

Oak Pointe Villas Association
Board of Directors Meeting
July 15, 2014

Attendees: John Berkaw, Larry Jannon, Jon Evenson, Ron Jones

I. Call to Order: Meeting called to order at 10:02A.M.

II. Approval of Minutes: Minutes of June 2014 were approved by the Board members.

III. Home Owner Concerns:

- A. Paul Stanko reported a dead tree in the area east of pond #4. Ron Jones will contract to have it taken down.
- B. Paul Stanko reported the sprinklers at the entrance were operating during daytime hours. Per Ron Jones, this was the result of a recent power failure. The timer will be reset. Jon Evenson also reported that the sprinklers along the driving range were spraying onto the driving mats. Ron Jones will have Beauchamps look into changing the sprinkler heads (spray sideways instead of half-moon).
- C. The house at 5051 Moret Ct. has a garage door painted two different colors and the house siding is in need of repainting. Ron Jones will contact the owner to have them painted.

IV. Open Issues:

A. Curb and Road Project.

- 1. The board wanted an outside professional in road construction and maintenance to provide it with additional guidance on the Villas road projects. Jon Booth, a municipal engineer with the firm of Hubbel, Roth, and Clark, located in Howell, looked at our roads and the contract with Allied Construction. His feedback was that our roads are in pretty good shape considering their age. Jon had a couple of suggestions for us to consider moving forward, but encouraged us to move forward as is with the current project. John Berkaw will prepare a Curb and Road Book for the board which will contain specific information about our road contracts moving forward as well as Jon's specific comments.
- 2. Work on curb replacement will begin this week and should be complete by 7/30/14. Replacement of Moret Ct (from Villas France to the water tower) should begin shortly thereafter.

B. Reserve Study. See Reserve Study in New Business

V. New Business:

A. Reserve Study/Roads.

- a. John Berkaw has met with prior board members to get an understanding of the philosophy related to the maintenance and replacement of roads vis a vis the reserve fund and there was a general discussion of the topic in some depth by the board. John Berkaw will prepare a draft paper on the subject for the board's further review and revision. It was suggested that it may be a topic at next year's Annual Meeting.

B. The board has two new members and it's become apparent that a Roles & Responsibilities document is needed to identify the tasks performed by the board and

assign responsibility to each position (president, treasurer, secretary and property manager). Larry Jannon, being the senior member of the board, will draft this document and circulate among the board for feedback.

VI. Committee Reports.

A. Communications to Villas residents.

- a. John Berkaw will draft a letter to residents with an update on various topics including the restrictive covenant, roads, and landscaping for review by the board prior to sending it out. Jon Evenson will do an email audit before that emailing and the Sunshine Committee will follow up on residents who aren't being contacted via email.

B. Boat Committee:

- a. The Villas board met with Boat Committee members on July 7, 2014 and discussed various topics. Steve Rogal presented a draft list of Responsibilities and Tasks of the boat committee and its need for additional assistance. John Berkaw has had additional follow up with the Boat Committee and expects to get a final draft of the Responsibilities and Tasks and the persons who have volunteered to do them which will be distributed to board members and it will be put on the Villas website after their review. Essentially all tasks have now been assigned.
- b. Jon Evenson has engaged with a company that provides calendar scheduling software (Teamup) for the purpose of implementing an online boat reservation system. An online calendar has been built for the Villas boats. An overview of how the software works was provided by Jon. The Boat Committee and Jon have agreed to evaluate the software and determine if it meets the needs of the Villas.

B. Social Committee:

- a. Jayne Berkaw has drafted a Welcome brochure for new Villas residents. All present at the board meeting thought it was very professional looking.
- b. A question arose about funding for Social Committee events and the use of petty cash. It was confirmed that a budget should be prepared for events for approval by the Board. The Social Committee can request advances for their events from KT. Any excess cash following events must be turned into KT. If there is a deficit, a request should be made to KT for reimbursement. The Social Committee is not to maintain any petty cash.

C. Community Association: Ron Jones provided a summary of actions taken in the past month, including the repair of a broken gate at the community tennis courts, removal of a tree at the OPCA entrance, and replacement of a pump in the bath house.

VII. Property Manager Financial Report: Ron Jones presented the report and there were no unusual disbursements.

VIII. Schedule Future Meeting: Next meeting scheduled: 8/21/2014 at 10:00

IX. Adjournment. Meeting was adjourned at 12:15 P.M.