

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

October 13, 2015

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

December 8, 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
Christine Strasser
Tom Talbert
Ken Arritt
Kathleen Grant

1. CALL TO ORDER The meeting was called to order at 6:32 p.m.
Flag Value

Not Approved

2. CONFIRM BOARD MEMBERS PRESENT All Board Members were present.

3. APPROVAL OF MEETING MINUTES

There was a MOTION (Tom Talbert) and a SECOND (Christine Strasser) to approve the meeting minutes from Member Meeting on August 11, 2015 as submitted. ALL IN FAVOR, MOTION PASSED.

4. OPEN FORUM

The open forum was conducted with one person speaking.

5. BUDGET REPORT

The Reserves for OPLG were at \$430,000 as of August 31st. The Operations Account is overspent by \$3,700 as of this date. This is less than 5% of the total budget and expenses have continued to approach the annual budget amounts for the second half of the year.

The Board reviewed the update of the Reserve Study prepared by Gordon Goetz for 2016. The Board agreed that the Reserve study is reflective of the level of reserves, which are now funded at 77%. State Mandated Disclosures and the Assessments and Reserve Funding Disclosures were discussed and these will be included with the minutes.

The Proposed 2016 budget was reviewed as submitted by Audra Murphy. There was a question about the increase in insurance rates and Audra will do some investigating of other options. The other figures in the proposed Operations Budget seem to reflect the anticipated expenditures.

There was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to approve all of the items in the Budget Review. ALL IN FAVOR, MOTION PASSED.

6. MANAGER'S REPORT

Audra reported on the status of dues. There is one potential lien that will be addressed at the next meeting. All other dues are up to date.

7. NEW BUSINESS

A. The Board discussed using submitting a 4275 Petition to have the CC&R document approved as submitted to members. A proposal was received from Roseman and Associates who have completed many petitions. There was a MOTION (Kathleen Grant) and a SECOND (Christine Strasser) to approve the proposal with a cap of \$10,000 on expenditures. ALL IN FAVOR, MOTION PASSED.

B. There was a discussion to prepare a form to request information on rental units from owners and property managers. Audra will draft a cover page that owners would sign and submit it to the Board for approval before being sent out.

C. The proposal from Aztec Concrete Construction was reviewed for completing the concrete grinding of trip hazards and replacing two driveways and sections of the sidewalk along James Way. John Elfers notified the Board that a letter was sent to the City Manager to request the City of Arroyo Grande to repair the walkways along James Way. There was a MOTION (Ken Arritt) and a SECOND (Tom Talbert) to approve the bid from Aztec Concrete with the addition of one driveway and with a cap of \$6,500. ALL IN FAVOR, MOTION PASSED. The work within the complex will be scheduled immediately with work on James Way pending a response from the city.

8. COMMITTEE REPORTS

A. The architectural committee announced that the three trees submitted for removal have been approved. The board received a letter outlining damage to 1003 Meadow Way and bids for repair will be requested. There was a request from 1019 Meadow Way to put the tree in their front yard on the top of the list for removal. There was a MOTION (Tom Talbert) and a SECOND (Christine Strasser) to approve the request to put 1019 Meadow Way on the top of the list for removal pending approval from the City. ALL IN FAVOR, MOTION PASSED.

B. The Landscape Committee announced that \$750 was received from the city for the first conversion of a plot to drought tolerant landscaping. Landscaper Tom Wilcock is continuing to apply to the city for rebate funds for future project.

C. The Clubhouse Committee presented a proposal to purchase a TV and DVD for the clubhouse with the understanding that no monthly costs will be involved. There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to purchase the TV and DVD player and install in the clubhouse with a maximum of \$3,500. ALL IN FAVOR, MOTION PASSED.

9. MEETING ADJOURNED

There was a MOTION (Tom Talbert) and a SECOND (Christine Strasser) to adjourn the meeting. ALL IN FAVOR, MOTION PASSED. The meeting was adjourned at 7:50 p.m. to Executive Session.

10. 2015 SCHEDULE OF MEETINGS

Board Meetings: December 8, 2015.

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

Not Approved