

## OAKBROOK CHASE HOMEOWNERS ASSOCIATION

### ANNUAL MEETING, 9 MAY 2023

- Call to Order
- Roll Call with Introductions around the room: Total Attendance Tallied + Proxies
- Notice of Meeting Requirement: Accomplished by E-Mail & USPS Mail on 9 April 2023
- Review of current HOA Board Members
  - Mike Beauchamp, President
  - Frank Alfter, Vice President
  - Felice Nudelman, Secretary
  - Catherine Gordon, Treasurer
  - Ashley Paulus, Communications Officer
- Review of current HOA Committee chairs
  - Betty Samuels, Maintenance Chair
  - Betty Samuels, Beautification Chair
  - Felice Nudelman, Social Chair
- Review of Prior Year Annual Meeting Minutes (2022)—any comments or questions?
- Reports of Officers and Committees:
  - President's Report (Mike)
  - Communication Officer's Report (Ashley)
  - Maintenance Committee Chair (Betty)
  - Beautification Committee Chair (Betty)
  - Social Committee (Felice)
  - Treasurer's Report (Catherine)
- Election of Inspector of Elections (member at large volunteer)—ask for volunteer—this person counts hands for election results
- Election of Officers: (all terms end May 31 2025)
  - VP
  - Secretary
  - Communications
- Unfinished or New Business; Open Question & Answer Period
  - Gift card drawings
  - Q&A session
  - Email updates—needed to send out this year's HOA dues.
- Adjournment

Presidents 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 reviewing our requirement to file federal taxes as a 501(c)(3) organization—expect to finalize any requirements prior to the end of the summer. We don't expect any cost to the HOA.
- ✓ We've haven't' seen any new homeowners this last year. If we missed anyone, please let Frank know and he will update the plat map.
- ✓ 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 or HOA and our home get older, we updated some of our covenants to ensure our homes/common areas are maintained in good order. If we send out notes regarding fences, sheds, etc. please keep in mind we are just trying to keep our HOA in proper shape.
- ✓ Based on the Treasurers report we don't anticipate any changes to the dues over the next few years. We still need to build our reserves, and we anticipate some additional charges for seeding and aeration of the common areas.
- ✓ Any concerns, questions or comments, please let any of our HOA officers know or send an email via the HOA website [www.oakbrookchase.com](http://www.oakbrookchase.com).

**NOTES**  
**HOA Meeting**  
**May 9, 2023**

**Mike opened the meeting at 7:05.**

**Attendance:**

**18 people / eleven households attending in- person**

**Six proxies.**

**President's Report**

The HOA meeting notice was sent via email on April 7, one household requested communication via mail. If you did not get the email, sign-up tonight or go onto the website and put a note in the comments section. We will make sure you are added to the list.

Going forward the goal is to send all meeting notices via email. We will also send the HOA dues notice via email. If there is no response to the dues notice in a timely manner, Catherine and Mike will visit to the households with the dues invoice.

Covenants were updated and posted in October 2023 and posted on the website. The biggest changes were around process for property upkeep (yards, fences, sheds), and dues increase. All minutes from last year's meeting, along with the updated covenants are in the minutes posted on the website.

All dues were collected for a total of 74 households. We have eight households that are exempt from dues- the officers, the two households in front that sponsor the front lights, and Betty's household (maintenance committee).

President reported status of tax collection. The HOA must submit a tax return and we are looking into what needs to be done to be in compliance. One attendee volunteered that she has used a CPA in Xenia who does it for free for non-profits. Discussion continued around what the process will be going forward and how we determine what we owe, if anything, and how far back we need to go for the returns. The president will continue to investigate the process and report back to the board and HOA.

No home sales or new ownership occurred this year.  
All property improvements need to go through the township permit processes and policies.

We do not anticipate any changes to the dues for at least two years. The one expense we anticipate needed maintenance for the retention ponds – aeration, seeding, weed control- but we do not foresee any other major expenses.

Report concluded and open to questions. No questions from attendees.

### **Communications Report**

Website is updated and Ashley oversees the email lists and email sign-ups.

### **Maintenance Report**

Head of the Maintenance and Beautification Committee (Betty), sent six letters to solicit bids and got four bids back. Rine was awarded the contract for the mowing and upkeep. They had the lowest bid and did a good job last year.

Betty takes care of the plants at the front entrance and when she was working on the plants noticed the front wall was in disrepair. She brought the issue to the HOA board and solicited companies to evaluate what was needed. TMS responded and came out to assess the wall. They indicated that we needed tuck & pointing and estimated a cost of \$2,560.25 which included power washing. The president and vice-president (Frank and Mike), determined they could handle the power washing, saving the HOA a considerable amount. The new estimate from TMS is \$888.25

In addition to the front wall a Norwegian spruce bush is partially compromised. Betty will try to save the plant, otherwise it might cost a little over \$100 to replace the plant.

An attendee reported that in the past when we did aeration there ended up being issues because they seeded afterwards and then had to water the areas, which is difficult to do. There was a conversation about the best time to do the aeration.

### **Social Committee**

We held a few social events last year- Southern Ohio Brewery, Corn Hole, and a Halloween lights contest. All drew good response and participation with the Brewery and Halloween being the most popular. In the coming year we will host a yard/garage sale in June (to be timed with the Hunter's Ridge sale), another social at the Southern Ohio Brewery, a social at Old Scratch Pizza on their patio and the Halloween Lights contest. The winner from the previous year will be the judge along with the HOA board for the 2023 Halloween lights.

Ashley Paulus, Nina, and Diane, will join the social committee for 2023.

### **Treasurer's Report**

The dues increase was of great help to our budget. We did very well this year, we have a slight shortfall in the reserve, which was expected, but overall are in much better shape. We did not do the aeration or snow removal, both contributing to lower expenses and a healthy budget. We were trending to where the expenses would exceed our revenues, but this is no longer an issue. Within two years, we should have a very healthy budget and will continue to be in good shape. We will have some increased expenses this year – tree removal, aeration and seeding – but our budget should still be positive and we can handle these incremental expenses.

After two years we should be able reduce the dues and still retain a healthy budget.

### **Elections**

Three positions are up for election:

1. VP – Frank is running unopposed. Creighton made a motion, Ron seconded the motion  
The motion carries and Frank is reelected unanimously (13 votes)
2. Secretary – Felice is running unopposed. Creighton made the motion and Nina seconded. The motion carries and the Felice is reelected unanimously (13 votes)
3. Communications – Ashley is running unopposed. Creighton made the motion and Nina seconded. The motion carried unanimously with all voting yes (13 votes)

Next Year the President and Treasurer will be up for election.

Doug asked if we still have two people signing the checks and the answer was affirmative and the process was explained that the president and vp sign checks and have access to the banking information. The Treasurer gets reports and maintains the budget but cannot sign checks.

Four gift cards were provided to attendees who guessed the correct numbers.

The meeting was adjourned at 7:55.