existing buildings, the cupola will have the siding removed and stucco installed in its place.
    - ii. See Approved Change Order No. 15.
  - c. Weather Resistant clock.
    - i. The client requested the contractor to supply and install a dedicated line to feed an exterior weather proof clock.
    - ii. Change Order No. 16 was denied. Risher to look into purchasing weather resistant clock.

- d. Dedicated Receptacle in the HOA Storage room.
  - i. The client requested a dedicated receptacle in the HOA storage room to service a refrigerator.
  - ii. Refrigerators are required to be put on a dedicated circuit.
  - iii. See Approved Change Order No. 18.

#### IV. Delays

- a. Fitness Center Remodel
  - i. Fire Code Compliance
    - 1. It is our understanding the District's operator has begun installation of the external remote fire hose connection.
      - a. This is expected to be completed by the end of business June 23, 2017.
    - 2. Once the remote connection is installed the Fire Marshall will be requested to perform an inspection of the facility.
      - a. Once the Fire Marshall provides documentation the facility passed the inspection it can be opened.
  - b. Pavilion
    - i. Estimated 3.5-week total delay.
    - ii. Delay caused by weather.
    - iii. Once the building is enclosed the contractor will make up for some of the lost time.
    - iv. Some of the stone work was installed just prior to a rainstorm. The rain was driving into the grout and caused it to settle and become uneven. This caused the mason to tear out and reinstall the stones the following day.

#### **Pay Estimates:**

- I. No new pay applications to present.

#### **Change Orders:**

- I. See attached Change Orders.

**Progress Photos:**

Pool Repairs



Date: June 10, 2017

Time: 1:04 pm

Description: It appears one of the leaks found on the piping was incorrectly repaired by using a cold weld product over the cracks instead of replacing the fittings.

Fitness Center Remodel



Date: June 2, 2017,  
Time: 1:20 pm  
Description: The fitness machine receptacles are installed, and the water fountains have been removed.

Pavilion



Date: June 20, 2017  
Time: 11:48 am  
Description: The final finish coat of stucco being applied to the exterior walls.



8945 Long Point Rd  
 Suite # 212 Houston, TX 77055  
 (713) 681-2746  
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**PCO #011**

Texana Builders, LLC  
 8945 Long Point Rd #212  
 Houston, Texas 77055  
 Phone: (713) 681-2747  
 Fax: (713) 681-2746

**Project:** 17-004 - Oakmont PUD Recreation Center Imp  
 Northcrest Drive and W. Rayford Road  
 Spring, Texas 77338

## Prime Contract Potential Change Order #011: Additional gate at entry on pool house

<b>TO:</b>	Sweitzer & Associates 13300 Katy Freeway Houston 77079	<b>FROM:</b>	Texana Builders, LLC 8945 Long Point Rd #212 Houston Texas, 77055
<b>PCO NUMBER/REVISION:</b>	011 / 0	<b>CONTRACT:</b>	1 - Oakmont PUD Recreation Center Improvements Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Kevin Neumann (Texana Builders)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	6/8 /2017
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$5,712.20

**POTENTIAL CHANGE ORDER TITLE:** Additional gate at entry on pool house

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

Add additional gate with side panels to match existing fence, but excludes mag lock and wiring. The existing gate on plans will receive a passage and deadbolt.

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount
1	02 Site Construction-02200 - Permanent Site Fencing	Turnkey gate with side panels, includes deadbolt and passage for existing gate and excludes mag lock and wiring	Other	\$ 4,967.13
<b>Subtotal:</b>				\$4,967.13
<b>Overhead and Profit: 15.00% on all line item types</b>				\$ 745.07
<b>Grand Total:</b>				<b>\$5,712.20</b>





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**PCO #012**

Texana Builders, LLC  
 8945 Long Point Rd #212  
 Houston, Texas 77055  
 Phone: (713) 681-2747  
 Fax: (713) 681-2746

**Project:** 17-004 - Oakmont PUD Recreation Center Imp  
 Northcrest Drive and W. Rayford Road  
 Spring, Texas 77338

## Prime Contract Potential Change Order #012: Remove existing water fountain

<b>TO:</b>	Sweitzer & Associates 13300 Katy Freeway Houston 77079	<b>FROM:</b>	Texana Builders, LLC 8945 Long Point Rd #212 Houston Texas, 77055
<b>PCO NUMBER/REVISION:</b>	012 / 0	<b>CONTRACT:</b>	1 - Oakmont PUD Recreation Center Improvements Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Kevin Neumann (Texana Builders)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	6/8 /2017
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$460.00

**POTENTIAL CHANGE ORDER TITLE:** Remove existing water fountain

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

Remove existing water fountain and cap off existing piping. Point up holes at stone area where bolts attached water fountain.

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount
1	15 Mechanical-15400 - Plumbing	Remove existing water fountain and cap off	Other	\$ 400.00
<b>Subtotal:</b>				<b>\$400.00</b>
<b>Overhead and Profit: 15.00% on all line item types</b>				<b>\$ 60.00</b>
<b>Grand Total:</b>				<b>\$460.00</b>



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**PCO #015**

Texana Builders, LLC  
 8945 Long Point Rd #212  
 Houston, Texas 77055  
 Phone: (713) 681-2747  
 Fax: (713) 681-2746

**Project:** 17-004 - Oakmont PUD Recreation Center Imp  
 Northcrest Drive and W. Rayford Road  
 Spring, Texas 77338

**Prime Contract Potential Change Order #015: Install Stucco Siding**

<b>TO:</b>	Sweitzer & Associates 13300 Katy Freeway Houston 77079	<b>FROM:</b>	Texana Builders, LLC 8945 Long Point Rd #212 Houston Texas, 77055
<b>PCO NUMBER/REVISION:</b>	015 / 0	<b>CONTRACT:</b>	1 - Oakmont PUD Recreation Center Improvements Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Kevin Neumann (Texana Builders)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	6/16 /2017
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$3,547.75

**POTENTIAL CHANGE ORDER TITLE:** Install Stucco Siding

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
 Remove existing lap and gap siding, install new Tyvek wrap and install stucco siding per new drawing.

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount
1	06 Wood & Plastic-06100 - Rough Carpentry	Remove existing siding and install new stucco siding	Other	\$ 3,085.00
<b>Subtotal:</b>				<b>\$3,085.00</b>
<b>Overhead and Profit: 15.00% on all line item types</b>				<b>\$ 462.75</b>
<b>Grand Total:</b>				<b>\$3,547.75</b>



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**PCO #017**

Texana Builders, LLC  
 8945 Long Point Rd #212  
 Houston, Texas 77055  
 Phone: (713) 681-2747  
 Fax: (713) 681-2746

**Project:** 17-004 - Oakmont PUD Recreation Center Imp  
 Northcrest Drive and W. Rayford Road  
 Spring, Texas 77338

**Prime Contract Potential Change Order #017: Add 2 hook anchors in Pool**

<b>TO:</b>	Sweitzer & Associates 13300 Katy Freeway Houston 77079	<b>FROM:</b>	Texana Builders, LLC 8945 Long Point Rd #212 Houston Texas, 77055
<b>PCO NUMBER/REVISION:</b>	017 / 0	<b>CONTRACT:</b>	1 - Oakmont PUD Recreation Center Improvements Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Kevin Neumann (Texana Builders)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	6/16 /2017
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>LOCATION:</b>		<b>PAID IN FULL:</b>	No
<b>SCHEDULE IMPACT:</b>	2 days	<b>TOTAL AMOUNT:</b>	\$1,063.75

**POTENTIAL CHANGE ORDER TITLE:** Add 2 hook anchors in Pool

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

Drain 6" water, chip out plaster, install 2 rope anchors at steps (W/SS BAR - ROPE ANCHOR WHITE (SPG-25-0321) AND 3/4" ROPE HOOK - SOCKET TYPE (SPG-35-0001) and re-fill pool. Price reflects rope hooks to be installed during normal working hours. It will be the responsibility of the management company to rebalance the pool once filled.

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount
1	13 Special Construction-13150 - Swimming Pools	Install 2 rope anchors	Other	\$ 925.00
<b>Subtotal:</b>				\$925.00
<b>Overhead and Profit: 15.00% on all line item types</b>				\$ 138.75
<b>Grand Total:</b>				<b>\$1,063.75</b>



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**PCO #018**

Texana Builders, LLC  
 8945 Long Point Rd #212  
 Houston, Texas 77055  
 Phone: (713) 681-2747  
 Fax: (713) 681-2746

**Project:** 17-004 - Oakmont PUD Recreation Center Imp  
 Northcrest Drive and W. Rayford Road  
 Spring, Texas 77338

**Prime Contract Potential Change Order #018: Dedicated Plug in storage**

<b>TO:</b>	Sweitzer & Associates 13300 Katy Freeway Houston 77079	<b>FROM:</b>	Texana Builders, LLC 8945 Long Point Rd #212 Houston Texas, 77055
<b>PCO NUMBER/REVISION:</b>	018 / 0	<b>CONTRACT:</b>	1 - Oakmont PUD Recreation Center Improvements Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Kevin Neumann (Texana Builders)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	6/17 /2017
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$97.75

**POTENTIAL CHANGE ORDER TITLE:** Dedicated Plug in storage

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
 Provide dedicated plug in storage area in new bathroom house.

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount
1	16 Electrical-16200 - Electrical	New dedicated plug in storage	Other	\$ 85.00
<b>Subtotal:</b>				\$85.00
<b>Overhead and Profit: 15.00% on all line item types</b>				\$ 12.75
<b>Grand Total:</b>				<b>\$97.75</b>



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 State # 212 Houston, TX 77055  
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**PCO #021**

Texana Builders, LLC  
 8945 Long Point Rd #212  
 Houston, Texas 77055  
 Phone: (713) 681-2747  
 Fax: (713) 681-2746

**Project:** 17-004 - Oakmont PUD Recreation Center Imp  
 Northcrest Drive and W. Rayford Road  
 Spring, Texas 77338

**Prime Contract Potential Change Order #021: 4850 Mail box**

<b>TO:</b>	Sweitzer & Associates 13300 Katy Freeway Houston 77079	<b>FROM:</b>	Texana Builders, LLC 8945 Long Point Rd #212 Houston Texas, 77055
<b>PCO NUMBER/REVISION:</b>	021 / 0	<b>CONTRACT:</b>	1 - Oakmont PUD Recreation Center Improvements Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Kevin Neumann (Texana Builders)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	6/17 /2017
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$684.97

**POTENTIAL CHANGE ORDER TITLE:** 4850 Mail box

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
 Full and complete turnkey job to install a 4850 mail box and 4895 post set in concrete.

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount
1	01 General Liability-01310 - Project Superintendent	Supervision	Other	\$ 75.00
2	10 Specialties-10800 - Toilet/Bath/Laundry Accessories	Turnkey mail box	Other	\$ 520.63
			<b>Subtotal:</b>	\$595.63
			<b>Overhead and Profit: 15.00% on all line item types</b>	\$ 89.34
			<b>Grand Total:</b>	\$684.97