

GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
MAY 21, 2018- APPROVED
LOCATION: FAITH PRESBYTERIAN CHURCH

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

Janet Stockwell, Ken Abraham, Nancy Dillard, Dick Lowe, Bill Geller and Pat Richmond were present in person. Also present was Bridget Spence from Casey Condominium Management (CCM).

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

OWNERS IN ATTENDANCE: Edie Kaplan - Villa 104, Nelda Reinhart - Villa 175, Phyllis Woodroof - Villa 25, Bill Byers - Villa 6, Gloria Lowe - Villa 168, Judy Johnston - Villa 112, Tricia Burchett - Villa 45, and Al Hopkins - Villa 61.

OWNER COMMENTS:

Edie Kaplan - Villa 104 - reported that the dog station near the west gazebo is very smelly and needs to be cleaned. Owners should also be reminded about the leash law for their dogs.

Judy Johnston- Villa 112- Asked if the board reviewed the rental amendment wording with the attorney. Yes, the attorney said the wording was fine.

Al Hopkins- Villa 61- Asked if the split rail fence can be removed in the hedge that is on the south east side of the property. Dick Lowe replied that the fence is intertwined with the hedge and won't be removed unless it can't be repaired.

APPROVAL OF MINUTES: The Board of Directors had copies of the April 11, 2018, April 23, 2018, and April 30, 2018 board meeting minutes.

A motion was made by Nancy Dillard to waive the reading of the April 11, 2018 minutes and approve them as presented. Bill Geller seconded the motion, and all approved by voting aye.

A motion was made by Nancy Dillard to waive the reading of the April 23, 2018 minutes and approve them as presented. Ken Abraham seconded the motion, and all approved by voting aye.

A motion was made by Ken Abraham to waive the reading of the April 30, 2018 minutes and approve them as amended. Nancy Dillard seconded the motion, and all approved by voting aye.

MANAGEMENT REPORT:

Bridget Spence reported that compliance inspections continue. However, fewer maintenance issues are occurring at this time. Parking continues to be an issue from time to time and letters go out accordingly.

Communications- The minutes were sent by E-Blast this past month in draft format. E-Blast continues to be well responded to. The website was updated with the minutes. Discussion was had regarding some format changes that could be done on the website as well as updates that are needed. Bridget will get with the webmaster and have them work on these changes.

PRESIDENT'S REPORT: Janet Stockwell introduced Tricia Burchett as a volunteer to fill the open Secretary's position. Ken Abraham made a motion to appoint Tricia Burchett to the board of directors and to be the secretary of the association. Dick Lowe seconded the motion, and all approved by voting aye. We welcome Tricia to the board of directors.

Janet discussed the options for summer meetings. In the past the board has taken one or two months off over the summer. However, we seem to have more and more projects that are getting accomplished. Pat Richmond made a motion to continue the monthly meeting schedule over the summer. Bill Geller seconded the motion, and all approved by voting aye. We have some board members who will be traveling, and a meeting may be missed but we will continue and allow for those exceptions.

VICE PRESIDENT'S REPORT: Ken Abraham reported that the attorney made a recommendation to adopt an official meeting notice location where all official notices of board meetings will be posted. **Ken Abraham made a motion to adopt the west gazebo as the official posting location. Nancy Dillard seconded the motion, and all approved by voting aye.**

Ken discussed the need for a compliance workshop with the committee and board of directors to review the next steps in setting up the procedures for the compliance within Glen Oaks Manor. The meeting will be held on June 18th at 4:00pm with the committee and board.

SECRETARY'S REPORT: Tricia Burchett reported that she had reviewed the website and reviewed many of the documents to get up to speed on the task at hand. The website has several good historical pieces. Tricia reviewed the newsletters that were posted which had a lot of information. Tricia is going to review options for a newsletter that can go on the website and be delivered to the few that do not have access to a computer. A few businesses have already expressed interest advertising space in the newsletter. The revenue from the advertising could offset the costs for the website hosting. Discussion was had that maybe a quarterly newsletter could be done.

TREASURER'S REPORT:

Nancy Dillard presented a full treasurer report, which is available upon request. As of April 30, 2018, we have \$119,741.00 in the operating bank account and \$539,474.36 in the reserve bank accounts. We have a net income for the month of April 2018 in the amount of \$6,018.18. However, this is the first month of the new budget year and this number is based off accrual accounting for projects that are to occur throughout the year and will even out as we start moving through the year. **Nancy Dillard made a motion to approve the treasurer's report. Pat Richmond seconded the motion, and all approved by voting aye.** A full financial report is available upon request.

Nancy Dillard reported that the reserve plan spreadsheet has been updated to reflect all the projects that have been discussed for this budget year. Bill Byers pointed out that the paving category in the overall reserve schedule is one that may need to be evaluated for future

planning and actual costs. Bill Byers also stated that the audit that is done at year end may change things a little.

MAINTENANCE COMMITTEE REPORT:

Dick Lowe reported on the following items:

1. The rip rap for the lake house repair will be delivered upon receipt of the deposit check.
2. Sidewalks- meeting with Precision Concrete to get an idea of the cost of their saw process for leveling sidewalks and for an evaluation of the perimeter and lake area sidewalks.
3. The channel work (center street concrete) on Terrace 1 and Lane 1 continues. We have a new vendor that will be doing this work and it will include the asphalt on both streets. The work will begin May 29th.
4. The street sign request at Beneva and 12th Street is on its way to being approved.
5. The driveways at Villas 21, 22 and 23 need to be worked on by JC Procrete. Until this work is completed and reviewed we are not releasing the work at Villa 1.
6. Cul de sac turn solution. The city garbage truck driver has suggested we put all garbage cans on the east side of Court 2N on garbage days and they will back down the street for garbage collection. However, we are not certain that this is a reasonable solution to this issue.

LANDSCAPE COMMITTEE REPORT:

Pat Richmond reported that the last landscape committee meeting was attended by only three members.

Pat discussed that she met with the owner of Villa 136 and Bridget to review the jasmine planting experiment. The owner is not opposed to continue this experiment by allowing more jasmine to be installed to fill in the areas that need more coverage. **Pat Richmond made a motion to approve 100 additional plants to be installed at a cost of \$720.00 at Villa 136. The owner has agreed to water the plants as much as**

needed to allow the plants to become established. Ken Abraham seconded the motion, and all approved by voting aye.

Pat Richmond reported on the bench project. Five benches were ordered, and we will have a total of 10 benches in the community. **Pat Richmond made a motion to approve one additional bench at a cost of \$289.00 bringing the total cost to \$1,543.73. Ken Abraham seconded the motion, and all approved by voting aye.**

Pat reported that she met with Dick Lowe to review the locations for the benches to be placed. However, there are two options for the pads that the benches will be set on. The pads would cost \$2820 for eight paver pads to be installed, or \$2000 for concrete pads. If concrete pads are used, eye bolts could be installed to secure the benches to the pads. **Pat Richmond made a motion to approve up to \$2,500 for the installation of concrete pads and eye bolts for the benches. Bill Geller seconded the motion, and all approved by voting aye.**

Black Tie Tree Service has been contacted for the annual oak tree trimming. We will do this the week of June 4th.

Pat Richmond reported that at the last meeting we approved shade tolerant sod for Villa 45. However, there is a delay in the availability for shade tolerant sod. Currently, we do not know when the sod is going to be available. The owner has done research and presented an option of hydro seeding. Discussion was had on this process. With our growing needs for sod in the community we may want to test this as an option. The estimate for the sod replacement at Villa 61 and to the corner was \$5,300.00. After discussion, **Pat Richmond made a motion to test the hydro seed of Villa 45 at a cost not to exceed \$700. Nancy Dillard seconded the motion, and all approved by voting aye.**

The request from Villa 118 to remove the plant that was previously tabled, no action needed. The owner removed the plant.

ARCHITECTURE COMMITTEE REPORT:

Bill Geller reported that the owner of Villa 188 is installing hurricane shutters in compliance with the standards. **Bill Geller made a motion to approve this request. Pat Richmond seconded the motion, and all approved by voting aye.**

AD HOC RENTAL COMMITTEE REPORT:

No report currently.

OLD BUSINESS:

There was no old business discussed at this meeting.

NEW BUSINESS:

Nancy Dillard reported that a version of the abbreviated rules and regulations was circulated with the board meeting packet. The drone language that is in the document has not been officially approved but mimics the language in other communities. The intent of this document is to be a quick reference to the most frequently reported compliance issues. This document could be given to owners and tenants to help alleviate compliance issues. After discussion, it was suggested that this be tabled until the next meeting.

Ken Abraham discussed the wording that was discussed at the attorney meeting to be added to the estoppel. **Ken Abraham made a motion to add the language “any improvement to or on your lot by a previous owner is your responsibility to maintain and/or replace.”, be added to the estoppel.** Nancy Dillard seconded the motion, and all approved by voting aye.

OWNER COMMENTS:

Tricia Burchett - Villa 45 asked if there was a committee for things such as potlucks and barbeques. Edie has previously organized these types of activities. Tricia will meet with Edie and find out how these were handled in the past.

Edie Kaplan - Villa 104 thanked everyone for the quick response to the request for a new mailbox and she is very pleased with the work.

NEXT MEETING DATE:

Compliance Workshop (committee and board members) will be June 18, 2018 at 4:00pm at Faith Presbyterian Church.

The next board meeting will be June 25, 2018 at 4:00pm at Faith Presbyterian Church.

ADJOURNMENT: A motion was made by Nancy Dillard and seconded by Dick Lowe to adjourn the meeting at 6:10pm. All approved by voting aye.

Submitted by: Bridget Spence, Association Manager