

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

September 27, 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, September 27, 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 except Director T. Craig, thus constituting a quorum.

Also in attendance were: Jerrod Lee, Tina DeAses, and Steven Wright of The Risher Companies, the District's Recreation Manager ("Risher"); 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 August 23, 2017, which were previously distributed for review.

Upon a motion by Director Simmons, seconded by Director Hebert, the Board voted unanimously to approve the minutes of the meeting held August 23, 2017, as presented.

HEAR FROM LANDSCAPE ARCHITECT

The Board recognized Ms. M. Craig, who presented the Landscape Architect's Report in the absence of the Landscape Architect, a copy of which is attached hereto as Exhibit "B". No action was taken.

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 “C”.

After review of the Report and discussion of the action items, upon a motion by Director Warren, seconded by Director Hebert, the Board voted unanimously to (i) approve the recreation manager’s report, (ii) authorize the Recreation Center Manager to issue recreation center access cards to renters within the District upon proof of lease and release from owner of rights to receive an access card, (iii) authorize the Recreation Center Manager to conduct further review of the roof damage repairs and to coordinate such efforts with the District’s Engineer and insurance company, (v) authorize the purchase of a microwave for the clubhouse at a cost not to exceed \$85.00, and (vi) authorize a deposit refund to be issued to a clubhouse renter for an event that was not able to be held during Hurricane Harvey.

HEAR FROM RECREATION COMMITTEE

A report was not presented.

HEAR ATTORNEY’S REPORT

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

Consider Lease Agreement

Ms. M. Craig noted that the Auburn Lakes Homeowner’s Association (the “HOA”) has approved the Storage Space Lease Agreement as drafted. Ms. M. Craig then presented the Storage Space Lease Agreement for the Board’s consideration and approval.

Upon a motion by Director Hebert, seconded by Director Warren, the Board voted unanimously to approve the Storage Space Lease Agreement as presented.

HEAR DIRECTOR REPORTS

No Directors Reports were presented.

HEAR FROM THE PUBLIC

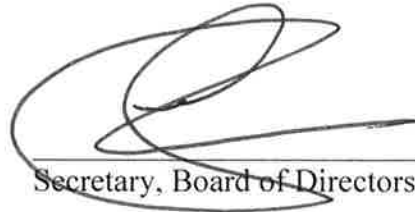
No comments were presented.

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

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

PASSED, APPROVED and ADOPTED this October 25, 2017.

(DISTRICT SEAL)



Secretary, Board of Directors

Ty Warren
President

**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, September 27, 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 August 23, 2017.
2. Hear report from Recreation Center Manager, and consider acting thereon, including:
 - a. Review and consider approving proposals for purchase of recreation equipment, repairs to facilities, and/or authorizing camps and activities; and
 - b. 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 accepting Final Completion of the rec center facilities; and
 - c. Consider taking action regarding Landscape Architect Services Agreement.
4. Hear from Recreation Committee on activities during the previous month.
5. Hear from Attorney and consider taking action regarding:
 - a. Discuss and consider approving Storage Space Lease Agreement with Auburn Lakes Homeowner's Association;
 - b. Receive report on repair of East Detention Pond walking trail.
6. Hear Directors reports, and consider taking action thereon, including:
Hear from the public.

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 22nd day of September, 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 22nd day of September, 2017.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By: _____

Mallory J. Craig

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

OAKMONT PUBLIC UTILITY DISTRICT NOTICE OF MEETING PARKS AND RECREATION

1285478
09/22/2017 PERSONAL
\$9.00 MPR - NOTICE MTG

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(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

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

FILED
17 SEP 22 AM 9:18
Stan Stanek
COUNTY CLERK
HARRIS COUNTY TEXAS

DO NOT DETACH

CERTIFICATE OF POSTING OF NOTICE OF MEETING

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

I, Christina DeJesus, 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 22 day of Sept, 2017 at 1 p.m., which time was not less than 72 hours prior to the scheduled time of the special meeting.

Christina DeJesus
(Name)

4811-0138-0114, v. 1

4811-0138-0114.1/2641.0

002641.0000094811-0138-0114.v1

CERTIFICATE OF POSTING OF NOTICE OF MEETING

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

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 ~~August~~ *September 23, 9:30 A.M. JHW*, at ~~2:00 p.m.~~ *2017*, which time was not less than 72 hours prior to the scheduled time of the meeting.


(Name)

**OAKMONT PUBLIC UTILITY DISTRICT
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EXECUTED this 22nd day of September, 2017.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

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

Mallory J. Craig

From: Bill Sweitzer <wsweitzer@sweitzerassoc.com>
Sent: Tuesday, September 26, 2017 8:01 PM
To: Mallory J. Craig
Subject: Oakmont PUD Status Report

STATUS REPORT
OAKMONT P.U.D.
Parks/Landscape Development
September 27, 2017

AGENDA ITEMS

- A. Pay Estimates/Change Orders "inside the fence facilities"—all pay applications and change orders have been submitted and are recommended for payment.
- B. Final completion certificate—Final completion certificate was signed 9/11/17, pending completion of pool repairs including pool desk surfacing
- C. Landscape Architect Service Agreement—no action.
- D. TAS Inspection—inspection passed
- E. Landscape Planting/irrigation—Earth First has withdrawn bid and has requested return of bid bond. Bid was held to 9/6/17.



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



RISHER FITNESS MANAGEMENT

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

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

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.

Employees

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

- Management Team:
 - Tina DeAses, Jenifer Cox
- Fitness Room Attendants:
 - Angelica Antonello, Kyle Melones, and Zachary Thompson

Fitness Center

	08/19 – 8/26	08/27 – 09/02	09/03 – 09/09	09/10- 09/16
Total Participants	238	136* *Closed 3 days	302	278

Clubhouse

Group Fitness Classes August 19 – September 19	PiYo, HIT it , Core	26 participants
Resident Reservations	1	80-ish

Pool

	08/14 – 08/20	08/26 – 08/27	09/02 – 09/04	09/09 – 09/10	09/16 – 09/17	9/23 – 9/24
Pool Count	1416	CLOSED	305	97	102	148
Highest Daily Count	299	CLOSED	174	49	52	99



Monthly Expenses:

Company	Invoice/Service	Cost
Vanguard	Cleaning all areas 1/ week (will add \$55 to clean pool pavilion)	\$336.00* Does not include pool pavilion
AT & T phone	Land lines (OUT since 08.30 -will be given credit)	\$98.53
AT & T internet	Wi-Fi (OUT since 08.30- will be given credit)	\$55.00
Direct TV	Clubhouse tv	\$94.55
Ready Refresh	Water Service	\$29.99
Comcast	Cable Service for Fitness Center	\$162.50 monthly
	Monthly Expenses Total	\$776.57
Supplies & Projects	Detailed list emailed to board	\$1067.29
	Grand Total	\$1843.86

Monthly Income August 19 – September 19

Monthly Income Source	Credit
Pool Passes	0
Clubhouse Rentals	\$600.00
Rec Pass	\$30.00
Total	\$630.00

Maintenance Repairs Completed

- 1) Fine Line Glass Tinting
 - a. Tinted cardio room with Huperoptik film. 10-year warranty included
- 2) Thomas Glen Construction
 - a. Replaced 2 damaged doors and 29 foggy windows
 - i. 1 new clubhouse glass panel has a scratch. They will replace it.
 - b. Not completed: FRP in chlorine closet & paint pool pavilion cupola
 - i. Asked them to complete by the end of the month.
- 3) Earth First

- a. Dead grass area has been raked and Bermuda has been seeded. Will return to add fertilizer next week: 09.25.
- 4) Tex- Ace
 - a. Raised Funbrella frames, assembled and installed Doggy Doo Doo station, repaired outside mortar at clubhouse, caulked leaking windows in clubhouse, and re-wrapped pipes
- 5) Texana
 - a. Repaired cool deck and skimmer
 - i. Will return to repair cool deck texture
 - b. Replaced 3' pool tile
 - c. Repaired hallway wainscoting & ceiling trim and painted
 - d. Repaired women's undersink water heater at pool pavilion

Discussion Items

- I. Does the board want us to issue access passes to people leasing a home in the neighborhood?
- II. Does the board want to make an exception to the refund policy because of the recent natural disaster?
 - a. A resident cancelled his party on Sept. 2 because of Hurricane Harvey. We usually only refund 75% of rental fee. He is asking for a full refund.
- III. Do we want to repair or replace the roof?
 - a. JR Construction (quote attached)
 - i. Fix only 2-3 areas that leaked
 - ii. Fix all air hawks on 3 roofs
 - b. Lan-Bar Company (quote attached)
 - i. Fix all air hawks on 3 roofs \$1700
 - ii. Submit hail damage pictures to insurance and get new roofs for Fitness Center, Clubhouse, and Pool Pump Room.
 - c. Accepting quotes from additional companies.
- IV. Harvey damaged carpet in clubhouse (not asking for action, just wanted to provide information)
 - a. All estimates from Cornelius Contracting and would need to include an additional \$2,000 for removing current carpet, etc.
 - b. Carpet: \$3705.00
 - c. Vinyl Tile: \$6174.00
 - i. Need to reserve 33 times @\$250.00 to pay this amount
 - d. Waterproof PVC Planks: \$11,662.00

- i. Need to reserve 54 times @\$250.00 to pay this amount
 - e. Commercial Prism Planks: \$15,582.00
 - i. Need to reserve 70 times @\$250.00 to pay this amount
- V. Additional clubhouse amenities
 - a. Sonic Ice Machine
 - i. Opal counter machine \$499.00
 - 1. 10.5" wide x 15.5" deep x 17.25" tall, countertop, 24 lbs/day
 - ii. Ice-O-Matic \$2622.00 + plumber
 - 1. 15" wide x 23" deep x 34" tall, freestanding, 85 lbs/day
 - b. Microwave
 - i. Farberware Classic Microwave \$74.99
 - 1. 10 power buttons, 1.1 cu ft, 1,000- watt
 - ii. Panasonic Countertop Microwave \$139.99
 - 1. 6 touch buttons, 10 power levels, 1.2 cu ft, 1200 watts
- VI. LED Permanent Christmas Lights at Auburn Lakes
 - a. <http://www.trimlight.net/>
 - b. <https://oelo.com/>
 - c. <http://inceptionlighting.com/>
- VII. Straight bar options
 - a. Amazon \$59.00
 - i. Titan Fitness 60" Barbell Solid 2" Olympic Plates Weight Bar Bench Press- Chrome
- VIII. Silversand Project \$2000.00
 - a. Dead Trees at Auburn Lakes Rec Center

Updated as of 09.27

Oakmont PUD
Electricity Usage for 10/1/16 TO 9/30/17

	<u>Constellation New Energy</u>						<u>CenterPoint Energy</u>			
	REC 6452 25005 Northcrest		REC 6452 25005 Northcrest B		GOF 6152 25134 1/2 Haverford		GOF 6352 6950 1/2 West Rayford		REC 6452 25005 Northcrest	
	<u>Usage</u>	<u>Cost</u>	<u>Usage</u>	<u>Cost</u>	<u>Usage</u>	<u>Cost</u>	<u>Usage</u>	<u>Cost</u>	<u>Usage</u>	<u>Cost</u>
October	5014	491.99	6605	579.84	75648	6,802.16	3573	337.98	1	18.65
November	3550	397.26	5931	522.14	50496	5,014.49	3319	305.23	3	19.81
December	3529	376.73	7427	600.11	38880	4,115.52	3973	361.66	54	49.32
January	3433	373.61	6457	537.53	27648	3,389.29	3362	304.58	51	49.53
February	3267	354.28	5422	487.12	29856	3,538.03	3289	300.41	17	28.56
March	3283	337.38	11	98.26	44064	4,326.40	3520	276.96	18	29.18
April	4810	442.08	75	116.81	53472	4,993.97	3557	281.20	0	19.11
	tax corr	-224.66	tax corr	-286.33	tax corr	-1,967.08	tax corr	-122.74		
May	5127	463.18	1353	211.06	70848	6,191.82	3472	277.20	0	17.59
June	6440	544.11	10017	774.76	74880	6,337.58	3794	299.73	1	18.99
July	8283	669.73	10380	796.30	75072	6,321.07	3536	278.36	1	20.89
August	9385	748.92	10044	780.18	76992	6,433.71	3412	269.77	0	18.38
September	8098	232.34	9106	256.39	60768	2,370.09	3640	102.34	0	18.38
Totals	64,219	\$5,206.95	72,828	\$5,474.17	678,624	\$57,867.05	42,447	\$3,272.68	146	\$308.39

Grand Total	\$72,129.24
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