

**GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING**  
**FEBRUARY 26, 2018**  
**LOCATION: FAITH PRESBYTERIAN CHURCH**

**CALL TO ORDER:** President Janet Stockwell called the Board of Directors meeting to order at 4:00 PM. The following Board members were in attendance:

Janet Stockwell, Dick Lowe, Ken Abraham, Nancy Dillard, Pat Richmond, and Rick Randall were present in person. Also present were Jeff Scheiwe and Bridget Spence from Casey Condominium Management (CCM).

Bridget Spence affirmed that the meeting had been duly noticed and that a quorum was present.

Mike Tippery- Villa 32, Gloria Lowe- Villa 168, Phyllis Woodroof- Villa 25, Tom Sidgmore- Villa 152, Ray Stockwell- Villa 10, Bill Byers- Villa 6, Edie Kaplan- Villa 104, Nelda Reinhart- Villa 175, John Conradi- Villa 82 , Bob Littlefield- Villa 17, Stan Yonkauski- Villa 91, Janice Appel-Villa 163, Linda Cordisco- Villa 112, Michael Score- Villa 125, Ethel Revels- Villa 94, Scotty Ledford- Villa 8, Judy Johnston- Villa 112.

**OWNER COMMENTS:**

Edie Kaplan- Thank you for the annual meeting and the way that it was put together. It was one of the best annual meetings that she has attended.

**APPROVAL OF MINUTES:** The Board of Directors had copies of the January 8, 2018 board meeting minutes and the organizational meeting minutes of February 17, 2018.

A motion was made by Pat Richmond to waive the reading of the January 8, 2018 minutes and approve them as presented. Dick Lowe seconded the motion and all approved by voting aye.

A motion was made by Ken Abraham to waive the reading of the February 17, 2018 minutes and approve them as presented. Dick Lowe seconded the motion and all approved by voting aye.

**MANAGEMENT REPORT:**

Bridget Spence reported that compliance inspections continue. Owners continue to work towards bringing their maintenance into compliance. At the past meeting the board approved a fine for Villa 4 and Villa 169 if the owners did not immediately make the necessary repairs. Villa 169 did make the repairs. Villa 4 has met with Bridget Spence to discuss the progress of the work that is being done. While he has completed some of the items, other of the maintenance issues remain. After discussion it was determined to review assessing the fine amount at the next meeting after the owner has made the final repairs.

Painting Cycle- The stucco work that was needed at two villas is in the final stage of permitting with the city. Upon receipt of the permit the work will commence. CPR will communicate with the two owners that are involved in this project prior to commencing work. Villa 9 has one wall that was missed behind their utility fence and that will be painted when the stucco work is completed.

**PRESIDENT'S REPORT:** Janet Stockwell reported that at the annual meeting there was a discussion of the traffic light at 12<sup>th</sup> and Beneva. One owner recommended requesting a left had turn light to be installed. However, that request does not seem feasible. We will speak to the city on changing the timing of the light.

Janet explained that each board of directors operates a little bit different. Janet requested that the officer and committee reports be presented to Bridget for the board packet prior to the meeting. If you have owner requests, please include a description of the request in your report.

Janet outlined her view of the President's position as one to help all the various other board members and committee members. To research the topics for approval and to maintain the relationships between the contractors and the board.

**VICE PRESIDENT'S REPORT:** No report at this time.

**SECRETARY'S REPORT:** No report at this time.

### **TREASURER'S REPORT:**

Nancy Dillard presented a full treasurer report, which is available upon request. As of January 31, 2018 we have \$103,027.00 in the operating bank account and \$604,326.81 in the reserve bank accounts. We have a net income for the month of January 2018 in the amount of \$3,300.72 and a surplus year to date \$20,847.07. **Pat Richmond made a motion to approve the treasurer's report.** Rick Randall seconded the motion and all approved by voting aye.

### **MAINTENANCE COMMITTEE REPORT:**

Dick Lowe reported on the following items:

1. **Committee member- Dick Lowe made a motion to add Stan Yonkauski to the maintenance committee. Ken Abraham seconded the motion and all approved by voting aye.**
2. **Back Gate Project** The additional lights will be installed this next week.
3. **Gate Camera-** A camera set up at the back gate to watch the gate and capture footage of anyone who does damage to the gate system.
4. **Driveway and concrete work-** The vendor is ready to get started. Casey Management will be contacting owners and letting them know the work schedule.
5. The perimeter sidewalk is being reviewed for future work.
6. At the annual meeting an owner made a request for additional lighting in the southwest corner of the property as it is very dark.
7. **Paver Color-** Trademark Pavers is the vendor that was chosen as the vendor for the 6x9 pavers. Discussion was had about the color that was put in on the 9 driveways. More investigation is needed on the paver color. The maintenance committee will work on this.

### **LANDSCAPE COMMITTEE REPORT:**

Pat Richmond discussed the jasmine on villa 136. After discussing this matter with TruScapes they recommend waiting until the end of May to reevaluate. If the jasmine still is not thriving then sod will be looked at again. **Nancy Dillard made a motion to wait until at least May to**

further discuss solutions for this yard. Rick Randall seconded the motion and all approved by voting aye.

Pat discussed a downed tree that was at villa 96. The stump remains. Pat Richmond made a motion to approve the removal of this stump and roots and to flatten for sod installation at a cost of \$325. Nancy Dillard seconded the motion and all approved by voting aye.

Pat Richmond discussed the saw palmettos at Villa 136 around the tree. Pat Richmond made a motion to remove this planting. Rick Randall seconded the motion and all approved by voting aye.

Pat reported that she is receiving requests for sod replacements of yards. The cost of this is approximately \$1,000 per yard. The requests will have to be reviewed systematically.

Pat Richmond made a motion to recommit her committee to include Phyllis Woodroof, Mireille Gloor, Edie Kaplan, Deborah Kelch, Randy Orde. Nancy Dillard seconded the motion and all approved by voting aye.

#### **ARCHITECTURE COMMITTEE REPORT:**

Rick Randall reported that the owner of Villa 152 has made several requests. Rick Randall made a motion to approve the owner request at Villa 152 for the installation of tile for the walkway and the courtyard with no trip hazard. Pat Richmond seconded the motion and all approved by voting aye.

Rick Randall made a motion to approve the owner request at Villa 152 to enclose the atrium and replacing the roof on that entire side of the home. Nancy Dillard seconded the motion and all voted in favor by voting aye.

Rick Randall made a motion to approve the owner request at Villa 152 to install a propane tank on area "C". Pat Richmond seconded the motion and all approved by voting aye. The documents were read that allow for this installation on area "C". The owner will be responsible for all maintenance to the tank.

Rick Randall brought a light fixture for discussion. The front lights are in need of updating and the committee has come forward with a recommendation of a replacement light. Discussion was had that while the light was beautiful the look is so much different from what we have, that this should not be an option unless we anticipate replacing all the lights at one time. The item was tabled for now.

**OLD BUSINESS:**

There was no old business discussed at this meeting.

**NEW BUSINESS:**

The insurance package was presented by Bridget Spence. The new policies presented include a wind policy and updated cost values for the new border fence. **Nancy Dillard made a motion to approve the insurance to include the wind package at a cost of \$7789. Pat Richmond seconded the motion and all approved by voting aye.**

Nancy Dillard discussed the budget that had been presented. However, due to the cost increase of the insurance line item, Nancy made recommendations of where to adjust line items to cover the new policy. **Nancy Dillard made a motion to approve the budget as amended with a monthly maintenance fee of \$225. Dick Lowe seconded the motion and all approved by voting aye.**

**Owner Comments:**

Judy Johnston- Villa 112, suggested that it might be helpful to do an E-Blast to the owners and ask what they liked about the rental amendment package and what kept them from voting in favor of the package. Before the board pursues this further more discussion will occur.

Ethel Revels- Villa 94 thanked the board for the hard work and all the work that has been accomplished.

**NEXT MEETING DATE:**

The next meeting will be the March 26, 2018 at 4:00 pm at Faith Presbyterian Church.

**ADJOURNMENT:** A motion was made by Nancy Dillard and seconded by Dick Lowe to adjourn the meeting at 5:55 pm. All approved by voting aye.

Submitted by: Bridget Spence, Association Manager