

Forest Oaks Homes Association

**January 12, 2023**

The meeting was **called to order at 5:15** at Doug Weiss' home. In attendance were Kate Nelson, Jamie Riddle, Michelle Laytham, Jeremy Wilson, Doug Weiss, Corinne Hembree.

Kate presented powerpoint slides that she had prepared for the upcoming **annual homeowner's meeting** in February. Topics include the **proposed budget** (Doug shared copies) and the proposed **updated bylaws**; Doug has created a framework with 2011 KS statute required language and other revisions. There will be a sign-up sheet for any members who are interested in assisting.

The Amended and Restated Declaration of Restrictions, March 2, 1992 also needs revision. The board will begin work on that.

Use of **Venmo** or similar online platform – lots of issues; more research and discussion.

**Capital expenditure approval needed:** Discussion of **replacing gate at pool house**; the previous estimate was \$3500 so no action was taken but now, for safety and security, the gate needs to be replaced. Jamie will seek bids. Replacement of **pool pump**: Bill, of Sunflower Pools suggested \$1400 cost of a new variable speed Pentair Intel Airflow. Does this include installation? Make comparison with other pumps for best warranty...we don't know how old the current pump is and whether parts are available should there be a future breakdown. The variable speed feature should provide relief on energy costs.

Association **garage sale** weekend – June 9, 10, 2023.

Michelle created a poll for show-of-hands response at annual meeting, regarding **social activities**.

Jamie will reformat the current **homeowner's directory** to a Google Sheet for ease of updating.

**Mary Friesen** is willing to be seated on the **board** and assume pool duties. Will ask for confirmation at the annual meeting for a three-year term and confirmation for **Corinne Hembree** to fill a seat which was vacated early last year and has two years remaining.

**Constable Sanitation** placed a \$15 surcharge per household right after last year's annual meeting in addition to the 3% increase (FOHA Minutes, March 20, 2023) so dues increase to \$480 for 2024 will be requested. (Currently \$465, so just recouping the \$15.)

One of the support poles on the roof of the pool house has warped significantly, so Jeremy and Doug will replace it.

**Website development** plans: Jeremy reported on the research that his wife, B.J. Thomas-Wilson has done...she recommends GoDaddy's Website Builder. The initial cost is \$120 for the first year (free until we are ready to publish). It would renew then for \$144 annually. Possible domain name (URL) is ForestOaksKS.com (first choice) or ForestOaksOP.com (2<sup>nd</sup> choice). Cost for domain purchase is \$40 with a three-year registration. BJ's fee for creating the website will run \$200-\$400, based on her time. We will need a volunteer webmaster.

The meeting was adjourned at 6:20 PM. Next meeting will be Thursday, February 9, 2023, at 5:15 at Doug's.

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## Forest Oaks Homes Association Board of Directors Meeting

**February 9, 2023**

The meeting was called to order at 5:15 at Doug Weiss' home. Those present were Kate Nelson, Jaimie Riddle, Michelle Laytham, Jeremy Wilson and Corinne Hembree.

The minutes from the previous meeting, held on January 12, 2023, were approved as sent electronically.

Kate reviewed the powerpoint slides that will be shown at the annual meeting.

We discussed reports of anonymous letters sent to two homeowners (as reported on the FOHA Facebook page). None of us know the content or complaint of the letters.

Jaimie will provide a copy of the FOHA directory in a font large enough for members to view and make changes on at the annual meeting.

Regarding our in-process website; BJ Thomas-Wilson has requested digital files from Doug that she can place.

Kate will continue to investigate on-line banking platforms for various payments to the homes association.

Jaimie volunteered to type the Forest Oaks Deeds of Restrictions into a Google Doc format.

The meeting adjourned at 6 PM. The annual meeting is Saturday, February 25, 2023 at the Grace Covenant Presbyterian Church at 9 AM.

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## Forest Oaks Board of Directors Meeting

# March 2, 2023

The meeting was called to order at 5:30 at Doug Weiss' home. Members present were Kate Nelson, Jeremy Wilson, Michelle Laytham, Doug Weiss, Mary Freisen, Corinne Hembree.

Board Liaison to homeowners on the revision committee; Corinne offered, but upon later discussion between Doug and Kathy Bailes, it was suggested that since Doug had begun this process and was most fully versed in it, that he be the liaison. He will email the volunteers with Draft #3. The volunteers are Tera Jensen-Battese, Kathy Bailes, Victoria Menninger and Douglas Skiles. Board members thought a two-week "turn around" from sending the bylaws revision out to having the volunteers meet and discuss any concerns would be adequate. We discussed looking carefully at the number of votes needed to change the bylaws. It requires an affirmative vote of 51% of the membership at present.

Doug reported that fifteen homeowners' dues were outstanding.

There are no volunteers to serve as webmaster. Maybe when the website is functional it will drive interest. Kate will transfer information from the current website to the new one. There will be a new FOHA address from which to contact board members.

Capital expenditures: Jeremy is still seeking bids on replacement of the pool house gate.

We discussed a neighbor's query about engaging a professional service to vacuum up leaves that homeowners had raked to their front yards in the fall. We're hoping that a neighbor will coordinate this effort in the fall.

Discussion of pool opening/closing dates...depending upon the weather, we'll plan on the weekend before Memorial Day to open (May 20, 2023) and the weekend or end-of-month after Labor Day, like last year, to close. There was discussion of having backups to the pool contact (Mary Friesen) for the inspector or Bill to call for surprise inspections or other pool-related issues. Mary offered her husband, Brian, who works from home and whose phone number Bill already has; Jeremy said he can leave work if needed, and Corinne offered her hubby, Mike, who is retired.

There was discussion of future social events; stay tuned. Maybe some additional pool furniture will be ordered in May. Members agreed to serve in their same positions: Kate-president; Jeremy-vice president; Doug-treasurer; Corinne-secretary, Mary-pool contact; Jaimee-at large; Michelle-social chair.

The next board meeting will be at Doug's home on Thursday, April 20, 2023, at 5:30. Corinne will be out of town so Jaimie Riddle will take minutes.

### Contacts:

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Mary Friesen [maryfriesen@gmail.com](mailto:maryfriesen@gmail.com)

## FOHA Minutes

4/20/23

Present: Kate, Mary, Doug, Jeremy, Michelle, Jaime (minutes)

Absent: Corinne

Meeting Opened: 5:17pm

Meeting Adjourned: 6:10pm

Neighborhood news-

- Klick house sold for 429k—May 7?
- 109<sup>th</sup> house pending at \$440.
- Savoy outstanding on dues. Lien to follow (Doug).

Bylaws-

- Doug had committee meeting. Established one voting member per household (one of the owners). Kathy made changes: Changing from 20% to 25% for annual meeting. Anything over \$5000 requires 1/3 quorum vote.
- People still upset over the cost of the pool gate, but it is a customized size/fit with pillars installed, etc. In view of current estimates, it seems reasonable.
- Requires 50% vote to approve the bylaw changes—considered collecting them at our first social event. Decided instead to include it with the January dues mailer, to be turned in by/at the annual meeting. Possibly neon yellow paper. Possibly \$5 off dues for turning in ballot prior to meeting.

Events-

- Easter bunny event went really well.
- Yes, Memorial Day for May 28 (unless rain).
- Garage sale is Jun 9-10. (Michelle is out of town).
- Do we do a Father's Day event, adults only, on Saturday? Anyone to lead that?
- Pricing- New pool rented sign with corrugated/velcro, 2 garage sale banners, 2 signs. BJ will get back with an estimate.

Misc-

- Pool opens May 20, prior to Memorial Day.
- Bill will install new pool pump after opening.
- Jaime will type up DOR and send to Board. Upload it to GoogleDrive and do review digitally.
- New website will host old meeting minutes and other scannable documents from Doug's treasury file.

## Forest Oaks Board of Directors Meeting June 15, 2023

The meeting was called to order at 5:15 at the pool. All directors were present: Kate Nelson, Jeremy Wilson, Doug Weiss, Corinne Hembree, Michelle Laytham, Mary Friesen, Jaime Riddle.

**Pool:** repairs were completed to the pool house – Jeremy made many repairs, some electrical work was done, a roofing company fixed the holes in the roof; Mary purchased a Weber grill with cover, Jeremy ordered eight pool chaise lounges which are now estimated to be delivered on June 22 (previous date was 6/9). Laurie Thomas' daughter is hired as the lawn caretaker and Jenna Gilbo is hired to do clean-up and closing the pool at night. Mary will remind Ava to weed whack as well as mow.

Based on Bill's original findings last summer, the board still agrees that the pool pump should be replaced ASAP to allow for pool mechanics to run more efficiently and properly. There's a coping stone which is loose and will be addressed at the end of the season. Bill also recommends having the pool repainted before it opens in Spring, 2024.

Due to a security breach, the keypad code should be changed. Mary and Brian Friesen will pursue this. Mary will also order a pool thermometer. The new skimmers (nets) will be hung against the west side of the pool house, instead of hanging on the west fence. Jeremy will begin looking for bids to replace the pool house gate.

**Treasurer:** Burgers at the Pool was a big success. Thanks, Michelle! About one half of the budget for social activities has been spent. Potential next activities: Beer and Bomb Pops, end-of-season BBQ, chili cookoff, canine pool day on the last day and something for Halloween. Doug has performed an analysis of the budget to see where we are with income/expenses. A copy will be attached to these minutes.

**Complaints or Concerns:** Vehicle parking on parkway (grass between sidewalk and street) (violation of DOR) rendering dead/muddy areas and parking on the sidewalk; inoperable vehicle parked in driveway (city code and DOR); two homes with chain link fence (DOR); above-ground pool (DOR); signs in yards (DOR); homeowners cutting trees (DOR) without checking with neighbors (it is necessary or just thoughtfulness?). Trash cans should be stored in garages or at the sides of homes- (screening fence or shrubbery no longer necessary) DOR and city code; no overnight on-street parking (DOR) and city code-if possible. Discussion ensued...how does this board address these kinds of issues? In the past, generally, no action has been taken. Or, if City of OP code was violated, homeowners were encouraged to make violation reports directly to the city. Many of these things can also be addressed in the revisions of the Declaration of Restrictions.

**Website:** BJ is asking for a narrative of Forest Oaks Homes Association to put on the website. Kate will explore this.

**Garage sale** on June 9 & 10, 2023, had limited participation. Kate suggested an informal poll be taken at the annual meeting, asking if the sale should be every other year rather than every year.

**By laws Revision #4:** Kate will post these on the website so that homeowners can read them before we vote to approve. A ballot will be sent with the notice of meeting and dues notice next year.

**Declaration of Restrictions:** Again, HUGE thanks to Jaime for typing this monster into a Word Document! Each board member should read it and think about (and mark) items for discussion, deletion, change, etc.

Meeting was adjourned at 6:45.

## **Forest Oaks Homes Association Board Meeting July 27, 2023**

A regular meeting of the board was held at Doug Weiss' home, and began at 5:30. Kate Nelson, Jeremy Wilson, Corinne Hembree, Doug Weiss, Michelle Laytham, and Mary Friesen were present.

Doug shared sample materials for his new roof and no objections were heard. Kate said that her landscaping proposal, which was approved a couple of years ago, will get underway soon.

Discussion regarding the pool and our current management company ensued. The greatest concern is communication; lack thereof (is there?), timeliness (how long does it take for concerns to get answered) and sharing information with board members, when appropriate.

One example is the status of our new pump. Has it been ordered? Was it ordered but is on back-order? What is an ETA for installation? If installed at the end of the season then several months of warranty is "wasted" since the pump is non-functional when the pool is shut down. What happens if there are problems upon opening in 2024?

Regarding pool shocking...and subsequent water haziness and ill effects. Bill does this at morning opening. Some patrons have reported skin and eye irritation. Should this occur in the evening (UV rays cause less breakdown of chemicals; fewer or no patrons to experience side effects)? Should neighbors be notified when shocking occurs and the water be off-limits for a while?

The bugs and debris on the surface of the water continues to be excessive. Is this because the sand in the filter needs to be replaced? Is it a pump problem? Is it a skimmer problem? We don't know. Our pool nets continue to be ripped. Mary keeps ordering new ones (her family has donated the first three nets).

Should we revisit pool service vendors?

Our new website is "live" but not yet ready for public dissemination: [www.Forestoakssk.com](http://www.Forestoakssk.com)  
Take a look and let Kate know of any typos, etc.. and of any documents that should be added.

Last month's Beer & Bombpops at the pool was a success. Neighborhood children are enthusiastic about each week's duck hunt! Thanks, Michelle!

Doug shared some treasurer's info; approximately \$21,000 has been spent and \$18,000 remains to be spent in order to remain within our budget of approximately \$40,000.

More discussion about the pool entry gate; it is rusted and overall very flimsy. Jeremy will have three bids before the annual meeting

.The meeting adjourned at 6:30. Thanks to Doug for his hospitality and treats!!

## **Forest Oaks Board of Directors Meeting, September 10, 2023**

The meeting began at 1 PM at the pool. Members present were: Kate Nelson, Jeremy Wilson, Doug Weiss, Corinne Hembree, Mary Friesen. Michele Laytham was absent.

The board accepted Jamie Riddle's resignation and thanked her for her service.

Kate reported that she has updated the website and directory and must pass off editing and maintenance responsibilities. Board members will fill in for the short term. Michele Laytham and Joanna Cielocha will continue as Facebook admins. Kate's credit card information is on file for the billing from GoDaddy, our website provider, and she asked for a volunteer to assume this. Discussion ensued about obtaining a homes association debit or credit card. Doug will look into this.

The homes association will need five (5) new members as of our next annual meeting in 2024. Two members could be appointed immediately to replace Jamie and Kate (who is moving). Michelle, Doug and Jeremy's terms end with the next annual meeting, and they are all thanked for their years of service. To avoid SUCH a large turnover, Doug is willing to stay on one more year, if the homeowners vote to allow him an extension to train/mentor a treasurer replacement. There was no strong feeling to pursue immediate replacement for Jamie and Kate. Mary is completing year one of her three-year (2022-2025) term and Corinne is finishing year one of a two year replacement ((2022-2024) term).

Pool: Mary reported that she will replace the doorknob to the pump room. There is electrical work that needs to be completed, i.e., new timers to the lights, and board members agreed that a licensed electrician should perform the work to eliminate liability to volunteer laborer(s) and homes association. Discussion regarding pool closing date...original thought was close at end of day Sunday, September 17, 2023. Given the forecast for this last week members agreed that the pool should close sooner. Mary contacted Bill and he can close the pool on Monday morning, September 11, 2023.

Bill recommends replacing pool pump, filters, etc. and repainting before opening next year. The coping stones and tiles could stand replacing too. We asked Mary to obtain an estimate for the tasks so that a "capital package" can be presented to homeowners at the annual meeting. If the cost is overwhelming, possibly the tiles and coping stone replacement could be deferred. Jeremy will obtain three bids for pool house gate replacement and Mary suggested getting a new entry lock system, possibly with an RFID keytag for ease of entry/departure. Two tags can be issued to each household and if one is lost, that particular tag can be deactivated. The homeowner would pay for a replacement.

Dues will increase to \$480 effective 2024 because of a \$15 surcharge that Constable Sanitation imposed for 2023 and homeowners voted in at the 2022 annual meeting.. This will allow us to catch up but we would not be surprised if there is another rate increase. Discussion ensued

regarding asking for a \$15 increase at the 2024 meeting to be effective in 2025, or asking for a special assessment to help with pool expenses. Nothing decided.

Mary asked about having money for tree maintenance specified under pool expenses, but Doug said that the \$1000 for annual general landscaping is not often used and could be spent there.

Board members agreed to raise the cost of pool rental to \$75 effective May 2024. We also discussed allowing up to two rentals per household per month, or should it remain just once per season? Right now we allow up to six rentals per month with just two rentals on Saturday or Sunday. We will continue to discuss this.

Architectural Committee: there should be a phone number or email listed on the website for a contact person. Any volunteers? Or if an email comes to [forestoaksk.com](mailto:forestoaksk.com) we discuss it among ourselves?

As the meeting was about to adjourn, Kate submitted her resignation, effective immediately. We thanked her for her stellar service!



## Forest Oaks Board of Directors Meeting October 10, 2023

The meeting started at 5:30 and all members were in attendance; Jeremy Wilson, Corinne Hembree, Doug Weiss, Michelle Laytham and Mary Friesen.

Doug reported that he has obtained a debit card under the FOHA account with Security Bank, with whom we do our banking.

**Budget...**Doug estimates two more (monthly) bills for garbage pick up and we should end the year with a one thousand dollar overage.

**Pool Needs:** Bill provided an estimate for significant work at the pool (painting, pump replacement, two filter system replacements, tile and coping stone repair/replacement, plumbing work and fixtures, chemicals, electrical work to replace faulty lighting timers); potentially to reach \$18,000 which also includes a new wrought iron entry gate and lock system. Board members agree that this needs to be completed and we have the money in our reserve balance to cover the expense. We will present this to the homeowners at the annual meeting in February, 2024, but it will not require a vote since the tasks are necessary for safety and longevity of the pool.

We have voted on a special assessment to homeowners to replenish the anticipated costs to be paid by June 1, 2024, \$225.00 per household will be collected. If a homeowner wishes to pay in two installments instead of by lump sum, please contact any board member to arrange this.

Jeremy proposed having his wife, BJ, make minor changes to the website for clarity. Some of the info that is currently under "FAQs" will be directly posted on the homepage, e.g., trash information and phone numbers, pool info, etc.

**Social: Chili Cook-off:** Saturday, November 4, 2023, from 4-8 PM, in the northernmost 109th Street cul de sac but really in Corinne and Mike Hembree's flat driveway. Michelle will create a sign-up genius invitation for participation. Attendees should either bring chili for the competition (big enough to share), sides, desserts, bread or crackers...BYOB and bring your own chair. The association will provide paper goods and utensils and water and juice boxes or similar for kids. Bring tables and extension cords.

Mary noted that patio furniture is on deep discount, so she will purchase 3 or 4 umbrellas to have in reserve for next season.

The meeting adjourned at 6:25 PM. Thanks to Doug for hosting. Next meeting is Thursday, November 16, 2023 at 5:15 at Doug's.

## **Forest Oaks Board of Directors Meeting November 16, 2023**

The meeting started at 5:30 and the following members were in attendance; Jeremy Wilson, Corinne Hembree, Doug Weiss and Michelle Laytham. Mary Friesen was unable to attend.

**Pool Needs:** Bill provided an estimate for significant work at the pool (painting, pump replacement, two filter system replacements, tile and coping stone repair/replacement, plumbing work and fixtures, chemicals, electrical work to replace faulty lighting timers); potentially to reach \$18,000 which also includes a new wrought iron entry gate and lock system. Board members agree that this needs to be completed and we have the money in our reserve balance to cover the expense.

We will present this to the homeowners at the annual meeting in February, 2024, asking how the homeowners prefer to pay for the work...1. Take the money from our cash reserves which presently has more than enough to cover it and remain at 50% of the annual dues collected, 2. Take the money from cash reserves but agree upon a special assessment to replenish the cash reserves to approximately 100% of an annual dues collection.

Doug Weiss will ask Bill for a written estimate for all of the pool work potentially to be completed.

In October, the Board had given approval to Mary Friesen to purchase some patio umbrellas while they are discounted, to keep for next season, but there were none to be found.

### **Many thanks to BJ Thomas-Wilson for offering to keep the FOHA Directory updated!**

Board members had reviewed the fourth draft of the bylaws and agreed to have Doug and Corinne look over it for typos and consistency before distribution to homeowners for approval.

**Pool Lawn Care:** Corinne will seek three bids for lawn care (mowing, weed whacking, edging, cleanup) to be presented at the annual meeting. A separate bid for spring cleanup at the pool and work at the islands will be obtained.

### **Social: Chili Cook-off**

Scheduled for Saturday, November 4, 2023, was canceled due to a lack of responses to the Sign-Up Genius.

The meeting adjourned at 6:25 PM. Thanks to Doug for hosting. Next meeting is TBA in December, at 5:15 at Doug's.

## 2023      December 14 Minutes

Treasurer, Doug Weiss and secretary, Corinne Hembree met at 5:30 at Doug's home to discuss final language for the ballot and notice of meeting. Mary Friesen, pool liaison, had provided figures from Bill (Sunflower Pools) regarding pool projects anticipated to occur this spring:

Pool painting \$1500

\*Re-tile \$10,000

Repair broken tile and coping stones: \$1500

\*Replace all tile and coping stones: \$30,000

Replace pool house entry gate: \$8500

Electrical work repair (timers, etc.): \$500? No phone calls returned

Pumps and filters: \$7500-8000

Looking at what's feasible; painting, repairing broken tiles and coping stones, replacing entry gate, electrical work, and pump and filters would cost approximately \$20,000.00. Items preceded with an asterisk (\*) probably won't occur at this point in time.

These figures will be shared at the annual meeting and a scenario for payment solicited:

1. Pay outright from cash reserves which leaves our required 50% of one years' dues collection in cash reserves.
2. Pay outright from cash reserves and agree upon a special assessment to regain 100% of dues' balance in cash reserves (what does the assessment look like? Take one year or multiple years to regain 100% of dues?).

An electronic vote was taken to authorize Doug to purchase a projector for use at future annual meetings.

The meeting adjourned at 6 PM. The net gathering to stuff envelopes will be on December 28, 2023, at Doug's.