

Oakridge Village 2 HOA Board of Directors Meeting Minutes

Meeting Date: Monday, February 27, 2023

- The meeting was called to order shortly after 6:30pm
- Board members present: Brittany Delmonico, Zaid Abdo, Sara Belmont, Bill Bohlen, Rod Bowman, Camille Susemihi, Mike Winchell
- HOA owners present: Jim Cook
- Location: 5331 Wheaton Drive

General

- This was the first meeting after the Annual meeting and included four new board members: Brittany Delmonico, Zaid Abdo, Rod Bowman, and Camille Susemihi
- Board members agreed to meet the last Monday of the month for the next few months and will reassess meeting dates in two months.
- Meeting minutes from December 16, 2023 were not discussed during this meeting

New board member roles

- New board member's positions:
 - Sara Belmont – President, email: president.oakridge2hoa@gmail.com
 - Brittany Delmonico – VP, email: vp.oakridge2hoa@gmail.com
 - Camille Susemihi – Treasurer, email: treasurer.oakridge2hoa@gmail.com
 - Zaid Abdo – Secretary, email: secretary.oakridge2hoa@gmail.com
 - Rod Bowman – Architectural Committee, email: arch.oakridge2hoa@gmail.com
 - Bill Bohlen – Common Area Landscape Management, email: calm.oakridge2hoa@gmail.com (to be created)
 - Mike Winchell – Architectural Committee Member, email: member1.oakridge2hoa@gmail.com
- Secretary will generate an announcement, with board's approval, to be sent to owners informing the change in board members.
- A shared filing system has been created on google drive and shared with all board members for electronic documentation storage.

Legal council/Documentation revision

- Board will reach out to legal-council, Anda Stepenson, for clarification regarding needed updates to our current Collection Policy, Meeting Policy and Enforcement Policy.
- The board agreed that we need more information to describe what needs to be done regarding: Collection Policy and Meeting Policy.
- The board unanimously agreed to adjust language of current policy to adhere to the \$50 cap presented in the bylaws.
- The board agreed to develop a Standard of Practice (SOP) as part of the enforcement policy, which will follow these steps:
 1. If a violation has been found by a Board member or homeowner, the Board of Directors (BOD) will investigate to see if a violation has or has not occurred, and a decision will be made by a majority vote of the BOD how to move forward.

2. At least two board members will participate in a friendly visit of those in violation. The board members will describe the policy in violation, with a copy of the policy on hand or reference the website where the HOA policies can be found.
3. The involved board members will document the violation using spreadsheet that will be developed for this purpose and will be accessible through the shared HOA folder. This will describe the date and result of the visit including the reason for the violation, if any, and plans for resolution.
4. If there was no resolution or no agreement to how to resolve the violation, then the board sends a warning letter after one week if the violation was not corrected with a 30 day timeframe for the homeowner to resolve the issue. If the situation is hazardous, then the response to correct the situation should be within 72 hours.
5. Then the board will follow the “policy for enforcement of covenants and rules”, which may be found on the HOA website.

Financials

- We have 33 unpaid dues as of the day of the meeting. Need to check the bank account (5-6 additional payments were received on Zelle).
- There is 30 days grace. Treasurer, Camille, will send reminders by March 15th. Knock on doors for the last 1-2.
- Need to switch account owners for electronic pay and for managing financial transactions from Jim and Linda to Sara and Camille. This switch will require a driver’s license. This will also require annual meeting minutes to highlight election of the new officers; needs to be specific about nominations, motions and seconds to show that officers were duly elected.
- HOA purchased a CD \$10K rotating every 6 months. HOA has to pay taxes on the interest of these CDs amounting to 30% and \$100 deductible.
- HOA will need to pay taxes. Deadline is April 15th.

Architectural Review Committee

- Revised fence policy, provided by the previous Arch Control Chair, is to be reviewed and discussed at the next meeting. This policy may also require approval by legal council before it is implemented.
- Xeriscaping was set for next month’s agenda for further discussion after the board had a chance to review what policies the City of Fort Collins has and what other HOAs might have implemented.

Landscape maintenance

- Bill will provide a position description for the Common Area Landscape Management role.
- Common Area Landscape contract from current contractor, Lindgren Landscape, is a little over \$30K (current contractor:). Bill obtained a quote from Elite Industries, that was \$36K,

and Monarch, \$33K. The board unanimously agreed to stay with current contractor. Bill will sign the contract.

- HOA has contract with DaVey Tree for \$4,500 for the control of Emerald Ashborer that infects HOA's Ash Trees. Board unanimously agreed to maintain that contract. Bill will sign.
- HOA has 14 common area planting beds with shrubs and rocks. Bill will manage those in coordination with Lindgren.
- A flow meter installment is also needed for next year, and is part of the approved budget for this year.
- Mail-boxes—Repainting of mailboxes is needed to maintain aesthetic appeal, approved paint may need to be purchased from USPS.

Other business

- Committee agreed that next meeting should be March 27th, 2023.
- Committee is expected to review the covenants, bylaws and policies and review the city's xeriscaping policies for discussion during that meeting.

Meeting was adjourned at around 8:45pm.