

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

September 9, 2014

The general meeting of the Members of Oak Park Leisure Gardens was held on the above date, at 6:32 pm. The following Board Members were present in person at the Oak Park Leisure Gardens Clubhouse:

John Elfers  
Aaronne Livingston  
Tom Talbert  
Kathleen Grant  
Ken Arritt

1. CALL TO ORDER

2. CONFIRM BOARD MEMBERS PRESENT

3. APPROVAL OF MEETING MINUTES

RESOLVED,

There was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to approve the meeting minutes from July 29, 2014 as submitted. ALL IN FAVOR, MOTION PASSED.

4. APPROVE NEW OFFICER

Ken Arritt was nominated as the new Secretary on the Board. He accepted. RESOLVED, There was a MOTION (Kathleen Grant) and a SECOND (Aaronne Livingston) to approve Ken Arritt as Secretary. ALL IN FAVOR, MOTION PASSED.

5. PROPERTY MANAGEMENT COMPANY

John Elfers announced that Mac Management, the current property management company for OPLG, gave a 60-day notice of termination of contract on August

11. The Board met in an emergency session on that evening and drew up a plan to secure another company as soon as possible. Several companies were interviewed and the Board chose to contract with Goetz Manderly (GM), a national company with local offices. The transfer of management from Mac Management to GM will occur on September 15, 2014. Word will go out to all members notifying them of the change, giving instructions for submitting association fees, and guidelines for accessing the company.

RESOLVED,

There was a MOTION (Ken Arritt) and a SECOND (Kathleen Grant) to accept the letter of termination from Mac Management dated August 11, 2014. ALL IN FAVOR, MOTION PASSED.

RESOLVED,

There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to ratify the contract with GM dated for September 15, 2014. FOUR IN FAVOR, ONE ABSTENTION, MOTION PASSED.

Jim Hobbs, Director of the local office, was present and offered some background about the company. He answered questions from the audience regarding their services and how the transfer will occur.

# Not Approved

## 6. BUGET REVIEW AND INVESTMENTS

The Board reviewed the current Budget vs. Actuals and determined that expenditures in the operations account are over by 7.4%, largely due to unforeseen attorney's fees. A budget for 2015 will be developed at the next meeting.

John and Aaronne presented a plan for investments in the reserve accounts. After some discussion, the Board agreed to the following:

Remove all funds from the SESLOC Account (\$235,000) and transfer to Pacific Western, where we currently have a savings account (\$30,000) that allows us to write checks. Retain \$50,000 in a Money Market account. Invest the remaining \$215,000 in an 11-month CD at .75% or higher. When the CD at Rabo Bank matures in October, remove all funds (\$93,000) and transfer to Edward Jones to be invested in higher yield CDs of 15 months or less. Aaronne will direct Edward Jones to reinvest the funds that have recently matured.

RESOLVED,

There was a MOTION (Tom Talbert) and a SECOND (Ken Arritt) to accept the plan as stated above. ALL IN FAVOR, MOTION PASSED.

## 7. COMMITTEE REPORTS

### CLUBHOUSE COMMITTEE

John Elfers reported on the recent efforts by the Clubhouse Committee. One Meet and Greet was organized this period for August 16. A used ping-pong table was purchased.

The committee proposed a revision of the reservation procedures and reservation form. After some discussion and some changes, the guidelines were approved. Barbara Bieber will make the final edits and send to Aaronne to post on the website.

RESOLVED,

There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to accept Reservation Procedures as presented with edits. ALL IN FAVOR, MOTION PASSED

The Committee proposed that the interior of the clubhouse be painted. Two bids were reviewed and the Board decided to accept the proposal from Brilliant Painting based on their reputation with previous projects.

RESOLVED,

There was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to accept bid form painting the clubhouse interior from Brilliant Painting of \$4,700. ALL IN FAVOR, MOTION PASSED.

The committee also proposed that the flooring in the clubhouse kitchen be replaced. The committee will secure three bids and the Board will make a decision based on the bids.

### LANDSCAPE/ARCHITECTURE COMMITTEE

Ken Arritt reported that the work by Dave's Tree Service had been completed. We have reached out to the Gas Company to check on the progress of the new gas meters for the clubhouse, re-landscaping where prior meters were installed and repairing the depressions in the pavement.

## 8. UPDATE ON CC&Rs

The Document Review Committee postponed the final draft of the revised CC&Rs until the new property management company can review them. Following that, the final draft will be drawn up by the attorney and submitted to the Board for approval.

## 9. EXPENDITURES

RESOLVED,

- There was a MOTION (Ken Arritt) and a SECOND (Tom Talbert) to approve the bid from Dave's Tree Service of \$950.00. ALL IN FAVOR, MOTION PASSED.
- The clubhouse roof is scheduled for repair later this month

• There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve the contract with Golden State Collections for addressing late fees. ALL IN FAVOR, MOTION PASSED.

- There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve the bid from BC Electric of \$112.00 for repair of a street lamp. ALL IN FAVOR, MOTION PASSED.
- There was a MOTION (Ken Arritt) and a SECOND (Tom Talbert) to accept the purchase of the ping-pong table and supplies for \$95.00. ALL IN FAVOR, MOTION PASSED.
- There was discussion regarding an electronic key system for the clubhouse. The Board has received one bid. The Board would like to secure at least one more. John will solicit these.
- There was a MOTION (Kathleen Grant) and a SECOND (Aaronne Livingston) to approve the repair of six new street light foundations by Dave Rangel at \$180.00 each. ALL IN FAVOR, MOTION PASSED.

- There was a MOTION (Tom Talbert) and a SECOND (Ken Arritt) to accept the bid by Tom Wilcock for irrigation work at 1121 James Way for \$395.00. ALL IN FAVOR, MOTION PASSED.
- There was a discussion about the bid for repair of termite damage by Key Termite. There was a MOTION (Kathleen Grant) and a SECOND (Ken Arritt) to approve the bid for repairing termite damage of the clubhouse by Key Termite at \$4,132.00. ALL IN FAVOR, MOTION PASSED.
- There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve the bid for quarterly spraying of the complex for pests by Key Termite at \$625.00 per spraying. ALL IN FAVOR, MOTION PASSED.

14. NEXT MEETING

The next meetings will be scheduled for Thursday, November 18<sup>th</sup> at 6:30 p.m. in the Clubhouse.

With no further matters brought before the Board the meeting adjourned.

15. EXECUTIVE SESSION

The Board went into Executive Session to discuss members currently in arrears on their association fees. Several were identified and will be sent for collections.

9/9/2014

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\_\_\_\_\_, Serving as

Secretary

**Not Approved**