

OAKBROOK CHASE HOMEOWNERS ASSOCIATION ANNUAL MEETING UPDATE (2020)

Dear Neighbors of Oakbrook Chase,

We hope this letter finds you all healthy and managing well during these challenging COVID19 times. Normally we would be notifying you of our annual HOA meeting planned for the 2nd week in May, at which the HOA Board and Committees would be: (a.) providing updates on the activities and expenditures of the current year; (b.) presenting a proposed budget and dues for approval in the following fiscal year; (c.) electing individuals to serve in the rotating Board positions for that cycle; and (d.) conducting open discussion of any questions or improvement suggestions for the continued safety, security, and well-being of our neighborhood.

However, due to the indefinite COVID19 social distancing and stay-at-home guidelines in effect, we felt it necessary to CANCEL/POSTPONE the normal in-person HOA Meeting plans and conduct the required HOA business through alternative means:

REQUIRED BUSINESS:

1. Enclosed you'll find a summary of this past year's HOA activities, the Treasurer's Report of expenditures to date, along with the proposed 2020-2021 budget. Bottom line: there were no unexpected costs beyond what was approved at last year's HOA meeting and the proposed budget for this coming year mirrors similar expected expenses; thus, no increase in annual dues. Therefore, we are moving forward with the assumption of no objections to continue with the same oversight and management of HOA business as before. However, we stand ready to respond to any questions or inputs you would like to discuss; please reach out to us at: OakbrookChaseHOA@gmail.com.
2. As for the election of officers for the HOA Board, we are asking you to earnestly consider serving a term or two in one of the 5 rotating positions on behalf of our neighborhood. They are each 2-year terms, none are difficult or very time-consuming, and the current incumbents will train you for a successful handoff. This year's election cycle includes the positions of **PRESIDENT** and **TREASURER**. The duties are outlined in the bylaws posted to the HOA website, but we're all happy to personally talk through the roles & responsibilities to help you decide which position(s) you're most comfortable supporting. If it's your first time serving on an HOA – it's a team effort and we'll help you! If you've served before and are in a position to serve again – we thank you and welcome you back! We are able to keep our HOA responsibilities and dues to a minimum based on volunteer support—rather than having to pay an HOA management company (like Hunter's Pointe had to resort to which tripled residents' annual HOA dues). Please email or call us with your interest, questions, or nominations for potential candidacy. Once candidates are identified and we can conduct either a virtual or in-person election, we will follow up on this matter of business. Until then, the current President and Treasurer have agreed to temporarily extend their service in these positions to ensure continuity of operations during these unprecedented times.

CRITICAL COMMUNICATIONS:

1. Like never before, the need for fast and efficient virtual communication is important! Last year we requested every homeowner submit an email address to the HOA to have on file for official HOA communications (per the Covenants & Bylaws). To date, we've only received about 60% of responses. I'm asking everyone to **please send an email to the HOA email site confirming your names and address ASAP**. The privacy of your email address will be protected throughout correspondence and only visible to the HOA Board. We will be relying on this HOA email distribution list for official HOA communications and time-sensitive neighborhood updates.
2. The request has been made by a few residents for Oakbrook Chase to establish a private Facebook site for more informal neighborhood communications—especially during this COVID19 time where we are isolated from one another and could use alternative ways to share helpful information and extend positive support. Our HOA Communications Officer is coordinating the policies/rules and administrative details for this idea. Once finalized, she will notify all homeowners through the HOA email distro list of how interested residents (homeowners and tenants) can sign up to join and participate.

Thank you for your role in supporting and maintaining the quality of our neighborhood. Our hope is that we can continue to build upon the sense of community outreach this crisis has elicited, in a spirit of kindness and goodwill towards one another. Stay safe and keep smiling!

Sincerely,
Your HOA Board and Committee Chairs

Attachments:

1. Annual President's Report
2. 2019-2020 Annual Financial Report
3. 2020-2021 Proposed Budget

CURRENT HOA BOARD MEMBERS

- Sidney Goehring, President
- Frank Alfter, Vice President
- Felice Nudelman, Secretary
- Charlie Craw, Treasurer
- Ashley Paulus, Communications Officer

CURRENT HOA COMMITTEE CHAIRS

- Denise Emo, Maintenance Chair
- Betty Samuels, Beautification Chair
- [Vacant], Social Chair

Annual President's Report (June 2019 to April 2020)

- Collected annual dues; eventually reached 100% compliance by September.
- Preliminary plans were discussed for a neighborhood social at a local restaurant shortly after the annual meeting, but it was determined the timeframe was too busy with several conflicts (graduations, Memorial Day travels, summer vacations, etc.). Also, we first needed to collect the email addresses for all residents in order to the issue invites, track RSVPs, etc.
- Started building an HOA Gmail distribution list based on responses provided at the annual meeting, submitted directly to the HOA email account, or provided on copies of dues returns. Only about half of residents responded; we will make another appeal to get the remainder this year and reverify current inputs to achieve an email for every homeowner/resident.
- Reviewed invoices & managed quality of services by landscape and maintenance contractors; all invoices from last season are paid and up to date.
- Mulch was still in good shape throughout 2019 so replacement/replenishment was put off until 2020; general upkeep for weeds, trimming, and lighting was accomplished.
- Paid HOA Post Office Box fee.
- Paid HOA property taxes.
- Renewed HOA insurance.
- Renewed the HOA website's ".com" license through February 2023.
- Coordinated payment/lien/dues information required for homes being bought/sold.
- Updated neighborhood map of homes to reflect new owners/residents; copy made available upon request only to verified residents via HOA email: OakbrookChaseHOA@gmail.com
- Debris & scum buildup removed from Adams Way & Beaver Valley detention pond drains.
- Solicited bids, compared estimates, and approved 2020 maintenance schedule & contracts.
- Held HOA Board meeting as required in HOA Bylaws.
- Reviewed/approved/posted minutes from 2019 HOA Annual Meeting to HOA website.
- Investigated tree removal needs, costs, and timing options for 2020.
- Clarified for concerned neighbors Beaver Creek's Open Burn Guidelines, as outlined online at: <https://www.beavercreektownship.org/208/Open-Burn-Guidelines>. All residents are reminded to review and adhere to the guidelines of what can and cannot be burned on residential properties and in what manner.
- As more people are home and walking the neighborhood, residents are reminded to adhere to Beaver Creek's Dog Control ordinance 91.2: (1) maintain premises "in such a manner as to not cause any unsanitary conditions, offensive odors or nuisance to the neighborhood" (i.e. PICK UP AFTER YOUR DOGS); and (2) "no person shall keep or harbor any dog within the city which, by frequent and habitual barking, howling or yelping, creates unreasonably loud and disturbing noises of such a character, intensity and duration as to disturb the peace, quiet and good order..." (i.e. PLEASE CONTROL AND KEEP BARKING DOGS INSIDE)
- Scheduled next HOA-wide meeting for May 2020 to be held at Grace Crossing Church *(note: meeting later cancelled/postponed due to COVID19 restrictions; required HOA business to be accomplished via mailout notices and virtual emails as conditions allow)*

Oakbrook Chase HOA Annual Financial Report
Fiscal Year 1 June 2019 - 31 May 2020
(as of 11 Apr 2020)

	Expended as of	Projected 31	
	11 April 20	May 20	
Starting Balance as of 1 June 19	\$ 6,291.64	\$ 6,291.64	
Dues Paid 2019	<u>\$ 7,600.00</u>	<u>\$ 7,600.00</u>	
	\$ 13,891.64	\$ 13,891.64	
Expenses			
Administration	\$ 424.04	\$ 499.04	
Insurance	\$ 824.00	\$ 824.00	
Maintenance	\$ 4,900.00	\$ 5,590.00	
Real Estate Taxes	<u>\$ 344.58</u>	<u>\$ 344.58</u>	
Total Expenses	\$ 6,492.62	\$ 7,257.62	
 Balance	 \$ 7,399.02	 \$ 6,634.02	
Administration Detail			
Cincinnati Insurance	\$ 250.00	\$ 250.00	
Door Prizes	\$ -	\$ -	Note 1
Social Committee	\$ -	\$ -	Note 1
Post Office Box Fee	\$ 56.00	\$ 56.00	
Grace Crossing Church Appreciation	\$ -	\$ -	Note 1
Envelopes, stamps, copies, etc.	\$ 63.53	\$ 138.53	Note 2
Web Site	<u>\$ 54.51</u>	<u>\$ 54.51</u>	
	\$ 424.04	\$ 499.04	
Maintenance Detail			
Fertilize and Weed	\$ 840.00	\$ 1,050.00	Note 3
Mow	\$ 2,940.00	\$ 3,220.00	Note 4
Remove dead tree	\$ 900.00	\$ 900.00	
Clean Detention areas gutters	\$ 220.00	\$ 220.00	
Mulch (Front Entry)	<u>\$ -</u>	<u>\$ 200.00</u>	Note 5
	\$ 4,900.00	\$ 5,590.00	

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

1. An amount was budgeted but not spent due to meeting cancellation
2. Projected column adds cost of preparing and mailing annual meeting letter
3. Projected column adds assumed cost of detention areas spot weed treatment
4. Projected column adds cost of two detention area mowings in April
5. Projected column adds cost of mulch

Proposed 2020-2021 Budget
(as of 11 April 2020 annual meeting letter)

Projected Expenses for 2020-2021

Administration	\$ 731
Insurance	\$ 824
Maintenance	\$ 5,440
Taxes	<u>\$ 345</u>
Total Projected	\$ 7,340
Reserve (~94% of Budgeted Expenses)	<u>\$ 6,894</u>
Total Required	\$ 14,234

Projected Bank Balance 31 May 2020	\$ 6,634
Home Owner Dues @ \$100 per lot*	<u>\$ 7,600</u>
	\$ 14,234

Administration Detail

Cincinnati Insurance	\$ 250
Door Prizes	\$ 100
Social Committee	\$ 100
Post Office Box Fee	\$ 56
Grace Crossing Church Appreciation	\$ 50
Envelopes, stamps, copies	\$ 175
Web Site	<u>\$ -</u>
	\$ 731

Maintenance Detail

Fertilize and Weed	\$ 630
Mow	\$ 3,640
Remove dead trees	\$ -
Clean Detention areas gutters	\$ 250
Mulch (Front Entry)	\$ 200
Detention Areas Aeration	<u>\$ 720</u>
	\$ 5,440

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