

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

**June 27, 2018**

THE STATE OF TEXAS  
COUNTY OF HARRIS  
OAKMONT PUBLIC UTILITY DISTRICT

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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 27, 2018 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
Jennifer Smith	-	Assistant Secretary

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

Additionally, in attendance were: Keri Goede, a resident of the District; Jeffery Arora of Ambient Air, the District's air conditioner repair vendor; Tina DeAses of The Risher Companies, the District's Recreation Manager ("Risher"); and Mallory Craig, attorney of Coats Rose, PC, the District's legal counsel.

WHEREUPON, the meeting was called to order in accordance with the posted meeting notice, which is attached hereto as Exhibit "A".

**APPROVE MINUTES OF MEETINGS HELD MAY 23, 2018 AND JUNE 7, 2018**

The Board considered the minutes of the meeting held May 23, 2018, and June 7, 2018 which were distributed to the Board for review prior to the meeting. After discussion, upon a motion by Director Warren, seconded by Director Hebert, the Board voted unanimously to approve the minutes as presented.

**RECREATION CENTER MANAGER REPORT**

The Board recognized Ms. DeAses, who presented the Recreation Center Manager's Report, a copy of which is attached hereto as Exhibit "B".

Ms. DeAses presented a proposal from Ambient Air and Church Services for services relating to the ducts and a/c units at the fitness center. The Board recognized Mr. Arora who

addressed the Board's questions regarding the proposed work to redo the duct work and add a return air to the cardio room. After discussion and consideration, upon a motion by Director Simmons, seconded by Director Bramlett, the Board voted unanimously to approve the proposal from Ambient Air to complete the work proposed, the details of which are included in the Recreation Center Manager's Report, at a cost not to exceed \$9,000.

Ms. DeAses then presented a proposal Southwell Company to modify the proposal to purchase and install signs at the fitness center and clubhouse. Ms. DeAses requested the Board to add three more signs to the order to include addresses for the buildings for a total of \$1,969. Upon a motion by Director Warren, seconded by Director Simmons, the Board voted unanimously to modify the proposal to purchase a total of 6 signs for a cost of \$3,938.

The Board then considered amending the Non-Resident Fitness Center and Swimming Pool Annual Fees policy to include a guest limit for pool entry. The Board discussed the amount of guests that should be allowed to enter the pool per access card. The Board also discussed placing a cap on the total number of access cards that could be sold to non-residents for the pool and fitness center. After discussion and consideration, upon a motion by Director Warren, seconded by Director Hebert, the Board voted unanimously to (i) limit the number of guests per access card to enter the pool to five, consisting of the card holder and four guests, (ii) cap the number of access cards to be sold in a calendar year to twenty-five (25) for the pool and twenty-five (25) for the fitness center, and (iii) adopt an Order Adopting Amended and Restated Non-Resident Auburn Lakes Recreation Center Fitness Center and Swimming Pool Annual Fees evidencing the same. A copy of the policy is attached hereto as Exhibit "C".

After discussion, upon a motion by Director Warren, seconded by Director Simmons, the Board voted unanimously to approve the Recreation Center Manager's Report as presented.

### **HEAR FROM SILVERSAND SERVICES**

The Board then considered proposals for repairs and maintenance as prepared by Silversand Services, the details of which are attached hereto as Exhibit "D".

The Board considered proposal #43554. After discussion, a motion was made by Director Warren to approve the proposal as presented. Director Smith seconded the motion. However, the motion failed for lack of majority vote and the proposal was not approved.

The Board then considered approving adding services to clean the additional doggie waste station installed near the playground to the District's monthly services for \$336 a year. Upon a motion by Director Simmons, seconded by Director Hebert, the Board voted unanimously to approve adding the service.

Next, the Board considered proposal #43528. After discussion, upon a motion by Director Warren, seconded by Director Simmons, the Board voted unanimously to approve proposal #43528 as presented.

No further action was taken.

## **LANDSCAPE ARCHITECT REPORT**

The Board then recognized Ms. Craig, who presented the Landscape Architect's Report in the absence of the Landscape Architect, a copy of which is attached hereto as Exhibit "E".

After review of the report and discussion, upon a motion made by Director Warren, seconded by Director Hebert, the Board voted unanimously to approve the Landscape Architect's Report.

## **HEAR FROM RECREATION COMMITTEE**

No action was taken on this matter.

## **HEAR ATTORNEY'S REPORT**

The Board then recognized Ms. Craig who presented the Attorney's Report.

### **Review and discuss letter from Auburn Lakes Homeowners' Association**

Ms. Craig then presented the letter received from Auburn Lakes Homeowners' Association (the "HOA") regarding the termination of the Maintenance Agreement (Open Space). Ms. Craig also presented a copy of said agreement for the Board's review and discussion. A copy of the letter and agreement are attached hereto as Exhibit "F".

The Board discussed the letter and agreement. No action was taken.

## **HEAR FROM THE PUBLIC**

The Board then opened the floor to receive comments from the public. Ms. Goede addressed the Board and inquired as to how the maintenance of the open space will be affected by the termination of the agreement between the HOA and the District. Director Warren noted that the Board is still evaluating the effect to the District's finances and how to best maintain the open spaces at the end of the agreement.

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 July 25, 2018.

(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 27, 2018**, at the **Auburn Lakes Recreation Center**, a meeting location inside the District, at which meeting the following items will be considered:

1. Approve minutes from May 23, 2018 meeting and June 7, 2018 townhall meeting.
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;
  - b. Consider authorizing Recreation Center Manager to proceed with projects, purchases, and repairs as directed by the Board; and
  - c. Amend Non-Resident Fitness Center and Swimming Pool Annual Fees policy.
3. Hear from Silversand Services and consider authorizing proposals for landscaping maintenance.
4. Hear report from Landscape Architect and consider acting thereon, including:
  - a. Receive proposals for purchase, construction, and installation of recreation items, including structures, landscaping, and materials throughout District and consider authorizing same; and
  - b. Authorize Landscape Architect to proceed with park projects as directed.
5. Hear from Recreation Committee, and consider taking action, including:
  - a. Ratify action taken by Recreation Committee during the previous month to purchase equipment or approve repairs, as necessary; and
  - b. Discuss July 4<sup>th</sup> pool event.
6. Hear Attorney's Report and consider taking action thereon, including:
  - a. Review and discuss letter from Auburn Lakes Homeowners' Association regarding Open Space Maintenance Agreement.
7. 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 21st day of June, 2018.

(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

§

COUNTY OF HARRIS

§

OAKMONT PUBLIC UTILITY DISTRICT

§

I, Tina Deases, 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, 2018 at 5:30 p.m., which time was not less than 72 hours prior to the scheduled time of the special meeting.

TINA DEASES  
(Name)

4811-0138-0114, v. 1

4811-0138-0114.1/2641.0

002641.000000\4811-0138-0114.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 Thursday, June 21, 2018, at 1:30 p.m., which time was not less than 72 hours prior to the scheduled time of the meeting.

  
\_\_\_\_\_  
(Name)

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

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  - c. Amend Non-Resident Fitness Center and Swimming Pool Annual Fees policy.
3. Hear from Silversand Services and consider authorizing proposals for landscaping maintenance.
4. Hear report from Landscape Architect and consider acting thereon, including:
  - a. Receive proposals for purchase, construction, and installation of recreation items, including structures, landscaping, and materials throughout District and consider authorizing same; and
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5. Hear from Recreation Committee, and consider taking action, including:
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7. Hear from the public.

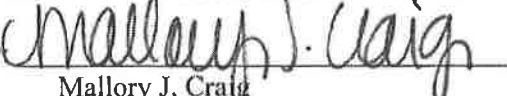
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EXECUTED this 21st day of June, 2018.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By 

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



**OAKMONT PUBLIC UTILITY DISTRICT  
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EXECUTED this 21st day of June, 2018.

(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

1316570  
06/21/2018 PERSONAL  
\$9.00 MPR - NOTICE MTG

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EXECUTED this 21st day of June, 2018.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

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

5 Jan Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

2018 JUN 21 PM 2:02

FILED

**Auburn Lakes Recreation Center:  
Oakmont Public Utility District  
Monthly Report – June 2018**



**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:
  - Keaton Ball, Alex Fontana, Josh Staab

**Fitness Center 5/22 – 6/21**

Total Entrees	2037
Fitness Center Orientations	2

**Clubhouse 5/22 – 6/21**

Group Fitness Classes	HIIT it, Boot Camp, Zumba,
Resident Reservations	6
Salad in a Jar	1
Swim Team	2

**Pool 5/22 – 6/23**

<b>Weekend</b>	<b>Sun</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Total</b>
<b>5/26 – 5/27</b>							
<b>6/2 – 6/3</b>	299					419	718
<b>6/5 - 6/9</b>		419	295	238	380	213	1,545
<b>6/10 – 6/16</b>	317	250	240	103	128	239	1,277
<b>6/17 – 6/23</b>	3	13	15	107	174	190	502
	619	682	550	448	682	1,061	<b>4042</b>

**Monthly Expenses 5/22 – 6/21**

Company	Invoice/Service	Cost
AT & T phone	Land line	\$65.42
AT&T internet	Internet	\$64.46
Direct TV	Clubhouse TV	\$49.99
Comcast	Cable service for Fitness Center	\$177.98
Ready Refresh	Water service	\$31.99
Vanguard	Cleaning Services	\$391.00
	<b>Paid by Bookkeeper</b>	<b>\$780.84</b>
Supplies & vendors	<b>Total Paid by Risher</b>	<b>\$1,965.29</b>
	<b>Grand Total</b>	<b>\$2,746.13</b>

**Monthly Income**

Monthly Income Source	\$ Amount	YTD Oct - April
Pool Passes	\$1,990	\$3,800.00
Pool Parties	\$400	\$400.00
		<b>\$4,200.00 total</b>
Clubhouse Rental Income (5/22 – 6/21)	\$1,210.00	<b>\$8,375.00</b>
Rec Pass	\$810.00	<b>\$1,865.00</b>
<b>Total</b>	<b>\$4,410.00</b>	\$14,440.00 FC equipment - \$1,830.53 - ice machine - \$3,520.07 <b>\$9,089.40</b>

**Discussion Items & Quotes**

<b>Proposal 43554 Silversand Services</b> Proposal to create two new flower beds in front of the fitness building next to the sidewalk and add new irrigation.			\$1,747.50
<b>Proposal Dog Waste- Silversand Services</b> The additional cost would be 8.00 per visit. At 42 visits for a total of 336.00 per year			336.00/year
<b>Proposal 43528-Silversand Services</b> Proposal to replace 2" Stuck valve and install 10" valve lid, general clean up and test all repairs.			365.03

<p><b><u>Proposal M-25005 NORTHWET – Church Services</u></b></p> <p>1) Install size matching coil on small system to restore performance. \$3,550.00</p> <p>2) Include new plenum supply, new secondary drain pan, 2 water overflow safety devices &amp; redo entire duct system. \$6,930.00</p> <p>3) Install a 32/25 media filter on big system to reduce air restrictions. \$1,260.00</p>			
<p><b><u>Proposal Q728 – Ambient</u></b></p> <p>Install new 4 Ton A/C and Heat system for the back area. The current system is 3 ton and is too small for the area and load. The current duct system is mismatched and there is no return air for back area. Install new supply air plenum boxes for both units and match duct to both units. Add return air for back area. Re-locate thermostat for back area.</p>			Not to exceed \$9,000.00
<p><b><u>Proposal – Modify Southwell Co project</u></b></p> <p>Proposal to add 2 address signs onto the Southwell Co project. 16 x 6 dark brown leatherette background with raised satin finish.</p>	<p><b>Previously Approved</b></p> <p>16 x 6 signs \$598 x 3 (\$1,794.00)</p> <p>Shipping \$175.00</p> <p>Total \$1,969.00</p>	<p><b>Add On</b></p> <p>\$598 x 2 (\$1,196.00)</p> <p>\$125.00</p> <p>\$1,321.00</p>	\$1,321.00

**Discussion:**

- 1) Finalizing Pool Guest Policy:
  - a. 5 people maximum per access card
- 2) Maximum number of non-resident pool and fitness center passes
  - a. 7 Fitness Center Passes as of 6/22/2018
  - b. 21 Pool Passes as of 6/27/18.
- 3) Aquatics Management – 12-foot pop up screen & projector – Saturday, August 18
- 4) Avanti will be the Title Sponsor for 2 events:
  - a. Glow Party on August 10
  - b. July 4<sup>th</sup> Party

**LED lights at the Rec Center 6/28 – 7/24:**

- 1) July 4 – Independence Day

**Maintenance Items:**

- 1) Texana and Jones & Carter are working on pool pavilion water heater manufacturer warranty.
- 2) New dog waste station installed.
- 3) Experiencing problems with air conditioning. On 6.14 one of the air conditioning units at the clubhouse went out and was replaced by Ambient on 6.19.2018.
- 4) Performed an update on the Oelo light system.
- 5) Door closer at the pool gate wouldn't work. Gordon Safe & Lock fixed the door closer.
- 6) Heat load test completed by Church Services.
- 7) Aquatics Management has installed the new motor & fixed the mushroom.
- 8) Grand Slam installed amp at the pool pavilion to create 2 different sound zones.
- 9) Lock at the Pool Pavilion gate does not work. Contacted Jones & Carter & Gordon Safe & Lock.

**Updated as of 6.27. 2018**

# Auburn Lakes Recreation Center

## Non-Resident Member Fees

Non-Residents of Auburn Lakes will be allowed to use the Auburn Lakes Recreation Center after paying a membership fee. This fee will be a one-time annual charge, which must be paid upfront in full, and will not be pro-rated for the remaining months in the calendar year that the member chooses to pay. Memberships for seniors (65 years and older) are available a discount of 20%. These Non-resident Membership fees are as follows:

### Fitness Center Only:

Family Pricing (two access cards): \$300

Single Pricing: \$240

### Pool Only:

Family Pricing: \$200

Single Pricing: \$160

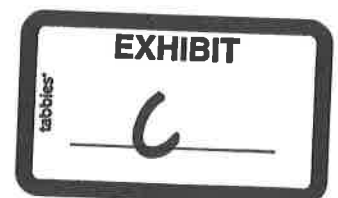
### Combination Fitness Center and Pool:

Family Pricing: \$450

Single Pricing: \$350

Each access card holder may bring, in addition to themselves, a total of 4 non-access card holders into the pool, including family members and guests.

Purchases of non-resident access cards will be limited each calendar year to a total of 25 for the pool and 25 for the fitness center.







Proving we care with every repair.™  
www.churchservices.com

Plumbing/Electrical/AC & Heating/Pest Control  
Ph 713-722-5400  
Fax 713-932-0550  
Physical Address:  
1260 Britzmoore Rd, Houston, TX 77043

Mailing Address:  
PO Box 79589, Houston, TX 77279-9589

Invoice for Work Order # 725733 Details

Call Type	Service
Caller	TINA DEASES
Date Created	2018-06-20
Purchase Order	
Job #	M-25005NORTHWET
Date Completed	Jun 21, 2018 - 10:24:34 PM
Technician	Juan J Mendez - COMM
Licenses	TACLA26163E, MPL17251, MEL74509, TPCL12430PT

Site Information	Billing Information
<b>AUBURN LAKE FITNESS</b> 25005 NORTHCREST Spring, TX 77389 Phone: (281)255-2900	<b>AUBURN LAKE FITNESS</b> 25005 NORTHCREST Spring, TX 77389

Equipment Name: HVAC - Service	Model:
Manufacturer:	Serial Number:
<b>Work Performed</b> Jun 21, 2018 perform analysis on entire mechanical set up, found 2 horizontal gas systems, found system with high restriction on air flow, causing substantial growth in duct system.	

Summary of Charges					
Material / Misc / Flat Rate Details					
Equipment	Item	Description	Quantity	Price	Extd Price

Recommendations
<b>HVAC - Service - HVAC - Service</b> Jun 21, 2018 install size matching coil on small system to restore performance, for \$3550.00 will include new plenum supply, new secondary drain pan, 2 water overflow safety devices, also redo entire duct system for \$6930.00 install a 32/25 media filter on big system to reduce air restrictions for \$1260.00  Jun 21, 2018 deliver a heat load calculation on the building without duct design and equipment set up or change. for \$750.00  client aware just Heat load is not warranty of the performance

Texas State Board of Plumbing Examiners: 929 East 41st St (Zip 78751) P.O. Box 4200, Austin, Texas 78765 Fax (512) 450-0637 Off. (512) 936-5200  
 Electrical-Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599, website: tdlr.texas.gov/complaints.  
 THE TEXAS DEPARTMENT OF AGRICULTURE (TDA), STRUCTURAL PEST CONTROL SERVICE (SPCS), P.O. BOX 1927 AUSTIN, TX 78767-1927, (512)305-8250  
 JURISDICTION OVER INDIVIDUALS LICENSED UNDER THE TEXAS PEST CONTROL ACT.



Ambient Heating & Cooling LLC  
 TACLB22202E  
 6435 FM 2920  
 Spring Tx 77379

(281) 356-6200 Phone  
 jeffambient@gmail.com  
 ambientheatingandcooling.com

Bill To

**Auburn Lakes Fitness Center**

25005 North crest  
 Spring Texas 77389

Ship To

**Auburn Lakes Fitness Center**

25005 North crest  
 Spring Texas 77389

Work Order # 989

Transaction Date: 06/24/2018

Terms: Due on receipt

**Quote Q728**

Item	Description	Quantity	Price	Amount
Condenser, Evap coil, Furnace	<p>Install new 4 Ton A/C and Heat system for back area. The current system is 3 ton and is too small for the area and load. The current duct system is mismatched and there is no return air for back area. Install new supply air plenum boxes for both units and match duct to both units. Add return air for back area. Relocate thermostat for back area.</p> <p>Warranty: 1 year labor and 5 year parts</p> <p>This is rough estimate until final load is done. Price not to exceed \$9000. Will give hard # once final analysis is done.</p>	1	\$0.00	\$0.00

**PENDING**

Subtotal	\$0.00
Tax	\$0.00
<b>Total</b>	<b>\$0.00</b>
Payments	\$0.00
Balance Due	\$0.00

Oakmont Utility District - 4195  
 W. Rayford @ Gosling  
 Spring, TX  
 Tina DeAses;

Silversand Services

Estimate ID: 43554

Date: 6/22/2018

**PROPOSAL**  
 Division: Landscape  
 Type: Purchase

Sales Rep:  
 Mel Reist

**Project Description:**

Proposal to create two new flower beds in front of the fitness building next to the sidewalk and add new irrigation.

Qty	U/M	Description	Part Number	Price
10		SEASONAL COLOR FLATS		\$350.00
1.5		MIXED SOIL (CU.YD.)		\$82.50
1		LABOR		\$90.00
1		NEW IRRIGATION ZONE		\$1,225.00
<b>Total for:</b>				<b>\$1,747.50</b>
				<b>\$1,747.50</b>
<b>Subtotal</b>				<b>\$1,747.50</b>
<b>Tax</b>				<b>\$0.00</b>
<b>Freight</b>				
<b>Grand Total</b>				<b>\$1,747.50</b>

**TERMS AND CONDITIONS:**

This Contract is entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Silversand Services, Inc. "Contractor" and \_\_\_\_\_, "Client". Client agrees to pay Contractor the Contract Price of \_\_\_\_\_ in accordance with the Draw Schedule. Any alteration or deviation from the specifications in the Bid Proposal will be performed only upon execution of a written change order signed by Contractor and Customer, and must be paid in full prior to work being performed. \_\_\_\_ (INT.)

The Contract Price shall be adjusted to reflect any increase or decrease due to the change order.

Layout in the field will have precedence over the drawing, as adjustments are needed to accommodate drainage and existing trees. Bid has precedence over drawings. Not responsible for all preexisting underground elements.

**Limited Warranty:**

- Landscape Plants & Construction and also for Interior Plantings:** Company agrees to repair or replace plants and construction that fail within the first twelve months of installation. Failures are defined as unsatisfactory growth and structural failures except for defects resulting from abuse, lack of proper maintenance, neglect and incidents that are outside the company's control.
- Holiday Decorating and Containers for Interior & Exterior Landscape, Irrigation Products, Light Fixtures and Pool Equipment:** Company provides the manufacturer's limited warranty against defects in material or workmanship.

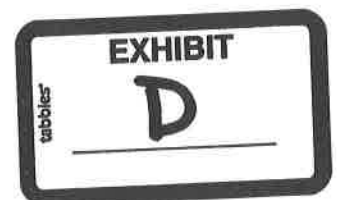
**Payment Schedule**

\$1,747.50 Total Due on Completion

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Silversand Services *Pricing is good for 30 days from Date of Proposal*  
 2827 Barker Cypress - Houston, Texas 77084 - phone: 713-722-0336 fax: 713-722-8160



Initial: \_\_\_\_\_

### Exhibit A

FCS ID 3662.03

	Task	Total Area / Qty	Unit	Visits/Year	Total Task	Total Annual
TURF CARE	Manicured Mowing	395,595	Sq.ft.	42	\$225.00	\$9,450.00
	Manicured Mowing (open area)		Sq.ft.	42		
	Manicured Edging	16,573	Ln. Ft.	42	\$60.00	\$2,520.00
	Manicured Edge Tree Ring	2,484	Ln. Ft.	42	\$30.00	\$1,260.00
	Trim (Monofilament)	16,573	Ln. Ft.	42	\$150.00	\$6,300.00
	Blowing	19,500	Ln. Ft.	42	\$81.25	\$3,412.50
	Weed Control/Pre-emergent	395,595	Sq.ft.	1	\$1,384.93	\$1,384.93
	Weed Control/Post Emergent	395,595	Sq.ft.	1	\$794.62	\$794.62
	Fertilization	395,595	Sq.ft.	2	\$1,385.00	\$2,770.00
SHRUB - GROUND COVER	Shrub Pruning	2,220	Sq.ft.	6	\$22.20	\$133.20
	Ground Cover Pruning	2,210	Sq.ft.	6	\$9.21	\$55.25
	Shrub/Ground Cover Fertilization	4,430	Sq.ft.	2	\$17.75	\$35.50
FLORAL CARE	Weed Removal	203	Sq.ft.	42	\$4.23	\$177.66
	Fertilization	203	Sq.ft.	3	\$2.23	\$6.70
TREE CARE	Pruning/6" Cal. & Below	41	Each	1	\$341.67	\$341.67
	Pruning / Crape Myrtle	11	Each	1	\$91.67	\$91.67
SOIL BED/ TREE CARE	Weed Control (Manual)	4,430	Sq.ft.	42	\$14.77	\$620.24
	Mulch	696	Sq.ft.	1	\$1,950.00	\$1,950.00
MISC. CARE	Spray Lines	39,559.5	Ln. Ft.	12	\$120.00	\$1,440.00
	Fire Ant Control	79,119	Sq.ft.	12	\$97.52	\$1,170.19
	Irrigation Inspection	395,595	Sq.ft.	6	\$395.00	\$2,370.00
	Smartline Irrigation Management			12		
	Debris Removal	395,595	C yd.	42	\$50.00	\$2,100.00
OTHER	Seasonal Color	203	Sq.ft.	3	\$945.00	\$2,835.00
ADDITIONAL	Trash & Pet Station Liner Replacement			42	\$63.00	\$2,646.00
	Herbicide Weed Control Detention Paths					

**Notes:**

TAX EXEMPT - 76-0118286

Heavy cleaning ; \$ 35.00 man/hr  
Irrigation rate : \$ 75.00 man/crew/hr

**Controllers**

Size Qty

24

48

96

30 Cu. Yd. Mulch **Black**

27 Seasonal Color Flats

8" Spacing

Total Tasks \$41,219.12

Total Adds \$2,646.00

Sub Total \$43,865.12

Tax

Grand Total \$43,865.12

Monthly w/ tax \$3,655.43

Approved By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Oakmont Utility District - 4195  
 W. Rayford @ Gosling  
 Spring, TX  
 Tina DeAses;



**PROPOSAL**  
 Division: Irrigation  
 Type: Purchase

Estimate ID: 43528

Date: 6/20/2018

Sales Rep:  
 Felipe Santoyo

**Project Description:**

Proposal to replace 2" Stuck valve and install 10" valve lid, general clean up and test all repairs.

Qty	U/M	Description	Part Number	Price
1		2" PEB (RAINBIRD 200PEB) (STUCK ON)		\$198.80
1		10" LID FOR VALVE BOX		\$16.23
2		LABOR (2 MAN CREW) PER HOUR		\$150.00
			<b>Total for:</b>	<b>\$365.03</b>
				<b>\$365.03</b>
			<b>Subtotal</b>	<b>\$365.03</b>
			<b>Tax</b>	<b>\$0.00</b>
			<b>Freight</b>	
			<b>Grand Total</b>	<b>\$365.03</b>

**TERMS AND CONDITIONS:**

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Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_



*Pricing is good for 30 days from Date of Proposal*

2827 Barker Cypress - Houston, Texas 77084 - phone: 713-722-0336 fax: 713-722-8160

Initial: \_\_\_\_\_



MASTER PLAN DEVELOPMENT REPORT  
June 27, 2018  
Prepared for Oakmont PUD

---

**PROJECTS WORKING AND STATUS**

1. Security Planting around East Detention starting irrigation the week of the 9<sup>th</sup>. Stakes are complete, and trees are being submitted for review. We will stake the trees before planting.
2. Landscaping around pool has been released to install as of last week. We do not yet have a schedule, but Mel thinks he will start irrigation next week.
3. Master Plan – has been presented to community. Thoughts and summaries will be addressed at a special meeting of the parks committee. Please assemble a couple of times and dates we can choose from to meet and gather thoughts for a future plan past this point.
4. Concrete work and pavers including ramps walks and base for pour in place as well as bike rack bases are complete.
5. The pour in place has been installed and accepted.
6. Shade structures are in manufacturing. We hope to have the small shade structure in in a couple of weeks and waiting on timing of the larger structure. We will need Tina's assistance on access to the pool site when delivered.
7. Bike racks are on order and should arrive July 18 and be installed close to the same time.
8. Pots originally ordered have been cancelled due to extended timing. Similar styles and colors have been ordered and will arrive in town July 18.
9. Buy Board Agreement Complete and filed

All projects to date are within the approved amount budgeted by board in previous meetings.

**FUTURE PLANNING**

1. Endcaps / Esplanades focus on face lift and lighting
2. Entrances (primary and secondary) / Monuments / Identity
3. Playground – nature play equipment and shade
4. Working on natural play plan

**PROJECTS DISCUSSED**



**Auburn Lakes HOA, Inc.**  
**CMC, Chaparral Management Company, Inc. AAMC®**  
P.O. Box 681007 ♦ Houston, TX 77268-1007  
14550 Torrey Chase, Suite 650 ♦ Houston, TX 77014  
Voice 281-537-0957 Fax 281-537-0312  
cmc@chaparralmanagement.com

May 10, 2018

Oakmont Public Utility District  
Board of Directors  
c/o Mallory Craig  
Coats, Rose, PC  
9 Greenway Plaza, Ste. 1100  
Houston, TX 77046

Certified Mail: 7014 1200 0000 0310 2036

Re: Maintenance Agreement

To Whom It May Concern:

This letter shall serve as notification of the intention of Auburn Lakes Homeowners Association, Inc. to terminate the Maintenance Agreement (Open Space) with Oakmont Public Utility District on December 31, 2018. This notice is to assist the District with the transition of responsibility for maintenance of their property back to them.

The Association has been maintaining such open space that included but not limited to, the landscape maintenance, tree and debris removal, bridge repairs, light poles (electricity usage, maintenance and repair) and irrigation (water usage, power source, maintenance and repairs). This termination includes all responsibility for care of the open space of the reserves owned by the District.

Please note that the Association, will continue to maintain the monuments owned by the Association, retaining walls along New Auburn, mailbox clusters, perimeter fence and maintenance of the medians owned by Harris County. The county owned medians must have separate irrigation and electric meters that provide resources only to those medians and not shared with District owned land.

Should you have any questions or need additional information, please do not hesitate to contact this office at your convenience.

Sincerely,



Valerie Overbeck CMCA®, AMS™, PCAM®  
Managing Agent  
CMC, Chaparral Management Company, Inc. for  
Auburn Lakes Homeowners Association



**MAINTENANCE AGREEMENT**  
(Open Space)

This Maintenance Agreement (the "Agreement") is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2016, by and between Oakmont Public Utility District, a body politic and corporate and governmental agency of the State of Texas, operating under and governed by the provisions of Chapters 49 and 54, Texas Water Code, as amended, and Section 59 of Article 16 of the Texas Constitution (the "District") and Auburn Lakes Homeowners Association, Inc., a Texas non-profit corporation (the "HOA").

RECITALS:

WHEREAS, the HOA is the property owners' association with jurisdiction over certain properties located in all sections of Auburn Lakes Estates, Auburn Lakes Pines, Auburn Lakes Reserve, Village at Auburn Lakes, Village of Auburn Lakes and Auburn Lakes Retreat (collectively the "Subdivision") located in Harris County, Texas; and

WHEREAS, per the restrictive covenants applicable to each subdivision referenced above, the HOA has the authority to maintain Common Area (as that term is defined in the applicable restrictive covenants) within the Subdivision for the use and benefit of the property owners within Auburn Lakes; and

WHEREAS, the District has the authority to construct, own, operate and maintain certain water, sewer, drainage, and recreational facilities for the benefit of landowners within its boundaries; and

WHEREAS, the District owns other land and open spaces within the District, as further described in the attached Exhibit "A" and further depicted on the attached Exhibit "B" (the "Open Space"), and desires that the HOA, at its sole cost, maintain the Open Space;

WHEREAS, the District and the HOA desire the HOA to maintain the Open Space as Association Common Area, all of which Open Space is located within the boundaries of the District and the Subdivision.

AGREEMENT

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises, covenants, obligations and benefits of this Agreement, the District and the HOA contract and agree as follows:

1. Maintenance of the Open Space. From and after the date hereof, the HOA agrees to be responsible for mowing, landscaping, irrigation, and general maintenance of the Open Space, at its sole cost. Such responsibility includes:

- a. The HOA will cause the Open Space to be graded and seeded with grass so that the Open Space is in such a condition that it only requires regular mowing to maintain;
- b. The HOA will contract for and keep the Open Space maintained in such a manner as the HOA in its discretion deems advisable; and
- c. The HOA will remove any dead trees or branches on the Open Space, will prune the trees on the Open Space on an as-needed basis and will spray the trees on the Open Space to prevent damage from insects and disease on an as-needed basis.



- d. The HOA shall have the authority to install landscape materials, including but not limited to trees, plants, bushes, and shrubs, within the Open Space in such a manner as the HOA deems advisable and at the HOA's own cost, so long as the landscape materials do not interfere with the District's water, sewer, or drainage facilities (the "Facilities"). In the event the District finds the landscape materials interfere with the Facilities, the District shall provide written notification to the HOA. The HOA shall, at its own cost, remove the landscape materials and reasonably restore the land within 30 days of receipt of such notice. If the HOA does not restore the land within 30 days of receipt of such notice, the District shall restore the land and invoice the HOA for the costs associated with the removal.

2. Insurance Policies. The HOA shall confirm that its contractors and subcontractors maintain the insurance described in (a) (b) and (c) below with limits not less than those set forth below with insurers licensed to do business in the State of Texas. The HOA shall maintain in effect at all times during the term of this Agreement the insurance described in (a) and (d) below with limits not less than those set forth below with insurers licensed to do business in the State of Texas. All insurance policies maintained by the HOA pursuant to this Agreement shall also contain waivers of subrogation and name the District as an additional insured. None of the requirements contained herein is intended to and shall not in any manner limit, qualify or quantify the liabilities and obligations assumed by the HOA under this Agreement or otherwise provided by law. Upon request, the HOA shall furnish the District with copies of Certificates of Insurance for the insurance policies required by this Agreement that are maintained by the HOA and the contractors and/or subcontractors of the HOA.

- a. Commercial General Liability. The HOA shall purchase and maintain a commercial general liability insurance policy insuring against losses on an occurrence basis. The limits of said policy shall be the greater of (a) \$1,000,000 per occurrence and \$2,000,000 aggregate or the applicable limits required by law.
- b. Worker's Compensation. The HOA shall ensure that any contractor used by the HOA to perform the maintenance contemplated by this Agreement maintains a worker's compensation insurance policy.
- c. Comprehensive Automobile Liability. The HOA shall ensure that any contractor used by the HOA to perform the maintenance contemplated by this Agreement maintains a comprehensive automobile liability insurance policy insuring against losses on an occurrence basis.
- d. Umbrella Excess Liability. The HOA shall purchase and maintain an umbrella excess liability insurance policy insuring against losses on an occurrence basis. The limits of said policy shall be \$5,000,000 per occurrence for bodily injury/property damage with not less than a \$5,000,000 aggregates.

3. Modification. This Agreement shall be subject to change or modification only with the mutual written consent of the HOA and the District.

4. Default. In the event of default by either party hereto, the other shall have available all remedies at law. In the event of default by either party hereto, either party may employ attorneys to pursue its legal rights; or the prevailing party shall be entitled to payment by the other party of all reasonable attorneys' fees incurred by the prevailing party.

5. Laws Venue. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Texas, with venue in Harris County, Texas.

6. Beneficiaries. This Agreement shall be for the sole and exclusive benefit of the parties hereto and shall never be construed to confer any benefit to any third party.


7. Term. This Agreement shall be effective until December 31, 2017, and thereafter shall be automatically renewed for successive one (1) year terms, unless terminated by either party hereto as herein provided or until such time as any of the facilities to be maintained under this Agreement are accepted by Harris County or the City of Houston for maintenance.

8. Termination. Either party may terminate this Agreement with or without cause at any time upon thirty (30) days prior written notice to such other party.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement in several counterparts each of which shall be deemed to be an original and all of which shall constitute the original, to be effective as of the date specified herein.

DISTRICT:

OAKMONT PUBLIC UTILITY DISTRICT

  
\_\_\_\_\_  
President, Board of Directors

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Directors

(SEAL)

HOA:

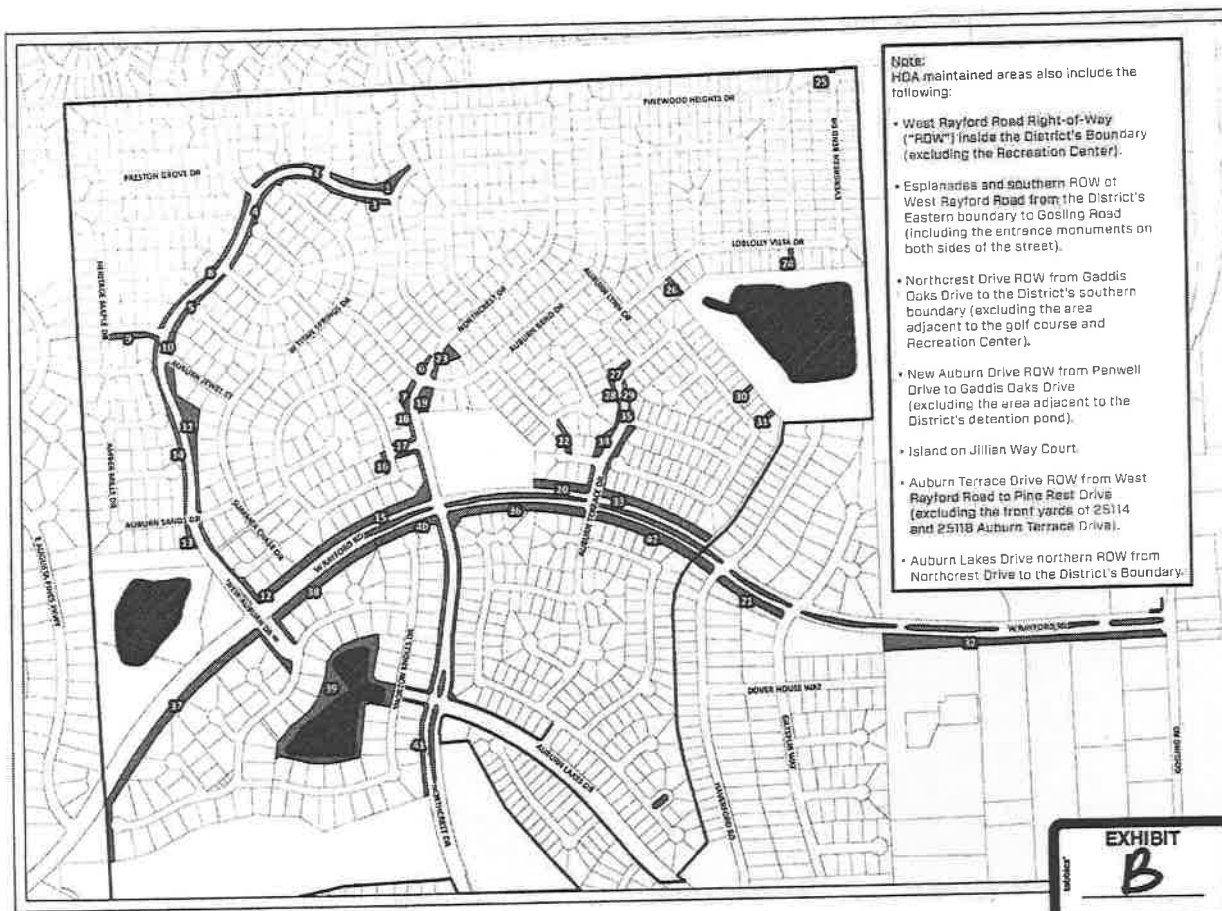
AUBURN LAKES HOMEOWNERS  
ASSOCIATION, INC.  
a Texas non-profit corporation

By: Bryan Stewart  
Name: Bryan Stewart  
Its: President

**Auburn Lakes Homeowners Association Maintained Areas**

Parcel Number	Description	Acres	Recorded Under Harris County Clerk's File No.	Plat Name
1	Restricted Reserve B	0.514	20110532925	Auburn Lakes Reserve Section 4
2	Restricted Reserve A	0.227	20110532925	Auburn Lakes Reserve Section 4
3	Restricted Reserve C	0.102	20110532925	Auburn Lakes Reserve Section 4
4	Restricted Reserve D	0.6269	20080037738	Auburn Lakes Retreat Section 3
5	Restricted Reserve C	0.2714	20080037738	Auburn Lakes Retreat Section 3
6	Restricted Reserve A	0.0577	20080037738	Auburn Lakes Retreat Section 3
7	Restricted Reserve B	0.1262	20080037738	Auburn Lakes Retreat Section 3
8	Restricted Reserve B	0.429	20120431482	Auburn Lakes Retreat Section 5
9	Restricted Reserve A	0.37	20120431482	Auburn Lakes Retreat Section 5
10	Restricted Reserve A	0.127	20070567334	Auburn Lakes Retreat Section 2
11	Restricted Reserve B	0.942	20070567334	Auburn Lakes Retreat Section 2
12	Restricted Reserve C	0.9475	20070567334	Auburn Lakes Retreat Section 2
13	Restricted Reserve B	0.1191	20110388478	Auburn Lakes Retreat Section 5
14	Restricted Reserve A	0.3398	20110388478	Auburn Lakes Retreat Section 5
15	Restricted Reserve B	1.1342	Z310990	Auburn Lakes Retreat Section 1
16	Restricted Reserve C	0.0761	Z310990	Auburn Lakes Retreat Section 1
17	Restricted Reserve A	0.0721	Z310990	Auburn Lakes Retreat Section 1
18	Restricted Reserve A	0.13	20070083996	Auburn Lakes Reserve Section 1 Amending Plat No. 1
19	Restricted Reserve B	0.25	20070083996	Auburn Lakes Reserve Section 1 Amending Plat No. 1
20	Restricted Reserve D	0.45	20070083996	Auburn Lakes Reserve Section 1 Amending Plat No. 1
21	50' Landscape Easement		W457688	Village of Auburn Lakes Section 1
22	Restricted Reserve C	0.16	20070083996	Auburn Lakes Reserve Section 1 Amending Plat No. 1
23	Restricted Reserve A	0.2305	20070379873	Auburn Lakes Reserve Section 2
24	Restricted Reserve A	0.07	20100073610	Auburn Lakes Pines Section 4
25	Restricted Reserve B	0.01	20100073610	Auburn Lakes Pines Section 4
26	Restricted Reserve B	0.0759	20070742359	Auburn Lakes Pines Section 3
27	Restricted Reserve A	0.146	20070742359	Auburn Lakes Pines Section 3
28	Restricted Reserve A	0.07	20060087619	Auburn Lakes Pines Section 2
29	Restricted Reserve C	0.04	20060087619	Auburn Lakes Pines Section 2
30	Restricted Reserve D	0.07	20060087619	Auburn Lakes Pines Section 2
31	Restricted Reserve E	0.09	20060087619	Auburn Lakes Pines Section 2
32	LPUSA Tract - HCAD No. 0420430000199 (South side of West Rayford outside District Boundary)			
33	Restricted Reserve B	1.51	20060087618	Auburn Lakes Pines Section 1
34	Restricted Reserve A	0.25	20060087618	Auburn Lakes Pines Section 1
35	Restricted Reserve C	0.03	20060087618	Auburn Lakes Pines Section 1
36	Restricted Reserve A	1.299	579014	Village of Auburn Lakes Section 2
37	Restricted Reserve B	2.09	20100073599	Auburn Lakes Estates Section 2
38	Restricted Reserve C	1	20100073599	Auburn Lakes Estates Section 2
39	Restricted Reserve A	6.84	20100073599	Auburn Lakes Estates Section 2
40	Restricted Reserve A	1.08	20090475505	Auburn Lakes Estates Section 2
41	Restricted Reserve B	0.33	20090475505	Auburn Lakes Estates Section 2
42	50' Landscape Easement		W181625	N/A





- Note:**  
HOA maintained areas also include the following:
- West Rayford Road Right-of-Way ("ROW") inside the District's Boundary (excluding the Recreation Center).
  - Esplanade and southern ROW of West Rayford Road from the District's Eastern boundary to Gosling Road (including the entrance monuments on both sides of the street).
  - Northcrest Drive ROW from Gaddis Oaks Drive to the District's southern boundary (excluding the area adjacent to the golf course and Recreation Center).
  - New Auburn Drive ROW from Penwell Drive to Gaddis Oaks Drive (excluding the area adjacent to the District's detention pond).
  - Island on Jillian Way Court.
  - Auburn Terrace Drive ROW from West Rayford Road to Pine Rest Drive (excluding the front yards of 25114 and 25118 Auburn Terrace Drive).
  - Auburn Lakes Drive northern ROW from Northcrest Drive to the District's Boundary.



**VICINITY MAP**  
Scale: 1 inch equals 10 miles

**LEGEND**

- District Boundary
- HOA Maintained Areas
- Pond Wet Area
- ▨ HCAD Parcels

**AUBURN LAKES HOA MAINTAINED AREAS**

**DAKMONT P.U.D.**  
HARRIS COUNTY, TEXAS

**DRAWING NOT TO SCALE**

Disclaimer: This product is offered for informational purposes only and may not have been prepared for or be suitable for legal, engineering or surveying purposes. It does not constitute an endorsement or warranty and represents only the approximate location of existing governmental and/or political boundaries as related hereto. In and Boundary the approval waterlines are made to better. © Carter, Inc. Respecting the quality of the information provided within this website regarding the quality of the information provided within this website.

**JONES CARTER**  
Texas Board of Professional Engineers Registration No. 419

**EXHIBIT B**