

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

February 17, 2015

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

April 14, 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 Manderley. 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

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 November 18, 2014 as submitted. ALL IN FAVOR, MOTION PASSED.

4. OPEN FORUM

The meeting began with an open forum. Concern was expressed about landscaping at a unit that has been delayed for several years. The landscape committee will do a walk around with Tom Wilcock. Issues of tenants parking in the guest parking lot were raised and owners were instructed to note the license plate and address and notify Audra so that notices can be sent. Concern was expressed about a roofing leak with a history of problems and documentation that the roof required

replacement. Ken reinforced the responsibility of owners to repair roof leaks and encouraged those to be done in a timely fashion.

4. BUDGET REPORT

John reviewed the current budget structure and addressed concerns about the raise in dues that was noted in at the November meeting. The operations budget has remained consistent for at least the past two years, but there were anticipated increases to the reserve budget, which is what prompted the dues increase. Concern was expressed that the decision was made prior to having all of the data from the reserve study and without a vote of the membership. These issues were discussed within the context of the need to approve a budget at the November meeting for 2015. There was also a discussion about the details of the landscaping contract and the Board agreed to review the contract for compliance and cost.

5. ONGOING BUSINESS

A. The third draft of the CC&R document as prepared by the Documents Committee was discussed. There was some concern expressed about the specificity of some of the details but in general the group felt that the document reflected the intention of this version, which is to update the CC&Rs to be compliant with the law and maintain current Owner/IOA responsibilities. There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve the third draft as submitted. ALL IN FAVOR, MOTION PASSED.

B. The Board discussed the timeline for voting on the document by members. It was decided to make the document available on Next Door and on the website and to use the April 14th Board Meeting for a question and answer session. Voting on the document will take place in June along with the voting for new Board Members.

6. COMMITTEE REPORTS

A. The architecture committee submitted a proposal for addressing the deterioration of the underlayment of the tile roofs. The tile roofs have traditionally not been included in the reserve savings as they were not considered for replacement. Therefore no money has been saved for this contingency. There have been several indicators that the underlayment beneath all tile roofs is overdue for replacement. The committee proposed a three-year plan in which current reserve allocations in the roofing category would be augmented by additional funds over

the next two years. The cost is roughly estimated at \$350,000 to replace and 84 structures with tile roofs. The Board agreed to move forward with the idea. Three bids will be secured and information gathered about which buildings to do first and whether to roll it out in a 2 or 3-year plan. It was also suggested that high quality underlayment be used with a long life expectancy. John will oversee securing bids and the matter will be taken up again at the next meeting.

C. Maintenance of Fences. Ken noted that there are many fences in need of replacement or repair and reminded members that the condition of a fence can affect the appearance of the complex. Notices have been sent out to those units that are in the most need.

D. Resealing the Asphalt. Two bids for resealing the asphalt were reviewed. There was quite a range between the bids. Tom recommended that we get a bid from the company that did the last resealing to use as a comparison. These will be reviewed at the next meeting.

E. Clubhouse Committee. Bids were reviewed for the new keying of the clubhouse with a keypad rather than keys. It is anticipated that the security provided by the keying will help maintain the condition of the clubhouse. The bid from Frank's Lock and Key was the preferred bid. There was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to approve the bid from Frank's Lock and Key and initiate the project. ALL IN FAVOR, MOTION PASSED.

F. Bids for putting porcelain tile in the clubhouse kitchen were reviewed. One bid was from David Bates and the other from Majestic Floor and Tile. Majestic was significantly higher and the Board has a good recommendation for David. The overall cost should be around \$1,300. It was recommended that we use a tile with little grout and with a high rating to avoid slippage. There was a MOTION (Ken Arritt) and a SECOND (Tom Talbert) to approve bid from David Bates for the labor. ALL IN FAVOR, MOTION PASSED. John will purchase the materials.

G. John proposed that the Board approve the improvement of 6 more of the street lights, using concrete to secure the base. Dave Rangel has done most of the others for a reasonable cost. There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve the repair of six more street lights. MOTION PASSED. Ken agreed to work with Dave to identify the lights most in need of repair.

J. The Board reviewed the procedure for sending notices for infractions related to large dogs and trash cans. After the first notice goes out, the policy is to wait a couple of weeks to see if there is a change. If not, then a second notice is sent and a hearing will be arranged. Audra has sent several notices which have generated results.

7. MEETING ADJOURNED at 8:30 p.m.

8. 2015 SCHEDULE OF MEETINGS

Board Meetings: April 14, June 9 (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