

RED OAK HILLS HOMES ASSOCIATION, INC.

Board Meeting Notes

Date: August 12, 2025

Time: 6:30pm – 8:00pm

Location: Monticello Library

Notes by: Tom Beckenbaugh

1. Call to Order: CR called the meeting to order at 6:35 pm.

2. Roll Call :

Present:

Caitlin Rethorst – President (CR)	Tom Beckenbaugh – Vice President (TB)	Christina Comiskey – Secretary (CC)	Tammy Shepherd - Treasurer (TSh)
David Leavitt (DL)	Matthew Myers (MM) (first portion only)	Megan Sheets (MS)	Tia Strait (TSt)

Absent:

Ray Chandler (RC)			
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3. Resident Comments: Eimile Hall and Chantal Vollbracht attended the first portion of the meeting.

- a. Ms. Hall commented on a recent Board communication to residents concerning roofing requirements and stated that several property owners were interested in seeing the Roofing Guidelines updated. TB summarized the process to update the Guidelines, including forming a committee to research and propose updates, and a requirement that a majority of property owners with deed restrictions vote to approve any changes. Ms. Hall offered to participate in a committee formed to update the Guidelines.
- b. Ms. Vollbracht questioned recent Board communications to residents concerning roofing requirements and yard sign restrictions. CC, TB and DL explained the background behind the deed restrictions, methods the Association has used to remind residents of deed restrictions and that both the Association and individual property owners can take legal action to enforce the restrictions. Ms. Vollbracht also asked about barking dogs and leaves collecting around storm water inlets in the street. TB stated that those matters are regulated by City Ordinance and noted that the City has a "Citizen's Request" online app that residents can use to anonymously notify the City of concerns.

4. Officer Reports:

- a. President: CR noted that “Did You Know” information notes would begin appearing in the monthly newsletter and on the Red Oak Hills Facebook page. The first topic will be general information about deed restrictions.
- b. Vice President:
 - i. Household Waste, Recycling and Yard Waste Collection RFP: Prior to the meeting TB distributed to board members a draft RFP for waste and recycling collection beginning in January 2026, noting that the RFP incorporated board member feedback to solicit bids based on 65 gallon trash containers and that any additional cost for trash collection for households with 95 gallon containers would be discussed with the successful bidder. The consensus of the Board was that the RFP was acceptable and that TB should send it to the haulers licensed by the City, with a goal of reviewing bids at the September meeting.
 - ii. Storm Water Detention Basin: TB stated that the annual Detention Basin Inspection Report must be submitted to the City by October, and noted that for many years Jay Carlson monitored the condition of the detention basin area due to his home’s proximity to the area. Since MM’s property is near the detention basin area, MM agreed to assume this role and will check the condition of the basin area prior to TB sending the 2025 report to the City. TB will email a copy of the 2024 report to MM.
 - iii. Common Area Encroachments: At the July board meeting it was noted that a resident on Red Oak Drive immediately south of the nature trail had removed Common Area trees and was planning to plant new trees in the Common Area. DL noted several legal concerns with any resident utilizing Common Areas for personal use such as possible inadvertent transfer of ownership if the Association does not notify the resident of encroachments, as well as liability concerns. TSt also noted maintenance concerns. DL agreed to prepare a draft letter to the resident outlining Association concerns.
- c. Secretary:
 - i. CC stated that the 2nd Floor meeting room at the Monticello Library has been reserved for the September and October board meetings. CR noted that RC offered to host the September meeting at his home. The consensus of the board was to accept the invitation to hold the meeting at RC’s home, but keep the library meeting room reservation in the event of inclement weather.
 - ii. CC noted that emails sent to residents from the Secretary email account will be noted as communications from the Board of Directors.
 - iii. CC will send an email to residents soliciting interest in participating in a committee to update the Roofing Guidelines.
 - iv. CC noted that she will provide TB access to the Google Drive filing system to store editable versions of the various HOA documents that are posted on the website.
- d. Treasurer: Prior to the meeting, TSh reported that year to date expenses are tracking within the budget and that eight properties have sold thus far in 2025.

5. Committee Reports:

- a. Architectural: TB reported that 16 roofing applications have been processed this year and a total of 19 homes have been reroofed, with three more applications anticipated soon. TB noted only eight applications were processed in 2024.
- b. Directory: MM reported the directory has been updated and plans to have the new directory ready for distribution at the fall picnic. CR noted that the directory back page photos of social events sponsored by the Association could be pulled from Facebook.
- c. Family Programs and Social Events: MS reported that approximately 200 adults and children are planning to attend annual Fall Picnic on September 7th, and that an email will be sent to residents suggesting they bring chairs. MS will discuss details for the hamburger/hotdog entrée, condiments trays and warming trays with HyVee. TSh is making arrangements for beverages.
- d. Maintenance:
 - i. TSt reported that the sign company will be removing the Lind Road monument sign next week for repairing and repainting and will reinstall the sign for board member review. TSt noted that the approximately \$2,300 proposal to refurbish all 5 monument signs was distributed to all board members for review; the consensus of the board was that the cost was within the range previously approved.
 - ii. TB noted that he was having difficulty contacting Kansas Gas Service representative concerning restoration of the right of way at 70th and Elmridge and reimbursement for the cost of irrigation system repairs.
- e. Restrictions Compliance:
 - i. TB noted that two residents had inquired about adding an accessory building to their property, with one property owner proposing a detached garage larger than the size permitted by the property's deed restrictions.
 - ii. TB noted that three residents have reroofed their homes without submitting an application for Architectural Committee review, but that the roofs appeared to comply with the Roofing Guidelines appearance requirements.
- f. Website: MM reported that he has updated the website to identify the new board members and has posted the recent board meeting notes, and that future updates are being planned.
- g. Welcome: CR noted that the Welcome Committee is planning to meet with the eight property owners new to Red Oak Hills and deliver the welcome package and coffee mug gift.

6. Other Items: None.

7. The next meeting is scheduled for Tuesday, September 9, 2025 at 6:30 pm at the home of RC. In the event of inclement weather the meeting will be held at the Monticello Library.

8. The meeting was adjourned at 7:58 pm.