

OAK PARKE HOMEOWNERS ASSOCIATION, INC.

Minutes of the Meeting of the Board of Directors
September 20, 2011

The meeting of the Board of Directors (the "Board") of Oak Parke Homeowners Association, Inc. (the "HOA") was held at 7:00 p.m. on September 20, 2011 at Bethany Lutheran Church.

In attendance were Monique Wells and Tom Young, Directors; Carl Gamble, Property Manager; Ginger Grissom, Recording Secretary; and Member Scott Robuck.

1. **Call to Order.** After determining that a quorum was present, the meeting was called to order by Monique Wells at 7:01 p.m.

2. **Minutes.** Tom Young moved that the minutes of the July 19, 2011 meeting be approved. Monique Wells seconded the motion, and the motion carried. Tom Young moved that the minutes of the August 23, 2011 special meeting be approved. Monique Wells seconded the motion, and the motion carried.

3. **Members' Comments.** One Member made the following comments:

A. He would like to get a card reader for the pool storeroom.

B. He would like to propose looking at solar panels for the roof of the pool house, since it would be a long-term investment for the HOA. Panels are guaranteed for 25 years and are maintenance free. The Member volunteered to meet with several companies to determine the HOA's cost for such a system. This will then be presented to the Board for review and possible approval.

C. There have been issues with the cameras at the amenity center.

D. He would like to know the status of the mowing contract (Circle C Landscape/Susan Hoover).

E. The website hosting cost may increase \$1-2/month next year. (Currently \$100/year.) Domain names have been purchased through 2016.

4. **Committee Reports.**

A. Activity Committee. There was no report of the Activities' Committee. However, upcoming events (as noted from the last report) are as follows:

(i) Fall Festival/Chili Cook-off tentatively scheduled for October 22nd. The committee hopes to expand and improve on this event, including the possibility of live music.

(ii) Santa in the Parke is scheduled to take place on December 11th.

(iii) Holiday decorations will be placed at the Amenity Center and at the Brodie Lane entrance in early December. They will be taken down in early January.

The above events are all expected to be within budget.

B. Pool Committee.

(i) Holly Leoni reported the following:

(a) The Lost and Found box has been edited on a weekly basis. Items left over 14 days have been donated or thrown away.

(b) Several broken chairs have been thrown away.

(c) There are several tiles that have come off the side of the pool. These have been placed in storage for possible future reinstall.

(d) As pool season comes to a close, chairs will be stacked and placed under the covered area between the bathrooms (keeping space for walking and still accessing this area). During the Santa in the Parke event in December, stacks will be moved to allow for the space needed for this date and then returned to the covered area for winter storage.

(e) She will be cleaning out the storage closet to make sure lifeguard supplies are stored for the season. This closet became a "catch all" during the summer, and a system will be established for next year so that the lifeguards know the expectations.

(f) Weekly watering of newly planted landscaping has occurred.

(ii) Tom Young also discussed the incident where a Member got locked into the pool area and then could not get out. It has been determined that this Member got into the pool area by coming in with others knowing that their pool key had been deactivated because their dues had not been timely paid. This incident did not occur due to a key malfunction.

Solutions:

(a) If you know your key has been deactivated, then don't enter the pool.

(b) Use the pay phone to call 9-1-1. It's a free call.

(c) Pay your dues timely.

C. Landscape Committee. Monique Wells reported as follows:

(i) Landscape Contractor. See previous information under Members Comments above, and also comments under Old Business below.

(ii) Tree Replacement. The Board will determine if the Members that signed up for the landscape committee are still interested in serving on the committee. If so, they will ask them to investigate tree replacement.

D. Parking Committee. Holly Leoni reported the following:

(i) Aspen Creek RPP signs were installed on August 9th.

(ii) She met with the City contact on August 11th to obtain additional 2011 neighborhood permits. Six Aspen Creek residents and six non-Aspen Creek residents have purchased permits. Permit sales for 2012 will occur in late December, and she will advise Members of the 2012 permit sales by posting signs and sending email alerts via the Board's list and Yahoo Group.

(iii) She contacted Principal Kane and Officer Rouen at Bowie High School to let them know of the Aspen Creek designation, and they have said that they will inform the students. Holly and several other Aspen Creek neighbors patrolled the street on the first day of school and diverted about 15 vehicles. To date, there has been minimal to no parking on Leadville or on the other non-designated portions of Malone and Salida. This will be monitored the entire school year.

(iv) Contact information for parking requests and communications are as follows:

Email Address: oakparkeparking@gmail.com

Holly's Cell: 791-0662

Thanks to Scott Robuck for adding this information to the HOA website.

E. ACC Committee. Ginger Grissom reported the following submissions and decisions:

(i) New Projects Submitted Since Last Meeting:

3800 Idalia Drive - Approved roof. This project has been completed.

10208 Salida Drive - Recently approved shed submission.

(ii) Status of Previously Submitted Projects:

10318 Wolftrap Drive - Declined covered patio project due to metal roof. Homeowners have been told that their project would be approved if they resubmitted using shingles. To date, this project has not been resubmitted.

3812 Idalia Drive - Approved front porch addition. The construction on this project is still in progress.

3912 Sawmill Drive - Approved landscape design. Assume that project has been completed.

3608 Leadville Drive - Solar Panel Project approved with conditions on August 14th. Conditions were: (a) That every effort be made to ensure aesthetics of installation would please neighbors and community. This included that all racking exposure be kept to a minimum and electrical connections would be made to limit exposure from the front of the house as much as possible. (b) No panel or substructure (racking) to extend beyond any roof edge. (c) All appropriations in the House Bill (effective September 1, 2011) would be met. It does not appear that the homeowner has begun this project.

(iii) Tom Young will be the Board liaison for the Architectural Control Committee, and has decided to be a voting member.

5. **Property Manager Reports.** Carl Gamble gave the following reports:

A. Garage Sale/Pool Party Permits. There were two garage sale permits approved. No pool party permits were issued.

B. Homeowner Concerns. There were no homeowner concerns.

C. Manager Action Items Report.

(i) Authorized persons on bank accounts. Mr. Gamble noted that Scott Robuck and Chris Driggs should be removed as authorized persons from the bank accounts, and that Tom Young should be added to the account.

(ii) Budget. Mr. Gamble reported that he felt the budget was in very good shape. There is currently over \$163,000 in the bank account. He also reported that there had been no unusual costs incurred by the HOA. The HVAC cost was \$3,498, but it had previously been budgeted.

D. Delinquency Report. To be discussed in Executive Session.

E. Deed Restriction Violations. To be discussed in Executive Session.

6. **Old Business.**

A. Camera System Update. It was noted that Scott Robuck had assisted with the network configuration and camera setup for the camera system project. Monique Wells moved that Mr. Robuck be paid the amount of \$600.00 for his part of the camera installation. Tom Young seconded the motion, and the motion carried.

The rest of the camera system is being done by Dean Scoggins/HSP Systems. It was noted that we are experiencing some problems with the work done by Mr. Scoggins. Tom Young moved that we pay 75% of the camera installation and withhold the other 25% until the camera issues were resolved. Monique Wells seconded the motion, and the motion carried.

B. A/C Installation. It was noted that the A/C installation had been completed by Mike Wood/Comfort Systems. The HOA has now paid for this project.

C. Bathroom Improvements. Monique Wells is in the process of determining the necessary improvements for the amenity center bathrooms. Once the determination is made, the Board will obtain several bids.

D. Landscape Company. Susan Hoover/Circle C Landscape has sent notice of increased rates. Mr. Gamble noted that Ms. Hoover's rates are in line with other companies. The current contract has a 30-day termination clause and has a guaranteed payment to the contractor even if there isn't any grass to mow (they actually come out and tidy-up the property if there is no grass to mow). Carl Gamble commented that Circle C Landscape is one of the best in the business.

E. Lifeguard Stands. Monique Wells noted that a new lifeguard stand needs to be purchased. She has handouts of various types of lifeguard stands. Mr. Gamble suggested that Monique discuss the pros/cons of each stand with Crystal Clear Pools before the Board makes a decision on which one to purchase.

7. **New Business**

A. Meeting Procedure. The Board has created a new meeting procedure, which is currently in draft form. They hope to use this procedure as a guideline for future meetings.

B. Resolutions with Regard to Recent Legislation. The Board discussed a number of Resolutions at the Special Meeting in August. These are needed as a result of recent legislation. Monique Wells will forward them to the HOA's attorney, Connie Heyer, for review before adopting them.

C. 2012 Budget Preparation. As noted above, Mr. Gamble noted that the budget was in very good shape. Monique Wells requested that Mr. Gamble give the Board a recommendation on how much money should be placed in savings annually so

that the Board could determine if dues needed to be increased. Mr. Gamble stated that he doesn't anticipate any dues increase at this time with the budget that he is projecting. He further stated that he would like to reseal and restripe the parking lot next year. He has a company that will give the HOA bids for this. He says that it will not be necessary to do an assessment for the cost of this capital improvement. The bathrooms will also need to be redone in 2012. As noted above, Monique Wells will obtain bids for this improvement. Mr. Gamble also stated that the HOA would need a better website system in 2012 to deal with new legislative mandates. Goodwin Management has created a new website system, which will be available to the HOA for \$30-35 per month. Mr. Gamble further noted that the pool may need to be resurfaced next year. However, since there have not been any complaints about the pool, this improvement could be put off until 2013. Mr. Gamble will email a projected budget to the Board within the next five days.

D. Stored Records Index. Carl Gamble reported that there is no current index for the records being stored by Goodwin Management. There was discussion that perhaps Susan Haney prepared an index for the records, and that Marilyn Simpson may have a copy of it since she was on the Board at the time that it would have been created. Ginger Grissom will ask Ms. Simpson if she has a copy of any such index.

E. Treasurer Search. Tom Young has created a draft position description for the HOA treasurer. It is hoped that a CPA who lives in Oak Parke will be willing to be the HOA's treasurer on a volunteer basis.

F. HOA Audit. It was discussed if an audit was necessary/ If so, does the cost justify doing the audit? Carl Gamble will ask accountant Steve Tilson how much such an audit would cost.

8. **Adjournment.** The meeting was adjourned at 8:30 p.m.

Monique Wells, President