

# Oakridge Village 2 HOA Board of Directors Meeting Minutes

**Meeting Date:** Tuesday, December 8, 2020

**Attendees:** Jim Cook, Chad Whisenant, Roger Sherman, Linda McGlothlin, Melanie Wood, Bill Bohlen

Due to ongoing Covid-19 concerns, the meeting was held remotely (via Zoom video conference –set up by Roger) with all current board members in attendance.

1. The meeting was called to order at 7:03 pm by Jim. Jim had sent out an agenda via email that listed several topics, but the priority of tonight’s meeting was to finalize a budget for 2021. This was agreed to and Jim jumped right into a shared screen format and a line by line discussion of the two pertinent columns in the financials spreadsheet: the “actual” projected final estimates for 2020, and an explanation of the “proposed” budget values for upcoming 2021. It was noted that the 2021 final budget must only be approved by the board of directors and does NOT need to be voted and approved by the main body of the HOA. However, the approved budget should be published prior to the annual meeting. Line items were reviewed individually. Those items drawing the most interest/dialogue are listed below by line item number.
  - a. Line #11 (turf conversion grant)— this 2020 one-time income of \$8,285.61 represents the grant funds received from Northern Water to support our Phase 1 turf conversion program. It was a 50% matching fund grant that was received only after Roger submitted invoices/receipts for work completed. Phase 2 turf conversion will be delayed until 2022, so there are no grant funds anticipated for the 2021 budget.
  - b. Line #26 (irrigation system infrastructure)—the \$9,500.01 expense amount significantly exceeded our 2020 budgeted amount of \$3,000, but 50% of it was matched by the Northern Water grant. It included a new controller B (\$1,912.87), some main line valve replacements as well as significant funds spent to find and repair leaks. The extensive leak detection and repair effort was initiated by Roger and Jim, but completed primarily by our landscape contractor (Lindgren) at their standard labor and materials rates. This line item for the 2021 budget should include funding for a required repair or replacement of the underground electrical wiring power supply to Controller C, which is currently nonfunctional. Additional quotations are needed, but initial estimates are around \$1,500 for this work.
  - c. Line #27 (concrete drain pans)—Jim is in the process of updating our long term capital improvement plan (the reserve study) and anticipates no need of spending funds for this item in 2021 even though about 20 sections (out of about 110 total) were observed in 2018 to have some damage (e.g. cracks, pits, or heaving). Bill’s general opinion is that concrete drain pan cracks and other damage should not be of high concern as they are not a structural/functional problem, but rather aesthetic only. Bill will make an effort to re-inspect the drain pan sections sometime next year and help reassess their maintenance priority.
  - d. Line #28 (drain pipe)—as determined last year using the Roto-Rooter video inspection, the shallow perforated drain pipe section along the northwest edge of the coat hanger needs replaced for the drain system to function properly. This work has been delayed while awaiting redesign of the irrigation and water drainage system at the adjacent City-owned Southridge Golf Course. However, it was agreed to include funds in the 2021 budget to assure this repair can be addressed next year, if appropriate.
  - e. Line #29 (trees, shrubs, and grass)—board consensus was to fund this line item in 2021 since beautification of our common areas seems to be of high interest to our constituency. The

following areas were discussed as primary concern: the shrub areas with edging that have received little attention for years; the area that was exposed and excavated after the removal of the large and overbearing blue spruce tree; the dead turf areas (possibly from de-icing chemical damage) along Keenland; and, ash tree treatments to mitigate the pending emerald ash borer damage.

- f. Line #30 (turf conversion)—the actual Phase 1 turf conversion cost (\$6,405.85) was significantly lower than initially predicted. And overall results were good. A few small border and corner areas need re-seeding next Spring, and weed removal will need to be a priority, but most of the new native seed was well established. The board agreed to focus on stabilizing the Phase 1 area this coming season and delay any spending on Phase 2 (“coat hanger” area) or Phase 3 (various areas along Keenland) turf conversion efforts until 2022.
- g. Line #34 (landscape maintenance contract)— Jim and Roger proposed increasing the current landscape contractor (Lindgren) budget in 2021 to include management of the irrigation system. As previously quoted by Lindgren, this should add \$2,587 to the line item. It was difficult for volunteer homeowners (mainly Jim and Roger’s hard work) to keep up with the aging irrigation system this past season. Jim is still concerned about the contractor understanding our ETWater controller programs and managing our water usage well and proposed linking actual water usage results to a portion of the contractor’s payments as an incentive. There was also discussion among the board members regarding the apparent lack of regular communication with Lindgren. Chad requested that Lindgren provide monthly quality control status updates to us and get our pre-approval before taking significant action to change the landscaping (e.g. before trimming off bottom branches of pine trees). Jim proposed a review and revision of the written contract with Lindgren to include these items before the start of next season.
- h. Line #36 (sprinkler/irrigation repairs)—the 2021 budget will include a significant increase for this line item to reflect the ongoing board commitment to increasing our irrigation system efficiency. Plus, paying Lindgren to identify problems and fix them (rather than trying to depend upon volunteer homeowners) will be a significant cost, just as it was this past season.
- i. Line # 37 (tree pruning)—the 2020 actual costs were notably higher than expected. This was due to several bad wind/snowstorms that caused major limb damage requiring contractor (TreeWorks, SavATree, Lindgren) involvement. Also, a large blue spruce that was impeding upon a home was purposely removed per a homeowner request (\$1885). After board discussion it was agreed that this line item should begin to include funds for pro-active preventative maintenance tree pruning (potentially on an annual basis) to minimize future costs of cleanup following heavy wind events. Further discussion also ensued regarding a cost effective treatment of the HOA +/- 35 mature ash trees. Jim was able to retrieve an email that included a treatment estimate of \$67 per tree per season (so about \$2100 per year). This amount will be included in the line 29 budget. Chad agreed to pursue more firm quotations. With any new program or initiative, Jim is concerned about who will be available to manage the effort.
- j. Line #39 (snow removal)—the 2021 budget will include \$1000 to allow the board to hire HOA sidewalk clearing by a contractor, if needed, or to pay homeowner dependents. This will allow for those deep snow storms that would overtax the normal voluntary efforts.
- k. Line # 46 (additional water allotment purchase)—the board had previously approved a \$10,000 water allotment purchase for this fiscal year 2020. The cost of additional water was expected to increase another 3% next year. Discussion was initiated to increase the 2020 amount by an

additional \$10,000 (for a total of \$20,000), rather than budget for any purchases next year, and shift funds from the reserve savings account (which currently stands at around \$32,000) to cover this additional expense. Jim made a motion to do just that—spend a total of \$20,000 in 2020 to purchase additional water allotment. Roger seconded the motion. It was unanimously approved.

2. The board discussed the 2020 water usage from both our irrigation water taps. The final quantities for the season were encouraging. While the 2020 season was very hot and dry and totals surpassed the very favorable 2019 volumes, usage was still well below the 10 year average. Plus, extensive leaks were identified and fixed, which should help for the 2021 season. Jim reminded the board that we received a water surcharge waiver from the City for this year and next (2020-21) by submitting our Phase 1 turf conversion project for the AMP (Allotment Management Program).
3. The board members agreed to keep the HOA annual assessment (budget line #2) the same for 2021 (\$655). The board believes that we are on the correct path to avoid future water cost premiums due to allocation overruns with our multi-faceted approach: regular monitoring of the irrigation system and charting of our actual water usage, repairs and improvements to the irrigation system, and implementation of our turf conversion program. We should be able to keep our water usage within or near the updated allotments. When the upcoming year—with any possible water surcharges waived by the City—is complete, we will have a good three year look at the new cost trends for our HOA.
4. The board unanimously approved the meeting minutes from the September 17, 2020 board meeting. Melanie was not a voice in this vote as she had departed the meeting prior to this vote. In light of time constraints, it was decided that Jim would produce an amended proposed 2021 budget offline in the near future and present via email for a board vote [sent and approved via email on December 10]. , The approved budget will be published on our website and distributed to all members in conjunction with a newsletter announcing the annual meeting and invoicing for the 2021 annual assessment. The stated goal was to get this mailing prepared in early January.
5. Jim informed the board that our Bylaws require the annual meeting to be held by March 31 of each fiscal year. After board discussion, an early to mid-February annual meeting date was proposed [Tuesday, February 16 was tentatively selected via email after the meeting concluded]. Due to ongoing Covid-19 concerns and restrictions, the meeting will undoubtedly need to be conducted virtually. Roger confirmed that his Zoom video-conferencing resources were available and capable to support such a large participation.
6. Bill proposed that another board meeting be scheduled prior to the annual meeting. Jim agreed and said he would circulate a proposed date in the near future [Monday, January 11 was scheduled by Jim via email].
7. Chad gave a short update from the Architectural Review Committee. No serious concerns or issues have resulted from previous approvals or denials of HOA member requests. There are not any current requests pending that need board discussion.
8. The meeting ran longer than all expected resulting in the postponement of discussions about pending or proposed policies. They include the following: driveway pavement policy, shed policy, signage policy, street parking policy, and yard maintenance policy.
9. The meeting was adjourned at 9:05 PM.