

OAKBROOK CHASE HOMEOWNERS ASSOCIATION

2019 ANNUAL MEETING

14 MAY 2019

Call to Order

Roll Call and Proxy Announcements

Notice of Meeting – Accomplished by Mail on 13 April 2019

Reading of Minutes from 2018 Annual Meeting

Reports of Officers:

~ President's Report

~ Treasurer's Report

~ Communication Officer's Report

Reports of Committees:

~ Maintenance Committee Chair

~ Beautification Committee Chair

~ Social Committee (HOA Vice President)

Election of Inspector of Elections

Election of Officers:

~ Vice President – term expires at the end of 2021 Annual Meeting

~ Secretary – term expires at the end of 2021 Annual Meeting

Unfinished or New Business

Open Question & Answer Period

Door Prize Drawing

Adjournment

Oakbrook Chase HOA Annual Meeting Minutes

14 May 2019

Attendees: There were 32 members in attendance, counting the proxies. This was not enough to make a quorum, so no new topics requiring a vote were discussed.

Welcome Remarks: HOA President, Sidney Goehring, opened the meeting with a welcome and thanked Doug and Betty Samuels for their role in updating the sign used to advertise the annual HOA meeting.

She also mentioned that the lighted entrance signs are powered by the two corner homes and thanked those residents for their support; fortunately, last year's resurfacing of the street was accomplished without impacting our electrical lines. We also remain grateful to Betty Samuels for continuing to lead the Beautification Committee in keeping the front entrance landscaping and beds looking nice year-round.

Sidney reminded everyone to submit plans for residential structural improvements to the HOA Board for review and approval via the new HOA email (oakbrookchasehoa@gmail.com). Ashley Paulus was introduced as the new Communications Officer and thanked for establishing the new email and webpage (www.oakbrookchase.com), which she addressed later in the meeting in her Communications Report.

Sidney introduced Frank Alfter, HOA Vice President, and thanked him for taking notes in the place of HOA Secretary, Felice Nudelman, who was out of town on business. Frank mentioned he was also in the process of updating the neighborhood plat map with three new homeowners having moved in since the last annual meeting and will try to keep it updated as turnover occurs.

Before proceeding with the President's Report, Sidney confirmed everyone had signed in and had received copies of the meeting agenda handouts; she explained that the Treasurer, Charlie Craw, would be providing copies of financial documents when presenting the Treasurer's Report later in the meeting.

President Report: Sidney Goehring presented a comprehensive discussion of the actions that were accomplished on behalf of the HOA Homeowners since the 2018 Annual Meeting.

- 2018 Annual Meeting Minutes were read by Sidney and collectively approved.
- The notice of dues collection was mailed out in May/June; eventually 100% of residents submitted their dues after a few late stragglers.
- The change of HOA Presidents required the coordination of new signatories for accounts and approvals.
- The HOA Post Office Box was renewed and property taxes were filed.
- There was a review and evaluation of common area contractor performance and pricing, which HOA Maintenance Officer, Denise Emo, would explain in more detail in her Maintenance Report.
- The detention pond at Adams Way nearly crested during the last heavy rain and required a city inspection of the culvert drain. There were no obstructions, but the HOA is responsible for any part of culverts not under a city street. Residents were reminded to clean up all grass clippings and leaves from the streets in front of their homes. Contracted mowers are supposed to clean up grass and debris along common areas, although wet weather sometimes limits this.
- There was one dead tree at the Oakleaf Dr. detention pond that had to be removed last year.
- Betty & Doug Samuels were reimbursed for the mulch they put down at the entrance, and Sidney reminded them to please ask for help if they ever need it.

- A new communications website and email account were established after learning the old one had expired and Yahoo Groups would be going away; they will be monitored and used by HOA Board members in support of HOA business and neighborhood communications.
- There were questions concerning shrubs and trees that may be obstructing passage on sidewalks. There is a city ordinance that describes the need to maintain an 8-foot overhead clearance and be trimmed back to not impede the sides of the walkway.
- There have been complaints about aggressive dogs scaring and impeding walkers on sidewalks and barking noisily. Please control your pets: do not leave them outside unattended as a nuisance to fellow neighbors and walkers, and always remember to clean up after them.
- Trash days: please secure your bins during windy days to contain trash/recycle. Use bungee cords, etc, to secure container lids, and if any gets blown over or out into streets please pick it up ASAP.
- For any signs you may wish to put up, they must comply with city ordinances and not be rude, offensive, or exclusive.
- The annual HOA Board Meeting was conducted on 26 Feb 19 to review business and establish a proposed budget for the following year.

Treasurer Report: Charlie provided copies of the HOA Budget and Expenditures to date and reviewed the proposed 2019-2020 Budget (attached). He explained there are 76 dues-paying lots out of 83 in the neighborhood. The HOA Board officers are not required to pay dues and the two corner lots at the main entrance do not pay dues since they provide the electricity for the entrance lights. The Board did not see a need to raise annual HOA dues at this time; they will remain \$100 per year per lot for now.

Communications Officer Report: Ashley Paulus explained that the HOA website had become outdated since the premature departure of the prior Communications Officer. Two separate companies had been hosting and managing the website, respectively, and the domain name had just expired. Per her research and recommendation, we've chosen a single company ("Go Daddy") to both host and manage the website through 2022. We paid \$80 to reinstate the domain name, oakbrookchase.com, and secured a 3-year contract. She encourages everyone to review the site and provide any feedback or suggestions.

Maintenance Committee Report: Denise Emo briefed that we previously had two companies doing fertilization and mowing. This year we hired one company to oversee both responsibilities. Denise tries to monitor the contractor performance, but if anyone sees problems please contact her directly or email the HOA Board. There is ongoing evaluation whether a culvert "apron" is needed to better funnel water to prevent erosion around detention pond culverts. The Treasurer confirmed funds are available if needed.

Beautification Committee Report: Betty Samuels explained the flowers from previous years at the entrance didn't do well without an irrigation system, so she has been concentrating on hardier shrubs as attractive accent plants around the signs. If you have any other suggestions, please let Betty know.

Social Committee: Sidney explained that no one had volunteered to take the lead on social committee activities at the previous year's HOA meeting, so she encouraged anyone interested in organizing a social event for the neighborhood to please engage. Donna Bales said she'd be willing to try and resurrect a summer "Flamingo Party" with help from cul-de-sac volunteers. Frank Alfter indicated willingness to organize another "Soiree" group gathering at a local restaurant for interested residents.

Inspector of Elections: Doug Samuels was nominated by Sidney Goehring to be the inspector of elections and this was seconded by Charlie Craw.

- Doug mentioned that the Bylaws require an inspector of elections. There are five rotating officer positions, with two of them being staggered with the other three. This year the positions of Vice President and Secretary were open for nomination and election.
- Betty Samuels nominated Frank Alfter to continue as Vice President, JR Miller seconded, and all present were in favor. Frank did not object to serving further in this role.
- Secretary Felice Nudelman was absent, but Sidney relayed on Felice's behalf that she would be fine with continuing to serve if no one else was interested. No other volunteers/nominees were presented, so JR Miller seconded, and all present were in favor.
- Charlie reminded everyone that next year the positions of President, Treasurer, and Communications Officer would be open for elections. Charlie encouraged all HOA members to consider the various positions and volunteer to serve in at least one for a 2-year term or longer on behalf of the neighborhood. Current Board members are happy to discuss roles and responsibilities at any time, or people can refer to the HOA Bylaws which provide position description overviews as well.

After opening the floor for any final questions or comments, the meeting adjourned at 8:05 pm.

**Fiscal Year to Date Oakbrook Chase
HOA Annual Financial Report 2018-2019
(as of 14 May 2019 for annual meeting)**

Starting Balance as of 1 June 2018	\$	4,454.66
Dues Paid 2018	\$	7,600.00
	\$	<u>12,054.66</u>

Expenses

Administration	\$	821.50
Insurance	\$	800.00
Maintenance	\$	3,820.61
Real Estate Taxes	\$	320.91
Total Expenses	\$	<u>5,763.02</u>

Balance as of 14 May 2019	\$	6,291.64
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Administration Detail

Cincinnati Insurance	\$	250.00
Door Prizes	\$	100.00
Post Office Box Fee	\$	54.00
Grace Crossing Church Appreciation	\$	50.00
Envelopes, stamps, copies	\$	142.59
Web Site	\$	224.91
	<u>\$</u>	<u>821.50</u>

Maintenance Detail

Fertilize and Weed	\$	644.60
Mow		\$2,613.75
Remove dead tree	\$	150.00
Clean Detention areas gutters	\$	250.00
Mulch (Front Entry)	\$	162.26
	<u>\$</u>	<u>3,820.61</u>

Proposed 2019-2020 Budget
(as of 14 May 2019 annual meeting)

Projected Expenses for 2019-2020

Administration	\$	730
Insurance	\$	800
Maintenance	\$	5,120
Taxes	\$	<u>330</u>
Total Projected	\$	6,980
Reserve (~99% of Projected)	\$	<u>6,912</u>
Total Required	\$	13,892

Projected Bank Balance 31 May 2019	\$	6,292
Home Owner Dues @ \$100 per lot*	\$	<u>7,600</u>
	\$	13,892

Administration Detail

Cincinnati Insurance	\$	250
Door Prizes	\$	100
Social Committee	\$	100
Post Office Box Fee	\$	54
Grace Crossing Church Appreciation	\$	50
Envelopes, stamps, copies	\$	175
Web Site (Paid thru Feb 2022)	\$	<u>-</u>
	\$	730

Maintenance Detail

Fertilize and Weed	\$	630
Mow	\$	3,500
Remove dead trees	\$	340
Clean Detention areas gutters	\$	250
Mulch (Front Entry)	\$	200
Detention Area (Fix Drain)	\$	<u>200</u>
	\$	5,120

* 76 of 83 lots paying dues (5 officers and 2 entry lots excluded)