



City of Farmers Branch  
13000 William Dodson  
Farmers Branch, Texas 75234  
972-247-3131

November 12, 2024

Oakbrook Community Services Association, Inc.  
Attn: Sarah Strong, President  
3118 Pin Oak Court  
Farmers Branch, Texas 75234  
Email: [slylws@aol.com](mailto:slylws@aol.com)  
Submitted via: Regular Mail and Email

Re: Transferred Maintenance of Three (3) Medians located on Oakbrook Parkway Letter Agreement

Dear Ms. Strong,

This letter of agreement is being submitted to you as the authorized agent for the Oakbrook Community Services Association, Inc. The purpose of this letter is to memorialize the terms surrounding the transfer of maintenance over the three (3) medians located on Oakbrook Parkway, between Webb Chapel Road and Whispering Oak/Gatwick Place (the “Three Medians”), to the City of Farmers Branch (see **Exhibit A**, attached hereto and incorporated herein for all purposes and establishing the location of the Three Medians).

On May 22, 1973, President of Oakbrook, Inc., and Chair of the Oakbrook Community Services Association, Inc. (the “Oakbrook CSA”), James Biddle, submitted a letter to the City of Farmers Branch agreeing on behalf of the Oakbrook CSA to “maintain all common green areas and median strips within the development.”

Recently, as it relates to the Three Medians, the Oakbrook CSA proposed that it would pay the cost related to moving the irrigation meter to the City of Farmers Branch (the “City”). In consideration of the receipt of such funds, the City would assume responsibility for the continued maintenance of the Three Medians.

This letter is to memorialize the representations made by the City and Oakbrook CSA. Specifically, the City of Farmers Branch and Oakbrook Community Services Association, Inc. agree to enter this letter of agreement and acknowledge the following:

1. The Oakbrook CSA has tendered the agreed upon one-time payment of \$23,360.00, and the City has received the payment. The payment was specifically tendered and applied towards the costs associated with moving the irrigation meter to the City; and

2. As of the Effective Date of this agreement, the City of Farmers Branch agrees to assume maintenance of the Three Medians in perpetuity and in accordance with all applicable city codes, regulations, and policies, as may be amended; and

3. This agreement, including Exhibit A, shall constitute the entire agreement between the City and Oakbrook CSA related to the maintenance of the Three Medians. All previous agreements between the same parties related to the same are repealed in their entirety; and

4. “Effective Date” means the date that Oakbrook CSA executes this agreement, as listed below and thereafter received by the City; and

5. The City and Oakbrook CSA, by and through their respective agents as witnessed below, have (a) had the opportunity to review this agreement and consulted with legal and other advisors of their choice, (b) read and fully understand all the terms of this agreement, (c) have full authority to enter this agreement on behalf of the party listed hereunder, and (d) voluntarily accepted and agreed to have the party listed hereunder be bound by all the terms and conditions of this agreement.

This agreement will only be executed and made binding by the signatures of Sarah Strong, President and authorized agent for the Oakbrook Community Services Association, Inc., and Ben Williamson, City Manager and authorized agent for the City of Farmers Branch.

Respectfully Submitted,

Robert Diaz,  
Parks and Recreation Director

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK –  
SIGNATURE AND ACKNOWLEDGMENT PAGES FOLLOW]

**CITY OF FARMERS BRANCH:**

**OAKBROOK COMMUNITY SERVICES ASSOCIATION, INC.:**

By: \_\_\_\_\_  
Ben Williamson, City Manager

By: \_\_\_\_\_  
Sarah Strong, President

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

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

**APPROVED TO FORM:**

By: \_\_\_\_\_  
Whitt Wyatt, City Attorney  
[vf.11.12.2024]

**CITY OF FARMERS BRANCH’S ACKNOWLEDGMENT**

**STATE OF TEXAS           §**  
**§**  
**COUNTY OF DALLAS       §**

Before me, the undersigned Notary Public, on this \_\_\_\_ day of \_\_\_\_\_, 2024, personally appeared Benjamin W. Williamson, City Manager of the CITY OF FARMERS BRANCH, TEXAS, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed and as the act and deed of said city.

\_\_\_\_\_  
NOTARY PUBLIC, State of Texas

OAKBROOK COMMUNITY SERVICES ASSOCIATION, INC.'S ACKNOWLEDGMENT

**STATE OF TEXAS**       §  
  §  
**COUNTY OF DALLAS**   §

Before me, the undersigned Notary Public, on this \_\_\_\_ day of \_\_\_\_\_, 2024, personally appeared Sarah Strong, President of the OAKBROOK COMMUNITY SERVICES ASSOCIATION, INC., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed and as the act and deed of said corporation.

\_\_\_\_\_  
NOTARY PUBLIC, State of Texas

[EXHIBIT A FOLLOWS]