

MINUTES OF THE MEETING OF
THE MEMBERS
OF
OAK PARK LEISURE GARDENS

March 11, 2014

The meeting of the Members of Oak Park Leisure Gardens was held on the above date, at 6:40 pm. The following Board Members were present in person at the Oak Park Leisure Gardens Clubhouse:

Ron Margison
Bob Thomas
Aaronne Livingston
Tom Talbert

Before any business was conducted, it was confirmed that:

- a) All participants could communicate with all of the other participants, whether present in person or remotely, concurrently;
- b) Each participant had the means of participating in all matters before the Members, including the capacity to propose, or to interpose an objection, to a specific action to be taken; and
- c) The persons communicating by telephone, electronic video screen, or other communications equipment were in fact the directors named and that all statements, questions, actions, or votes were made by that Member.

1. CALL TO ORDER
2. CONFIRM BOARD MEMBERS PRESENT
3. OPEN FORUM:

DISCUSSION TOPICS:

- a. Garbage cans: Trash Company did not change the pick-up day and there was recent confusion amongst homeowners.
- b. Green waste cans being left close to units: Gardner should be leaving green waste cans in back corner behind the clubhouse and not close to the occupied units. MAC Management will address the issue with Central Coast Gardening Service.
- c. Yard landscaping: Since The Gas Company is tearing up yards while fixing the utility boxes, things have been put on hold. The Board will try to get a utility box repair schedule, so they can plan accordingly and begin upgrades to yard landscaping.
- d. Garbage can letters: Going forward, homeowners will not be written up until Friday morning for leaving trash cans out.
- e. Clubhouse window leak: First window on the left in the card room as leak that may be coming from the roof.
- f. Homeowner suggestion to go door-to-door to notify homeowners of the upcoming meetings regarding the amendments to the CC&Rs.
- g. Clubhouse keys: All new homeowners are entitled 1 clubhouse key for their unit. If keys are lost or unaccounted for the key needs to be purchased.

4. APPROVE MINUTES:

The following resolution was adopted:

RESOLVED, Bob Thomas motions to approve minutes from Special Meeting, January 23, 2014, Aaronne Livingston seconds, ALL IN FAVOR.

5. FINANCIAL REPORT:

- a. 2013 taxes are done.

- b. 2013 financial audit is being completed by James Hayes, CPA and will be sent to the Board when finished.
- c. MAC Management did not find any financial discrepancies to date, and is working diligently to transfer the books to the new software.
- d. There is a large CD maturing in May and the Board will be reviewing options.

6. COMMITTEE REPORTS:

- a. Governing Documents Committee: Attorney is changing governing documents to reflect modern day language. Initial documents have been written and they are moving on to the next step in the process.
- b. On-line Banking Committee: MAC Management is set-up with Bill Pay through Rabobank. The Board has established rules and regulations for the committee that controls the funds for the association.
- c. Landscaping Committee: Association received a bid from Tom Wilcox to fix landscaping issues on the Upper Clubhouse Lawn and Upper Clevenger Lawn.
 - i Upper Clubhouse Lawn bid is \$1,778.00
 - ii Upper Clevenger Lawn bid is \$1,511.00
 - iii Ron Margison suggests moving forward with Upper Clubhouse Lawn and holding off on Upper Clevenger Lawn.

The following resolution was adopted:

RESOLVED, Bob Thomas motions to accept Upper Clubhouse Lawn bid, Tom Talbert seconds, ALL IN FAVOR.

7. OLD BUSINESS:

- a. Street Security Lighting: Ron Margison has been in contact with RD Rangel Construction.

- b. Association Financial Audit for transition to new Board and MAC Management: James Hayes, CPA and MAC Management are in the process of completing the financial audit and will send it out to the Board as soon as it's complete.

8. NEW BUSINESS:

- a. Change of Annual Meeting to June 17, 2014:

The following resolution was adopted:

RESOLVED, Bob Thomas motions to move the Annual Meeting from May 6, 2014 to June 17, 2014, due to the need for additional time for governing document review, Tom Talbert seconds, ALL IN FAVOR.

- b. Adoption of Amended Election Policy: Ron Margison gave a brief overview of the policy. Election Policy will go out to homeowners in the Annual Disclosures every year.

The following resolution was adopted:

RESOLVED, Ron Margison motions that the Amended Election Policy previously distributed to the homeowners be approved as written, Bob Thomas seconds, ALL IN FAVOR.

- c. Approval of the 51% justification letter and sending to the homeowners:

- i. Board recommends changing from 66.6% to 51%
- ii. 51% explanation letter to be mailed out to all homeowners
- iii. Ballot will go out shortly after the 4/1/14 Special Meeting. Other necessary Association business will be conducted at this Special Meeting.
- iv. A Special Meeting to address concerns to be held on April 1, 2014.

- v. A Meeting on May 6th will be held so homeowners can ask questions and submit votes.
- vi. Phone calls will be made to homeowners to encourage their vote.

The following resolution was adopted:

RESOLVED, Bob Thomas motions for Linda Peterson to contact as many homeowners as possible to make them aware of the Special Meeting on April 1, 2014, Tom Talbert seconds, ALL IN FAVOR.

The following resolution was adopted:

RESOLVED, Ron Margison motions the 51% Justification Letter be approved as written and sent out to all association owners, Tom Talbert seconds, ALL IN FAVOR.

- d. Special Meeting announcement for April 1, 2014 at 6:30 pm in the clubhouse to address all concerns and or actions regarding the update to the Association Governing Documents Project along with any other pending matters.
- e. Action on Governing Document Committee recommendations:
 - i. Mailing ballots for 51% change to CC&Rs as previously approved.
 - ii. Mailing of Straw Vote CC&R Change Justification Letter as previously approved.
 - iii. Vote count on 51% Change to CC&Rs at the May 6, 2014 Board Meeting. The Annual Meeting will be changed to June 17, 2014.
- f. Appoint Inspector of Election for calendar year 2014.

The following resolution was adopted:

RESOLVED, Ron Margison motioned that Casey Guenther be appointed as the inspector of election for all required voting counts during 2014, Tom Talbert seconds, ALL IN FAVOR.

- g. Establishment of new Reserve Fund Budget Item to address Tree and Root Damage Repair.

The following resolution failed:

RESOLVED, Ron Margison motions that a new Reserve Fund Budget Item for Tree and Root Damage be added to the Reserve Fund. The motion failed.

- h. MAC Management will have private parking sign that sits across from 1015 Meadow Way removed immediately.

- i. Approval of On-line Bill Pay Procedures.

RESOLVED, Ron Margison motions that the Board accept the On-line Banking Committee Rules and Guidelines dated March 11, 2014, Bob Thomas seconds. DISCUSSION, there were questions regarding the complexity of the procedures. ALL IN FAVOR.

- j. Dig out and/or repair of storm drain at bottom of Meadow Way. Drain has been working fine since the brush and debris was cleared from the opening of the pipe.

- k. Clubhouse Cleaning Bid: Nicole's Cleaning Service will come once per quarter for \$120.00 flat fee for each cleaning.

RESOLVED, Ron Margison motions to accept bid on a quarterly basis, Tom Talbert seconds, ALL IN FAVOR.

- l. Review of Landscaping Bid from Tom Wilcox: Previously discussed.

- m. Review of Security Lighting Bid from RD Rangel Construction.

RESOLVED, Ron Margison motions to accept Security Lighting Bid from RD Rangel Construction for the first 6 lights, Tom Talbert seconds, ALL IN FAVOR.

- n. Tenting and fumigation of association buildings update: Next Tenting/Fumigation Project will start in May.

There being no further matters brought before the meeting it was adjourned.

3/11/14

Serving as Secretary