The Oaks Community Association

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Agenda - Board of Directors – Regular Meeting

Wednesday, March 12, 2025 - 6:00 pm

A. Call to Order
B. Pledge of Allegiance
C. Roll Call of Directors
D. Reading of Meeting Rules
E. Appointment of Directors
F. Open Forum
G. Results of Executive Meeting
  a. 3/12/2025 Executive Meeting
  b. 3/12/2025 Executive Meeting Hearings and Violations
H. Discussion & Possible Action Minutes:
  a. 2/12/2025 Open Meeting Minutes
I. Treasurer's Report
  a. Discussion & Possible Action – February 2025 Budget Exception Report
  b. Discussion & Possible Action –– February 2025 Reserves Spending
  c. Discussion & Possible Action – February 2025 Financial Statements
J. Communications
  a. Discussion & Possible Action– Solar Update
  b. Discussion & Possible Action–Board Training
K. Design Review
  a. Lot 054
  b. Lot 180
L. Discussion & Possible Action–Projects Update
  a. Discussion & Possible Action–Camera and Network It Proposal
  b. Discussion & Possible Action–Mail Kiosk Roof Bid
  c. Discussion & Possible Action–ADA Fish Pond & Bus Stop bid
  d. Discussion & Possible Action–Pedestrian Gate Roof- Completion Review
  e. Discussion & Possible Action–Fence- overflow parking at 123- Completion Review
  f. Discussion & Possible Action–Front Gate Repair- Completion Review
  g. Discussion & Possible Action–Remove Mini Golf and Cat Kennels from Project list
M. Discussion & Possible Action–Emergency Preparedness Plan
N. Discussion & Possible Action–Committee Update
  a. Discussion & Possible Action–Vehicle Purchase Committee
O. Social Committee Update
  a. Discussion & Possible Action –Movie Schedule
P. Future Agenda Items: This item is to Provide Board Members an Opportunity to Request Items to be Placed on Future Agendas. Not an action item.

Q. Adjourn Meeting

Open Forum Rules: During the open forum, each attendee may address the board for up to 5 minutes. A director or manager may briefly respond to statements made or questions asked. Speakers must observe rules of decorum and not engage in obscene gestures, shouting, profanity, or other disruptive behavior. If the speaker is in the middle of a sentence when the time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allow their time to others. All persons must follow meeting rules. *

*Meeting Rules: As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the Board's deliberations or votes. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting, and the Sheriff called. Recording Meetings: Regular Meetings of the Board of Directors are recorded for record-keeping purposes. The meetings are not a public meeting, and any recording of the meeting must be approved by the board beforehand.

THE OAKS COMMUNITY ASSOCIATION

FEBRUARY 2025 STATEMENTS REVIEW
(NOT SAME AS LEDGERS IN Rent Manager)

General Funds:	Account #		Total	Same Time Last Year
PNC Operating Checking Acct (as of 02/28/2025 stmt)	XXXX1262		$79,070.06	$46,248.53
PNC Operating Money Mkt Acct (as of 02/28/2025 stmt)	XXXX5812		$52,860.75	$22,546.03
PNC Petty Cash Checking Acct (as of 02/28/2025 stmt)	XXXX6825		$494.84	$1,539.72
Petty Cash Fund			$943.03	$663.17
	Total General Fund :		$133,368.68	$70,997.45
Reserve Fund: For Repairs & Replacement of Assets				
PNC Insured Money Mkt- Reserves ((as of 02/28/2025 stmt)	XXXX5767		$186,802.94	$145,387.82
PNC Brokerage Account- Reserves ((as of 02/28/2025 stmt)	XXX-XX6638		$373,533.48	$357,054.67
	Total Reserves :	49%	***$560,336.42***	$502,442.49
TOTAL OF ALL TOCA FUNDS :			***$693,705.10***	$573,439.94
2025 Unfunded Reserves Months Payable at			$0.00	$0.00
	Total Due Rsvs Short Term		***$0.00***	$0.00
2025 FULLY FUNDED RESERVES BALANCE TARGET			$ 1,137,174.00	$ 1,137,174.00
RESERVE TARGET (75% of Fully Funded Reserve Target)			$ 852,880.50	
2025 Scheduled Contributions to Reserves			$188,022.58	$ 123,203.40
2025 Unscheduled Amount Due to Reserves			$0.00	
Unscheduled Amounts Due from prior years			$104,521.50	$511,528.11
BALANCE DUE FROM OPERATING TO RESERVES			$ 292,544.08	$ 474,218.57
Social Committee Cash fund			$31.05	$351.65
Bingo Cash Fund			$302.88	$376.40
ACCOUNTS RECEIVABLE:				
Debits (Past due accounts)			$ 43,896.94	$ 27,823.27
Credits (Credits due Members or prepaid invoices)			($10,866.24)	($10,979.05)
Allowance for Doubtful accounts			($5,400.00)	($16,435.81)
Total Accounts Receivable Net Balance:			**$ 27,630.70**	$ 408.41
Prepared by: Susan Cook 3/4/2025				

Balance Sheet

Property: THE OAKS Community Association

As of 02/28/25 (accrual basis)

ASSETS	
Bank	
10000 Operating Cash	104,130.73
10801 Physical Petty Cash	942.97
10802 Bingo	302.88
10803 Social Committee	31.05
11150 Operating Cash:Due to Reserves	-477,863.11
12000 Reserves Cash (Total if fully funded)	1,070,323.81
Total Bank	697,868.33
Accounts Receivable	
13000 Accounts Receivable	44,098.12
Total Accounts Receivable	44,098.12
Other Current Asset	
14000 Undeposited Funds	1,132.13
Total Other Current Asset	1,132.13
Other Asset	
21000 Other Assets	5,472.58
Total Other Asset	5,472.58
TOTAL ASSETS	**748,571.16**
LIABILITIES & EQUITY	
Liabilities	
Accounts Payable	
30000 Liabilities	44,229.31
Total Accounts Payable	44,229.31
Other Current Liability	
32010 Unearned Revenue	31,400.78
35250 Reserve Exp Misc	-104,012.44
36000 Payroll Liabilities	-753.04
36100 Payroll Related Liabilities	558.56
Total Other Current Liability	-72,806.14
Total Liabilities	-28,576.83
Equity	
32000 Retained Earnings	-63,883.40
35000 35000 Reserves Equity	823,905.20
AA3090 Net Income	17,126.19
Total Equity	777,147.99
TOTAL LIABILITIES & EQUITY	**748,571.16**

Profit & Loss

Property: THE OAKS Community Association

02/01/25 - 02/28/25 (accrual basis)

	Amount
INCOME	
50000 Income	125,455.89
TOTAL INCOME	**125,455.89**
EXPENSE	
60000 Operating Expense	56,742.75
61600 Water Distribution System	54.00
62000 Waste Water Treatment Plant	3,487.16
63000 Maintenance Expense	6,662.31
63390 Maintenance Building	334.39
64000 Pool & Spa Expense	2,195.95
65000 Payroll Expense	19,499.24
71000 Administrative Expense	2,718.55
71341 Entrance Light Electricity	11.41
72000 Insurance Expense	1,956.78
72200 Taxes, Licenses, Permits	178.00
74000 Other Misc Professional Fees	1,318.85
91000 Reserve Expense	20,407.24
TOTAL EXPENSE	**115,566.63**
NET INCOME	**9,889.26**

NET INCOME SUMMARY

Income	125,455.89
Expense	-115,566.63
NET INCOME	**9,889.26**

Budget Comparison

Property: THE OAKS Community Association

Comparison Periods: 02/01/25 - 02/28/25 and 01/01/25 - 02/28/25 (accrual basis)

	Actual 02/01/25 - 02/28/25	Budget 02/25 - 02/25	$ Change	% Change	Actual YTD 01/01/25 - 02/28/25	Budget YTD 01/25 - 02/25	$ Change	% Change
ASSETS								
Bank								
10000 Operating Cash	104,130.73	0.00	104,130.73		104,130.73	0.00	104,130.73	
10801 Physical Petty Cash	942.97	0.00	942.97		942.97	0.00	942.97	
10802 Bingo	302.88	0.00	302.88		302.88	0.00	302.88	
10803 Social Committee	31.05	0.00	31.05		31.05	0.00	31.05	
11150 Operating Cash:Due to Reserves	-477,863.11	0.00	-477,863.11		-477,863.11	0.00	-477,863.11	
12000 Reserves Cash (Total if fully funded	1,070,323.81	0.00	1,070,323.81		1,070,323.81	0.00	1,070,323.81	
Total Bank	697,868.33	0.00	697,868.33		697,868.33	0.00	697,868.33	
Accounts Receivable								
13000 Accounts Receivable	44,098.12	0.00	44,098.12		44,098.12	0.00	44,098.12	
Total Accounts Receivable	44,098.12	0.00	44,098.12		44,098.12	0.00	44,098.12	
Other Current Asset								
14000 Undeposited Funds	1,132.13	0.00	1,132.13		1,132.13	0.00	1,132.13	
Total Other Current Asset	1,132.13	0.00	1,132.13		1,132.13	0.00	1,132.13	
Other Asset								
21000 Other Assets	5,472.58	0.00	5,472.58		5,472.58	0.00	5,472.58	
Total Other Asset	5,472.58	0.00	5,472.58		5,472.58	0.00	5,472.58	
TOTAL ASSETS	**748,571.16**	**0.00**	**748,571.16**		**748,571.16**	**0.00**	**748,571.16**	
LIABILITIES & EQUITY								
Liabilities								
Accounts Payable								
30000 Liabilities	44,229.31	0.00	44,229.31		44,229.31	0.00	44,229.31	
Total Accounts Payable	44,229.31	0.00	44,229.31		44,229.31	0.00	44,229.31	
Other Current Liability								
32010 Unearned Revenue	31,400.78	0.00	31,400.78		31,400.78	0.00	31,400.78	
35250 Reserve Exp Misc	-104,012.44	0.00	-104,012.44		-104,012.44	0.00	-104,012.44	
36000 Payroll Liabilities	-753.04	0.00	-753.04		-753.04	0.00	-753.04	
36100 Payroll Related Liabilities	558.56	0.00	558.56		558.56	0.00	558.56	
Total Other Current Liability	-72,806.14	0.00	-72,806.14		-72,806.14	0.00	-72,806.14	
Total Liabilities	-28,576.83	0.00	-28,576.83		-28,576.83	0.00	-28,576.83	
Equity								
Equity								
32000 Retained Earnings	-63,883.40	0.00	-63,883.40		-63,883.40	0.00	-63,883.40	
35000 35000 Reserves Equity	823,905.20	0.00	823,905.20		823,905.20	0.00	823,905.20	
AA3090 Net Income	7,236.93	0.00	7,236.93		0.00	0.00	0.00	

	Actual 02/01/25 - 02/28/25	Budget 02/25 - 02/25	$ Change	% Change	Actual YTD 01/01/25 - 02/28/25	Budget YTD 01/25 - 02/25	$ Change	% Change
Total Equity	767,258.73	0.00	767,258.73		760,021.80	0.00	760,021.80	
Income								
50000 Income	125,455.89	110,648.43	14,807.46	13.4 %	245,169.45	217,609.85	27,559.60	12.7 %
Total Income	125,455.89	110,648.43	14,807.46	13.4 %	245,169.45	217,609.85	27,559.60	12.7 %
Expense								
60000 Operating Expense	56,742.75	48,399.11	8,343.64	17.2 %	113,034.82	93,658.69	19,376.13	20.7 %
61600 Water Distribution System	54.00	54.00	0.00	0.0 %	108.00	162.00	-54.00	-33.3 %
61650 Community Improvements	0.00	1,666.68	-1,666.68	-100.0 %	-31.53	3,333.36	-3,364.89	-100.9 %
62000 Waste Water Treatment Plant	3,487.16	2,335.00	1,152.16	49.3 %	8,149.94	5,849.00	2,300.94	39.3 %
63000 Maintenance Expense	6,662.31	3,216.68	3,445.63	107.1 %	11,278.32	6,433.36	4,844.96	75.3 %
63390 Maintenance Building	334.39	462.09	-127.70	-27.6 %	715.00	924.18	-209.18	-22.6 %
64000 Pool & Spa Expense	2,195.95	1,194.35	1,001.60	83.9 %	4,416.23	2,388.70	2,027.53	84.9 %
65000 Payroll Expense	19,499.24	25,663.21	-6,163.97	-24.0 %	50,550.06	63,327.97	-12,777.91	-20.2 %
71000 Administrative Expense	2,718.55	3,337.12	-618.57	-18.5 %	6,078.39	7,453.66	-1,375.27	-18.5 %
71341 Entrance Light Electricity	11.41	3.59	7.82	217.8 %	22.89	7.18	15.71	218.8 %
72000 Insurance Expense	1,956.78	2,269.77	-312.99	-13.8 %	4,080.36	4,930.42	-850.06	-17.2 %
72200 Taxes, Licenses, Permits	178.00	111.25	66.75	60.0 %	4,143.93	2,801.25	1,342.68	47.9 %
74000 Other Misc Professional Fees	1,318.85	1,528.34	-209.49	-13.7 %	2,568.45	2,711.68	-143.23	-5.3 %
91000 Reserve Expense	20,407.24	20,407.24	0.00	0.0 %	22,928.40	23,628.40	-700.00	-3.0 %
Total Expense	115,566.63	110,648.43	4,918.20	4.4 %	228,043.26	217,609.85	10,433.41	4.8 %
Total Equity	777,147.99	0.00	777,147.99		777,147.99	0.00	777,147.99	
TOTAL LIABILITIES & EQUITY	**748,571.16**	**0.00**	**748,571.16**		**748,571.16**	**0.00**	**748,571.16**	