

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

November 18, 2014

\*\*\*\*\*NEXT MEETING\*\*\*\*\*

**February 17, 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. 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 September 9, 2014 as submitted. ALL IN FAVOR, MOTION PASSED.

4. MANAGER'S REPORT

Jim Hobbs, Executive Vice President of Goetz Manderley (GM), was present to provide an update on the transition. The transition is nearly complete, having been challenged by the absence of some of the budget data and bank statements but the financial picture for OPLG is beginning to become clear. The updated roster of

owners is nearly complete and will be sent to Board Members. Letters for late dues will be going out and association members are calling with inquiries.

## 5. NEW BUSINESS

A. 2015 Reserve Study/Reserve Funding Plan – The HOA reserve study is up for renewal. Tom expressed dissatisfaction with the previous reserve study. Jim Hobbs suggested that we use Mr. Goetz who is the in-house reserve study expert. The cost would be \$950. which is significantly less than other bids. There was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to approve the reserve study from GM. ALL IN FAVOR, MOTION PASSED.

B. 2015 Assessment and Reserve Funding Disclosure – There is an assessment and reserve study disclosure that must be sent to members. After a review there was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to approve the assessment and funding disclosure. ALL IN FAVOR, MOTION PASSED.

C. 2015 Exhibit A & B to Management Contract – Since signing the contract with GM there have been two changes to the contract. One is not relevant since we will be using the GM process for reserve studies. The other involves a \$100 flat fee for processing paperwork for annual disclosures. After a brief discussion there was a MOTION (Kathleen Grant) and a SECOND (Ken Arritt) to approve the changes to the management contract. ALL IN FAVOR, MOTION PASSED.

D. 2015 Proposed Budget – With the transition to two property management companies in 2014 and a new reserve study underway, the current financial status of OPLG will continue to become more clear throughout the year. Therefore it was felt that we should retain similar numbers from 2014 for the operating budget for 2015 and use this year to get a clearer picture of the financial status for OPLG. The proposed budget was reviewed. The reserve study budget line was eliminated as this should come out of the reserves. There was a discussion about the assessment fees for this year. The board decided that it would be prudent to raise the monthly assessment from \$150 to \$175 in anticipation of additional costs for water, attorney fees, landscaping, and to begin to address any reserve shortfalls. The Board reconfirmed its commitment to keeping the dues as low as possible and acknowledged that in the past 10 years the fees have only increased \$10. The overall fees are still lower than comparable associations. There was a MOTION (Ken Arritt) and a SECOND (Aaronne Livingston) to approve the 2015 Budget. ALL IN FAVOR, MOTION PASSED.

E. 2015 State Mandated Disclosures and Communication Policy– Jim Hobbs discussed the new mandated disclosures. The group agreed that to fulfill the meeting notification that the agenda and notice would be posted on the bulletin board in the clubhouse. There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve the disclosure procedure. ALL IN FAVOR, MOTION PASSED.

F. Insurance Renewal-Review Coverages and Vote to Bind Policy – The cost of the OPLG insurance policy with State Farm increased by \$5000 this year largely due to a claim in the previous year. Jim Hobbs is seeking another bid for insurance and will keep the board posted. The Board reviewed the required coverages. The Fidelity coverage will have to be increased to \$500,000 and other than that all insurance meets the minimum requirements. There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve the insurance policy with State Farm for 2015 with increased Fidelity coverage. ALL IN FAVOR, MOTION PASSED.

G. Accounting Engagement Letters-Approve Bids – The Board discussed the annual audit which is currently required by governing documents. After a discussion the Board decided to approve the bid received by Newman and Associates because it is significantly less than competing bids. There was a MOTION (Aaronne Livingston) and a SECOND (Tom Talbert) to approve the bid for an audit from Newman and Associates. Kathleen Grant abstained. MOTION PASSED.

H. New Keying of Clubhouse -- The Board reviewed the bids for keying the clubhouse and installing an alarm system for the clubhouse. There was a discussion about how the alarm would work, the ongoing cost, who would be responsible for responding to alarms, and whether an alarm system was needed. A decision on this was tabled for further discussion.

I. There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve the bid from Tom Wilcock of \$542 and \$315 for repair of the sprinklers. ALL IN FAVOR, MOTION PASSED.

J. There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve bid from Tom Wilcock of \$2,000 for repair of electrical lines for the watering system. ALL IN FAVOR, MOTION PASSED.

K. There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve bid from Screenmobile of \$120 for repair of three screens in the clubhouse. ALL IN FAVOR, MOTION PASSED.

L. Clubhouse Carpet Cleaning – The Board received a bid to clean the clubhouse carpets. Since there will still be some significant work to the clubhouse it was decided to postpone the cleaning.

M. Resurfacing Pavement – The Board discussed the importance of keeping the pavement sealed and free of cracks. Jim Hobbs will have an expert come on site to recommend whether any sealing is needed.

## 6. COMMITTEE REPORTS

Clubhouse – John reported that the painting of the clubhouse is complete. The committee is considering bids to repair the carpet in the poolroom and for putting tile in the clubhouse kitchen. It was acknowledge that there are still a few painting details that may need to be attended to, such as the door jambs.

Architecture/Landscape – Ken reported that there was one application for a satellite dish that was approved. The new procedure for architectural applications were reviewed. Ken will schedule a walk-around with CM sometime in December.

Update of CC&Rs – Jim Hobbs has given input to the draft CC&Rs. John will convene a final meeting of the Documents Committee to review those recommendations and make a final draft. John will take the changes to the attorney and then the final draft will go to the board for approval. The plan is to complete this for the February meeting. Voting on the CC&Rs may occur in conjunction with the June annual meeting and election of officers.

## 7. OPEN FORUM

### New Business

Clubhouse Reservations – Janet Talbert clarified the procedures for clubhouse reservations, determining that Janet will check with GM to determine that a rental agreement is on file. If it is an owner, she will check to see that monthly dues are current.. Jim clarified that any changes to the rules should first go out the members for comment.

CD Investments – Aaronne suggested checking with RaboBank to determine the status of the CD that matured in October. Now that statements will come from the banks, GM will know the current funding in the reserve accounts.

## 8. 2015 SCHEDULE OF MEETINGS

The board decided to send out the Draft Minutes from Board Meetings to all owners either by e-mail (if the member agrees) or by regular mail. John will send a schedule of the meetings for 2015 to Jim Hobbs at GM.

2015 Board Meetings: February 17, 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