

**OAK PARK LEISURE GARDENS
BOARD OF DIRECTORS MEETING MINUTES**

April 14, 2015

*******NEXT MEETING*******

June 09, 2015, 6:30 p.m.

OPLG Clubhouse

The general meeting of the Members of Oak Park Leisure Gardens was held on the above date, at 6:30 pm. Audra Murphy was present from Goetz Manderely. 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

Not Approved

1. CALL TO ORDER and FLAG SALUTE
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 February 17, 2015 as submitted. ALL IN FAVOR, MOTION PASSED.

4. OPEN FORUM

The meeting began with an open forum. Approval was expressed for the Board taking on the responsibility for replacing the underlayment of the tile roofs. There was a request to send out a budget report summary with the minutes for all owners. Concern was expressed about the HOA dues and whether they will increase in the future. Two parking issues were brought before the Board to be addressed.

5. CC&Rs

John reviewed the history of the efforts to have the CC&Rs changed and described the intention of the current document to update our CC&Rs to be compliant with the law. There were several questions about wording. There was a MOTION (Ken Arritt) and a SECOND (Kathleen Grant) to authorize Chris Guenther, the attorney who wrote the document, to draft a cover letter to go out with the document and voting instruction. ALL IN FAVOR, MOTION PASSED. The Board agreed that members could individually call owners to discuss the document and encourage them to vote.

6. BUDGET REPORT

The Board reviewed the current budget documents, clarifying the line items in the reserve account. Audra noted that line items can be changed by sending her an e-mail. Because there are still accounts being reconciled from Mac Management, the previous property management company, the auditor had to file an extension on reconciling the books. The Board will be notified when the process is complete. After a review the Board was satisfied that all accounts were in order. There was a MOTION (Kathleen Grant) and a SECOND (Ken Arritt) to close the Rabo Bank operations account, transfer the money to the Pacific Western operations account and request two years of Bank Statements. ALL IN FAVOR, MOTION PASSED. The Board discussed the status of three CDs at Edward Jones that are coming due in May and June. There was a MOTION (Tom Tulbert) and a SECOND (Aaron Livingston) to authorize Edward Jones to renew the CDs totaling \$18,000 for up to 18 months. ALL IN FAVOR, MOTION PASSED.

7. ONGOING BUSINESS

It was established that any tenant or owner who sees violations to the Rules and Regulations should contact Audra by phone or e-mail to report the issue. Audra will subsequently notify the Board and the violations will be addressed.

The property manager will send out all materials for the voting for Board Members and CC&R voting. Anyone who wishes to be an Inspector of Election can contact Audra. The Board decided that at the June meeting the regular meeting will take place first to address issues tabled at the current meeting. This regular meeting will be followed by the annual meeting. Ken Arritt noted that the parking signs and street signs are being replaced. Cards were also distributed to board members for tagging cars.

8. COMMITTEE REPORTS

A. The landscape committee discussed the need to reduce water usage by 25% by the year 2020. Ken reported that Tom Wilcock has already been cutting back on watering and that there are discussions to replace some of the grassy areas with more drought tolerant plants or other measures. The Board reviewed the proposal from Dave's Tree Service for tree cutting and repair for this year. The board decided to accept the proposal since there was very little work done last year. There was a MOTION (Tom Talbert) and a SECOND (Ken Arritt) to approve the bid by Dave's Tree Service for \$21,100 to complete the tree work. ALL IN FAVOR, MOTION PASSED. There was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to approve the landscaping work completed by Tom Wilcock on Clevenger Dr. for \$4,300. ALL IN FAVOR, MOTION PASSED. Ken noted that the city of Arroyo Grande will be doing some work along the north side of the complex at the fence line to trim back the trees. John Elfers proposed that we continue to have the street light foundations repaired. The Board decided since we are close to completion, to instruct Dave Rangel to complete the work.

B. The architecture committee looked at bids for completing the replacement of tile roof underlayment. John Elfers has secured bids from four roofers. The Board reviewed some preliminary figures and then decided that it would be important to look at the details of each proposal in more detail. Therefore it was decided to table a decision on roofing bids until the next meeting. John will send out copies of the bids to board members. Ken shared the results of the recent property inspection of the complex. The Board reviewed two bids to reseal the asphalt. The third company has not responded. After reviewing the two bids, there was a MOTION (Ken Arritt) and a SECOND (Tom Talbert) to approve the bid by GPM, including the second seal for \$20,922 to complete the resealing of the asphalt. ALL IN FAVOR, MOTION PASSED.

C. John Elfers noted that we have a new member to the clubhouse committee and anyone else interested in being on the committee can contact him. The committee will establish all new proposals for ongoing remodeling of the clubhouse. The Clubhouse committee reported that the keying of the clubhouse has been completed. Frank's Lock and Key recommended that we also key the two back doors and the exit gates from the clubhouse patio. John will contact Luke from Frank's to complete the work. There was a MOTION (Ken Arritt) and a SECOND (Kathleen Grant) to approve the new key work from Frank's Lock and Key. ALL IN FAVOR, MOTION PASSED. John will also arrange to have the clubhouse cleaned after the keying is completed and then have the carpets cleaned.

9. MEETING ADJOURNED at 8:10 p.m.

10. 2015 SCHEDULE OF MEETINGS

Board Meetings: June 09 (Annual Meeting and Board Meeting), August 11, October 13, December 8.

All meetings will be at 6:30 p.m. in the clubhouse.

Not Approved