

## RED OAK HILLS HOMES ASSOCIATION, INC.

### Board Meeting Notes

Date: February 8, 2022

Time: 6:30pm – 9:20pm

Location: Via Zoom Video

Notes by: Tom Beckenbaugh

1. Call to Order: JC called the meeting to order at 6:31 pm.

2. Roll Call :

Present:

Jay Carlson – President (JC)	Tom Beckenbaugh – Vice President (TB)	Kelly Mason – Secretary (KM)	Nick Geib – Treasurer (NG)
Denise Beatty (DB)	Joe Bellinger (JB)	Carole Collyard (CC)	Mark Jeffers (MJ)
Gary Turner (GT)			

3. Resident comments: There were no residents in attendance.

4. Insurance Renewal Presentation.

- a. Kyle Zeller (KZ) from AmFam attended the meeting to discuss recommended adjustments to the current insurance program scheduled for renewal in April 2022. Recommended coverage adjustments include increasing the structures coverage on monument signs and mail collection boxes and upgrading the Directors and Officers (D+O) liability insurance policy to current standards.
- b. KZ noted that the D+O coverage cannot be adjusted until the April renewal; however he recommended increasing the structures coverage before the renewal date at a modest premium. KZ will provide the exact cost for this adjustment to NG. Following discussion, TB made a motion, seconded by CC, for JC to approve an increase in structures coverage before the renewal date for a premium of up to \$100. The motion was unanimously approved.
- c. The insurance quote provided for the D + O was for recommended “Platinum” coverage. KZ will also provide NG with a quote for the cost of the “Gold” level coverage.
- d. Recommendations on the 2022 insurance renewal will be further discussed at the March board meeting.

**RED OAK HILLS HOMES ASSOCIATION, INC.**

Board Meeting Notes

February 8, 2022

Page 2

5. Review of Action Items from the January 11<sup>th</sup> Meeting.
  - a. Discussions with the resident at 17409 Elmridge regarding joining the HOA. - JB reported that this resident is interested but concerned about adding deed restrictions to their property. JB will inform this resident that paying HOA dues does not add any property restrictions.
  - b. The status of contacting a title company for assistance to determine if five lot owners are required to be members. - This item is closed, it has been confirmed by legal council that the First Amended Restrictions require these 5 lot owners to be HOA members. TB reported that only one of these property owners does not pay dues; GT noted that this resident is relatively new to our subdivision. JC and GT will meet with this property owner in the near future to discuss the requirement for HOA membership.
  - c. Options to expedite expense reimbursements - NG reported that he has not been able to identify viable electronic payment options and considers this item closed.
  - d. Obtain an updated email address for the resident at 17708 W 67th Terrace. - NG confirmed he has received an updated email address.
  - a. Draft a FAQ document for review and discussion at the February meeting. - JC and TB prepared proposed FAQs and prior to the meeting distributed them to Board members for review. Following any final comments from Board members the FAQs will be shared with residents (in late February). JC and KM to determine distribution methods, which may include an email, posting on the website and posting on the HOA Facebook page. At a future date, a neighborhood meeting may be arranged to review these FAQs and discuss other resident questions. NT suggested that another FAQ document be developed concerning processes for board member nominations, voting rights and election procedures and adding a FAQ on how a resident can join the HOA. It was also suggested that a document be prepared that highlights the advantages of being a member of the HOA; JC agreed to undertake this task.
  - e. Review and comment on the draft Common Area Rules distributed for review in January. -TB proposed a minor edit and there were no other comments on the proposed rules. TB made a motion, seconded by MJ, to approve the Common Area Rules effective February 2022, which are attached to these notes. The motion was unanimously approved. KM will post the Common Area Rules on the website.
6. Officer Reports
  - a. President: No report.
  - b. Vice President: No report
  - c. Secretary:
    - KM has investigated additional options for a new HOA website and prior to the meeting distributed information on a favorable platform option, HOA EXPRESS. The goal is to transition to a new website later in 2022.

**RED OAK HILLS HOMES ASSOCIATION, INC.**

Board Meeting Notes

February 8, 2022

Page 3

d. Treasurer:

- In advance of the meeting NG reported that Academy Bank and other banks do not offer a service like Zelle or Venmo to HOAs for free due to federal banking regulations. NT reported that he has been unable to identify a cost effective banking option that would allow members to make dues payments electronically.
- NG reported that only 62% of dues have been collected. KM will email a reminder to residents that dues payments are due by February 15<sup>th</sup> and after that date a \$55 late fee will apply. A similar reminder will be posted on the HOA Facebook page.

7. Committee Reports

a. Nominating : No new activity to report.

b. Architectural/Roofing: TB reported no new roofing applications have been received and asked Board members contact him if they become aware of any roofing activity.

c. Recreation/Social: CC reported that the Civic Center can provide space for the December Holiday Party for \$90/hour. CC will investigate the option of holding the event at the nearby Holiday Inn.

d. Maintenance:

- JB distributed a report to Board members in advance of the meeting. The report noted that he is continuing a review of maintenance needs and past practices, and establishing a process for how to receive, prioritize, and execute maintenance needs. JB noted a goal of having a written record of maintenance procedures and practices for future maintenance committees to follow.
- In advance of the meeting JB distributed a proposal for 2022 common area landscape maintenance from Barry Gockel, the same company used in past years. Due to time constraints involved in developing a complete scope of work for seeking competitive bids, JB recommended Barry provide services for 2022. JB will have discussions to ensure that the correct insurance certificate is provided before a final decision is made.

e. Audit: No new activity to report.

f. Welcome:

- GT reported that three properties have recently sold, 6713 Red Oak Dr (Jan 24), 6725 Vahalla Dr (Feb 22), and 17422 70<sup>th</sup> St. GT noted that the 70<sup>th</sup> St property has been sold to an LLC and it is unknown if this will affect occupancy of this home. JC noted that when property restrictions are revised that consideration should be given to including restrictions on short term rentals.

**RED OAK HILLS HOMES ASSOCIATION, INC.**

Board Meeting Notes  
February 8, 2022  
Page 4

g. Bylaws Amendments:

- A lengthy discussion occurred regarding how membership in the Association should be determined and which residents should be eligible to serve on the Board of Directors. Due to time constraints three Board members were unable to participate in the discussion and provide their input, so the discussion will resume at the March board meeting. In advance of the March meeting, TB will seek additional advice from legal counsel.
- TB noted that the proposed Bylaws amendment should include clarification on these topics and the timeline to a vote on a Bylaws amendment at the June 2022 annual meeting could be impacted if consensus on these topics does not occur soon.

h. Restriction Amendments:

- DB suggested the Board develop procedures to enforce deed restrictions such as issuing fines for violations. TB noted that the mechanism for enforcement in the current restrictions is legal action vs. issuing fines for violations, but the ability to issue fines could be considered as part of a future amendment to the deed restrictions.
- DB expressed concern about the unsightliness of trash containers being stored outside homes, which is in violation of current deed restrictions. JC noted that a process to better enforce the trash container storage restriction is under development, which may begin with a reminder to residents that current deed restrictions requires trash containers to be stored within the residence, and followed up by a handbill distributed to addresses that continue to store containers outside their home.

i. Rules Governing Common Areas: Refer to item 5h above.

j. Directory: Not discussed due to time constraints.

8. Other Items: Not discussed due to time constraints.

9. The next meeting is scheduled for Tuesday, March 8, 2022 from 6:30 - 8:00 pm at the Monticello Library.

10. The meeting was adjourned at 9:22 pm.

**RED OAK HILLS HOMES ASSOCIATION, INC.**

**Common Area Rules**

**Effective February 2022**

Common Areas are defined as all areas within the platted boundary of Red Oak Hills excluding property owned by individual lot owners, and excluding public streets and right of ways.

The following activities and installations are prohibited in Common Areas, except as otherwise approved in advance by a vote of a majority of the Board of Directors:

1. Placement of flyers, signs, banners, flags or advertising of any kind;
2. Dumping or burning of trash or yard waste;
3. Camp fires and camping activities;
4. Trimming, cutting or harvesting trees;
5. Planting vegetable, flower or gardens of any type;
6. Placement or installation of play structures, tree houses or buildings of any kind;
7. Placement of basketball hoops, soccer nets or any other athletic equipment;
8. Fences or fencing, whether temporary or permanent;
9. Installation of any paved surface;
10. The use of motorized bicycles, all terrain vehicles; motorcycles or any other electric or gasoline powered vehicle; and
11. Any other activity, structure or installation that would impede access to and routine maintenance of Common Areas.