

# Oakridge Village 2 HOA Annual Meeting Minutes

Wednesday, February 16, 2022

Due to ongoing Covid-19 concerns, the meeting was held remotely (via Zoom video conference—set up by Roger, published in the newsletter, and link emailed to homeowners by Linda).

## Board Members Present

Sara Belmont, Bill Bohlen, Jim Cook, Linda McGlothlin, Chad Whisenant

## Establishment of Quorum

A quorum of at least ¼ of the total membership (1/4 of 94 homes in Oakridge = 24) was established. There were 17 owners present in person and 24 proxies for a total of 41, which is 44%.

Jim Cook, HOA President, welcomes all to the annual meeting, introduces himself, and **called the meeting to order shortly after 7:00PM**. Homeowners were requested to type their names into the available chat messages session in order to have a record of their attendance and were encouraged to utilize the mute function unless they needed to speak.

## Approval of the 2021 annual meeting minutes

Jim stated that the annual meeting minutes from last year, which have been posted on the website, needed approval. He asked if there were any proposed changes for the minutes. There were no changes offered or requested. A motion was made to approve the minutes, and they were approved by a unanimous voice vote.

Jim utilized a shared screen format to review the website for all present to increase awareness of the information provided to homeowners such as our governing documents (bylaws, covenants, etc), the minutes for both the annual homeowner and board of director meetings, financials and budget spreadsheet, reserve study, newsletters, and more.

Jim also highlighted a few items noted in the most recent newsletter: please don't park vehicles along Wheaton in hazardous spots, especially during snowfall events, since there are safety concerns; make sure tenants are aware of our HOA covenants and newsletter items if your home is rented out; do not have a dumpster placed in the street without first getting a City permit; and finally, please stay on top of your yard maintenance—the board members plan to be more diligent with enforcing proper yard care, especially if we receive complaints from fellow homeowners.

## Officer Reports

Jim introduced the other current board members present for the meeting: Sara, Chad, Linda and Bill.

Linda gave a brief Treasurer report. We have \$31,330.74 in our operating funds checking account and \$7815.74 in our reserve savings account. Forty-nine(49) homeowners have already paid their 2022 assessment dues, sixteen(16) using the preferred electronic option Zelle, which is appreciated. Jim commented that although we had to draw significantly from our reserve savings to pay expenses for this past fiscal year, we were still in a good financial position with the new dues now coming in.

Chad, our Architectural Review Committee lead, reminded homeowners that there are PDF request forms on the website that should be filled out and submitted to him if they plan to make any changes to the exterior of their property.

Sara is introduced. She is relatively new to the board, having been elected by the board to fill the open position after Melanie's resignation last Spring. She provided a brief review of the various board duties and undertakings, then encouraged others to participate and be active in our community.

Bill, our Vice President, echoed Sara's sentiment and agrees that there are many more duties and tasks entailed within the HOA than most people realize.

### **Old Business: 2022 Budget Review**

Jim once again utilized a shared screen format to review the financial budget with the meeting attendees. This budget spreadsheet is posted on the website. He stated that the 2022 operating budget had been approved by the board of directors and it included increasing the HOA dues from \$655 to \$685 per year as published in the newsletter and provided in the dues notification letter. He noted that we incurred large irrigation water surcharges during the 2021 season, but since the City did not bill us for these surcharges until December, we did not actually have to pay them until January 2022—a carryover into the new fiscal year.

Irrigation management was included in the Lindgren landscape contract last season, but the water usage was not monitored as well as in the past when we managed it ourselves. That's the main reason we incurred surcharges from the City for excess water usage. We did receive a 50% waiver based upon the turf-to-native grass conversion that we had done the prior year, but that has now ended and we will be responsible for 100% of any surcharges during the 2022 season. The City continues to raise water rates, so it is imperative that we decrease water usage this coming season.

Tracking irrigation water usage will be a top priority for this season to avoid incurring excessive water surcharges. For increased visibility, water usage base rates and surcharges will now be shown on separate line items in the budget going forward.

Tree maintenance expenses were also significantly over budget last fiscal year. We had one particularly damaging storm that required a lot of cleanup. So, we decided to start scheduling tree trimming preventative maintenance work. Plus, the board decided to spend around \$4000 to have all our ash trees treated to prevent emerald ash borer damage. The treatment should be good for a 2-year span, so we will not incur that expense again this year.

For increased visibility, tree damage cleanup and tree preventative maintenance expenses will now be shown on separate line items in the budget going forward.

Jim opens up the floor for questions about the budget.

Melanie Wood asks if anyone has volunteered to help with a turf conversion grant application? Jim said no, there is currently no one signed up to apply for the grant, but anyone is welcome to help. Jim reminded everyone that we had planned a similar turf-to-native grass conversion (Phase 2) in an area adjacent to the golf course, but the board has been unable to put in the time to apply for the financial grants to be able to do that. If we want to do this in 2023, we would need to apply by October for the grants. Chad brings to our attention that while some areas have been proposed for conversion, there is no agreement on the exact locations yet. Melanie volunteers to help with the grant application for this project. The plans for this project will be re-addressed in early summer during a board meeting.

Larry Myer asked about the contract with Lindgren--if they were in charge of watering the grass last year and whether they were held accountable for water maintenance? Jim responds that we had added irrigation management to an existing Lindgren contract (final year of 3-years). There were no specifics in the contract about monitoring water usage. We plan to address that need and add it to the new contract for this year. Monthly reports will be requested for each tap and if we go over our allocations we need proposals from our landscaping contractor about what to do to prevent it from continuing the next month. Larry mentions reserves and raising dues so we don't get into reserves again this year. Jim explains that the board raised the dues almost as much as our bylaws allow (5%) without conducting a full membership vote; he agrees that we may need to raise them again next fiscal year, but the main corrective action is to use less water. Jim mentioned that we have been in conversations with Lindgren about the water usage missteps. But he believes that the City needs to

address this with landscaping companies because they are not properly incentivized to manage water usage. Bottom line, though, it's left up to the board members to manage the contractors better and the plan is to have more regular water usage reports in this regard so we stay within budget.

Ken Parker asks if we are putting more water than the plants in our common area need and wonders if it is necessary. Jim responds that the water allocation we have is actually less than what the City recommends we should be using for our grass.

Ken then says that he lives on Honeylocust court and mentions a family that leaves a truck parked on his street and asks if there is anything to be done about that. Chad responds that the City owns the street and the City requires that a report be filed with them in regards to an abandoned vehicle. Ken says this vehicle is driven about once a month. Chad responded that we do not have much influence in that regard because it is a City street and the HOA is unable to have any influence over this. Ken mentions perhaps going to your neighbor and talking with them should be the first course of action.

Jim asks if there are any specific questions with regards to the budget. No new questions.

Jim takes us to his next agenda item. We have been informed that our irrigation controller devices will need to have their communication modems replaced (3G to 4G) soon. ETWater, our service provider, will make the equipment upgrade at no charge if we contract and pay for 3 years of advance service. We will need to have those functioning by April/May. The advance service agreement will cost around \$2,000. A decision will be made at the next board meeting.

Jim then informs that the board voted to increase our home sale fees, which are posted on the HOA website. When a home is sold in our neighborhood, there are fees paid to the association, typically by the buyer. We've raised the capital reserve fee from \$300 to \$600 and the transfer fee from \$75 to \$200. Why? Because they haven't been changed in a very long time, they will now be more in tune with our annual dues (\$695), and it will help raise additional funds going forward.

### **New Business**

Jim mentions that just yesterday a homeowner emailed him about a damaged mailbox on Wheaton (for 5212 Iris Court) that is currently unusable. It apparently had been broken into. The post office says that the HOA owns the mailbox banks and is responsible for their maintenance or replacement, but that we coordinate any changes with them. Bill volunteers to meet the homeowner and investigate the damaged mailbox.

Jim also mentions that the homeowners near the southwest corner of Keenland and Wheaton have notified us that there was an irrigation system leak in the common area adjacent to their home last season. They are not sure it was fixed prior to the water shutoff last Fall, so it needs to be investigated at the start of this season.

Jim asks if there is any other new business that should be addressed and any questions? Chad asked Ken for the address of the neighbor with the red truck parked in the street and says he is happy to help.

### **Election of Directors**

Jim moves us on to open board member seat nominations.

Roger's term has expired. He is the current Landscaping VP. This position requires a lot of time and effort and affects our budget the most. Jim says Roger is willing to serve for one more year, but is not able to commit to 3 years. Bill's term has also expired. He is the current Vice President. Sara, who is serving as Secretary as elected by the board, should also be elected by the full homeowner membership for a full 3-year term. Jim strongly recommends that Roger, Sara and Bill continue on the board, and nominates all of them. Chad seconds the nominations. Jim asks if there are any other nominations from the floor for board members? None are presented.

Sara, Bill and Roger (via verbal proxy prior to the meeting) agree to the nominations and a simple voice vote is requested since the number of nominations do not exceed the number of open positions. (Jim said if anyone is not in favor, to speak now so we know if this is a unanimous position. Nobody speaks.) Jim notes that the nominated board members have been duly elected with unanimous approval to a new 3-year term.

Jim mentions that other homeowners are welcome to join the board as non-voting members and help as needed. More members would help lighten the load of other board members.

Jim now asks if there are any other questions or comments about any HOA topic or concern? But no further questions or comments were made.

Jim proposes that the next board meeting be held in person on March 7<sup>th</sup> or 8<sup>th</sup>. Linda prefers Monday. So plan on Monday March 7<sup>th</sup> @ 6:30pm at Jim Cook's home.

**The meeting was adjourned at 8:16PM.**