

OAKBROOK CHASE HOMEOWNERS ASSOCIATION
ANNUAL MEETING MINUTES
May 10, 2022, 7 p.m.

- Meeting was called to order at 7:04
- First order of business was the roll call with Introductions

Review of current HOA Board Members

- Mike Beauchamp, President (joined by phone)
 - Frank Alfter, Vice President
 - Felice Nudelman, Secretary
 - Catherine Gordon, Treasurer (temporarily filled)
 - Ashley Paulus, Communications Officer
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- Review of current HOA Committee chairs
 - Betty Samuels, Maintenance Chair
 - Betty Samuels, Beautification Chair
 - [Vacant], Social Chair
 - Total in attendance:
 - 28 people representing 22 households
 - Proxies: 10
 - Total votes present: 32

Introductions of attendees.

- Review of Prior Year Annual Meeting Minutes (2021), no comments, edits.
- Reports of Officers and Committees:

Communication Officer's Report

- Oakbrook Chase website (www.oakbrookchase.com)
 - We utilize the [Oakbrookchase.com](http://www.oakbrookchase.com) website to post and distribute information of value to the community and as a vehicle to distribute information to the HOA. HOA members can post information and submit a messages and emails through [Oakbrookchase.com](http://www.oakbrookchase.com). The emails go directly to the HOA board officers.
- Email, Postal Mail
 - Going forward we would like to increase the channels for communications by including email to reach HOA members with urgent, pressing notifications, fees/payment information and information regarding meetings and votes. The goal is to ensure that everyone receives notifications and stays up to date on HOA business.

Discussion:

There was mixed sentiment and concerns regarding communications channels with attending members split between paper and email. Several next steps were identified:

1. We will send a test email with the meeting minutes after the annual HOA meeting to ensure that community members receive the emails.
2. People will be queried on their communication channel preference (email, paper mail), and the HOA will utilize stated preference for each household.

Maintenance Committee Chair Report

- We have renewed our contract with Rine and continue to monitor the services (mowing, aeration, fertilization, retention pond maintenance, etc) that will be received in the coming year. Increases are expected and calculated into the budget. From our previous RFP process, we identified Rine as the most cost-effective service.

Beautification Committee Chair

- No major changes or issues, and the beautification process is consistent with previous years.

Social Committee (currently vacant; HOA Vice President seeking volunteers)

- four volunteers were identified to serve as the committee: Felice Nudelman, Sonja Pershing, Phyu Lay McLaughlin, Melissa Weber. Felice will convene the committee and invite any other HOA members who are interested in planning parties for the community to reach out via the www.oakbrookchase.com site to join.

President's Report

- All dues were collected, bills paid, maintenance continued, and business as usual for day-to-day oversight of the HOA—no significant problems or issues
- We are still looking into the property tax questions from late last year: Different retention pond areas have significant differences in the taxes paid—we are still trying to understand issues
- We've also had a few new homeowners and have updated the map of the HOA and our membership lists. (We cannot distribute the property maps based on privacy regulations).

- Homeowner requests for improvements for things like fences, decks, etc. are regularly reviewed. We review to ensure that you have information regarding the city processes and that the HOA covenants are followed
- As part of this process, we reviewed the HOA By-Laws and covenants to update needed paragraphs based on the HOA areas becoming more mature. We are suggesting changes to Article 5.04 and 5.11; updates to Protective Covenants 5,13,15,17 and 18; and updates to By-Law 1.08.
- Article 5.04 (amend): On or before 1 May of each year each Owner shall be notified in writing/email as to the amount of such estimate. Assessments shall commence on the first day of the fiscal year. (added email) See Discussion in Communication Report.
- Article 5.11 (amend): No Special Assessment may be levied by the Board of Directors without the approval of 51% (was 80%) of the HOA members. (percentage aligned with other HOA rules)
- Amendments to Protective Covenants:
 - #5 (add): All sheds must be maintained (painted, roofing, etc.) to keep the structure in presentable condition. No type of aluminum sheds are allowed on any HOA property from May 2022 forward. Sheds may not be larger than 500sq/ft without HOA Board approval.
 - #13 (add): All fences must be maintained in a presentable condition. Any fence that is broken, falling down, etc. must be repaired within 9 months from notification by the HOA (either email or written).
 - #15 (add): Any structure permanently attached to the main home must have an approved Beavercreek city permit.
 - #17 (new): No temporary, semi-permanent, or permanent item/structure may be placed within the lot setback zone (front yard)
 - #18 (new): All yards, shrubs, trees, landscaping or hardscaping must be maintained in a presentable condition. Shrubs/landscaping should be trimmed at least once during the growing season
 - #17 old becomes #19 new
 - #18 old becomes #20 new
- By Laws 1.08 (amend): It shall be the duty of the Secretary of the Association to mail/email a notice of each annual or special meeting... (added email)

Discussion:

Extensive discussion regarding the recommended changes to the HOA by-laws and covenants, with much of the conversation focused on the appropriate size for sheds. Recommendation from those in attendance is to limit the size to 200 square feet, include language regarding “no

aluminum” and add language stating the shed structure should be consistent in look to the home. There was a recommendation to add suggested language changes and send the reworded by-law and covenant change requests to the HOA community in the minutes.

Treasurer’s Report

- Reserve is \$2300 Less than Budgeted (\$1000 less than minimum reserve 65%)
- Expenses are exceeding Income by \$2000
 - Due primarily to Maintenance increases
- Regular expenses are well above our income
- We are using our cash reserves to offset regular expenses
- At this rate our reserves will be depleted by the end of fiscal year 2023-2024
- We are at risk of depleting our reserve prior to that if we have any unforeseen expense

By increasing annual fees to \$170 per year per household

- Our Income will cover our regular expenses
- We can build back our depleted reserve
- We can cover any unforeseen expenditures
- We will have the potential for other projects and development improvements
- Barring any unforeseen expenditures there is a potential to lower fees by 2026

Question is called to increase fees and discussion follows:

No significant discussion, one member wanted to confirm it was enough of an increase, the budget documents prepared by acting treasurer confirmed the increase would allow us to fully replenish within three years.

Motion (Larry Reed): To increase the annual HOA fees to \$170

Motion seconded by: Creightan Miller

Discussion of whether a quorum was present to allow for a vote.

- We have a total of 21 households and 10 proxies, we fall short of the 42 required for majority (51% of households)
- We moved forward with the question with all in favor of increasing the annual HOA fee to \$170. None against and no abstentions.
- An additional 9 yes votes are needed for motion to pass.

Next Steps:

HOA households will be queried by Officers to determine if we can achieve the 9 votes needed to pass the increase. **Proxy votes collected, vote to approve by-law and covenant edits and raise HOA fees approved.** Addendum 1 is Proxy form used to collect additional votes.

Election of Officers:

- Treasurer – term expiring 31 May 24
 - Sydney Goehring nominated Catherine Gordon, seconded by Melanie Steffans
 - Question called, unanimous approval of Catherine Gordon for Treasurer (2-year term).

Adjournment 8:20

Creightan Miller moved for adjournment, Melissa Weber seconded, all voted in favor of adjourning.

Addendum 1

Summary of Change to be discussed/voted on:

- Article 5.04 (amend): On or before 1 May of each year each Owner shall be notified in writing/email as to the amount of such estimate. Assessments shall commence on the first day of the fiscal year.
- Article 5.11 (amend): No Special Assessment may be levied by the Board of Directors without the approval of 51% of the HOA members.
- **Increase HOA dues to \$170/yr.**
- Amendments to Protective Covenants:
 - ✓ #5 (add): All sheds must be maintained (painted, roofing, etc.) to keep the structure in presentable condition. No type of aluminum sheds are allowed on any HOA property from May 2022 forward. Sheds may not be larger than 200sq/ft without HOA Board approval.
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 - ✓ #17 (new): No temporary, semi-permanent, or permanent item/structure may be placed within the lot setback zone.
 - ✓ #18 (new): All yards, shrubs, trees, landscaping or hardscaping must be maintained in a presentable condition. Shrubs and landscaping should be trimmed at least once during the growing season.
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