

Oakridge Village 2 HOA Board of Directors Meeting Minutes

Meeting Date: Friday, December 16, 2022

- The meeting was called to order shortly after 6:30pm
- Board Members Present: Sara Belmont, Bill Bohlen, Jim Cook, Linda McGlothlin, Roger Sherman (remotely via phone), Chad Whisenant, Mike Winchell
- Location: 5331 Elderberry Court

General

- Meeting minutes from September 15, 2022 board meeting had been published and sent via email for review. They were approved unanimously without any changes.
- Meeting minutes from November 6, 2022 special board meeting had been published and sent via email for review. They were approved unanimously without any changes.

Landscape maintenance

- Irrigation water usage was way down this year compared to last year—something to celebrate! Jim has posted updated charts on the website. Bill put forth much of the time and effort to keep on top of water usage and monitoring, since Lindgren was not as diligent as we would have hoped. Thanks, Bill!
- Quotes from Lindgren have been similar to other providers, Bill would like to look into another company to compare. Jim suggested Monarch.
- Snow removal was discussed and is typically dealt with on a request basis. This is an item to look into with Lindgren to provide in addition to their other services.

Architectural review

- Landscaping request for 5219 Honeylocust Ct. was discussed. Homeowner would like to build a fence within her property line, not on the property line. Board was in agreement that more specific details are needed regarding her request: clear dimensions, materials, clear markings, etc. Responding to Ms. Chase's request will be done via email, along with a request to meet in person the next time she is in town and available, as she is currently in Arizona. Board was in agreement that a minimum of 2 members must be available if meeting in person.
- Board members were in agreement that mediation with homeowner Melanie at 5219 Honeylocust, along with the landscaping complaints against her neighbor will be considered closed, as she could not coordinate an in-person meeting to resolve the matter with the city mediator and minimum board member representation. Correspondence to Ms. Chase stating this will be sent via email, per her request to keep communication electronic, as she is still in Arizona.
- *Reviewing the revised Fence Policy sent by Chad is an action item for all board members to review and vote upon.*
- Regarding the landscaping request for the homeowner at 5201 McMurry, Jim suggests that we receive feedback from the homeowner, in person, on how to correct the fence that is made of inconsistent materials and height across the back area of their home that parallels

to a common greenspace. Chad will send an email to the neighbor to request meeting dates and times. It is recommended a minimum of 2 board members be present.

- It is recommended, for now, that any neighbors that wish to implement xeriscaping should reference the city guidelines for their landscaping requests, as we currently do not have xeriscaping included in our landscaping documents. These requests will be reviewed on a case-by-case basis, as are all landscaping requests within our HOA.
- It was suggested that a welcome email or information page be given to new homeowners with pertinent HOA information and to introduce the BOD, as well as welcome them to the neighborhood.

Financials

- Our financials spreadsheet was updated with actual income/expense results through November 30 and likely results through December 31. A proposed budget for 2023 was also included. Jim provided a copy for review.
- \$25,000 was budgeted for water this past year, but we ended up spending only around \$7,000-8,000. Because of this, we were able to add \$7000 to the HOA reserve savings account.
- Legal retainer: \$2,000-3,000 should be budgeted for updating documents alone for 2023. A larger retainer may be needed for future legal counsel, as board members researching information were advised by legal counsel that updating our documents will cost roughly \$2,500. BOD members were in agreement to approve \$5,000 in the budget for a legal retainer. Sara has offered to be point person to correspond with any potential legal counsel the board needs.
- Jim noted that our Reserve Study and Funding Plan needs updated since it has been 5 years since the last study was published. It could cost around \$500. Would legal counsel be able to provide something of this nature? Further research is needed. The existing Reserve Study and Funding Plan can be found on the Financials page of our website.
- \$2,000 for the irrigation system (flow meter for the Wheaton water tap Controller A)
- \$4,500 for trees and shrubs (2nd emerald ash borer treatment)
- \$30,880 was budgeted for the 2023 landscape contract. This was based upon a recent quote received from Lindgren, our current provider.
- \$500 for snow removal service, if ever needed, but volunteer board members plan to continue clearing the snow.
- \$7,200 (Wheaton tap) and \$4,350 (Keenland tap) for water which would be 100% of our water allocations with the city. We used less than our allocations during the 2022 season, so we know these amounts are reasonable and realistic maximum targets.
- All other budget expense line items were based on historical averages.
- Budget reserve savings transfer amount was adjusted down to \$3,000 from \$5000 due to increased legal retainer budget line item.
- Annual dues were proposed to remain the same (\$685 per homeowner). BOD members were in agreement to keep the dues the same, no increases needed.
- The 2023 financial budget was unanimously approved by the BOD. The approved budget will be uploaded to our website for homeowners to view.

Other business

- Annual meeting: Jim provided a draft newsletter that announces the annual homeowner meeting and it was reviewed. The BOD intend to send out the newsletter in early January, shortly after New Year's holiday. Annual meeting date was proposed and agreed for February 8th starting at 6:30pm. The meeting place was still to be confirmed, but it was proposed to be held in person at the nearby Council Tree Covenant Church where annual meetings have been held in the past.
- Board members are encouraged to actively solicit new members to take over positions that will be available at the annual meeting. The positions of Jim and Linda have expired, plus Chad and Roger have informed the board that they intend to resign early, so we anticipate four(4) open positions to be up for nominations and election at the meeting.
- The board discussed voting procedures for open board positions at the annual meeting. Jim stated that the Bylaws only indicate a majority vote is needed to approve a duly nominated candidate. Normally, in the past, since the number of nominations do not exceed the number of open positions, a simple voice vote is conducted. It was proposed that we would need to be prepared for a written ballot voting procedure if the number of nominations exceeded the open positions or if there was any opposition to a nominated candidate.
- Questions to ask legal counsel, once retained, were discussed. Can we make any restrictions on rental properties? Age restrictions? Background checks? How would our existing HOA documents need to be revised?

Meeting was adjourned at around 8:45pm.