

RED OAK HILLS HOMES ASSOCIATION, INC.

Board Meeting Notes

Date: January 11, 2022

Time: 6:30pm - 8:00pm

Location: Via Zoom

Notes by: Tom Beckenbaugh

1. Call to Order: JC called the meeting to order at 6:33 pm.
2. Roll Call :

Present:

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

Absent:

Denise Beatty (DB)	Joe Bellinger (JB)		
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3. Officer Reports
 - a. President:
 - JC reported that JB will serve as the Maintenance Committee chair.
 - b. Vice President:
 - TB noted that JB indicated that he has been in discussions with the resident at 17409 Elmridge regarding joining the HOA. This resident has requested additional information, JB will follow up.
 - The status of CC contacting a title company for assistance to determine if 5 lot owners are required to be members was not discussed and is an open item from the December meeting.
 - c. Secretary:
 - KM reported that additional updates to the HOA website have been completed within the last few weeks.
 - KM has been investigating options for a new HOA website and identified vendors that specialize in HOA websites. Some options include the ability for electronic dues payments. Investigations will continue and recommendations will be made at a Board meeting later in 2022.

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d. Treasurer:

- NG reported that thus far he has been unable to identify a cost effective banking option that would allow members to make dues payments electronically. GT indicated that Academy Bank specializes in providing services to homes associations and may have this capability. NG will investigate.
- Options to expedite expense reimbursements was not discussed and is an open item.
- NG noted that the HOA insurance agent has been scheduled to present recommendations for adjustments to the current insurance program at the February Board meeting. Any recommendations approved by the Board would be effective in April of 2022.
- NT reported that as residents have begun making dues payments some are providing updated contact information and that the Treasurer's directory is being updated when this occurs.
- NT asked if GT would contact his neighbor at 17708 W 67th Terrace and obtain an updated email address.
- NG distributed a 2021 year end report to Board members in advance of the meeting, which is reproduced below. NG noted that because of the pandemic and other factors, funds in some budget categories were not fully used.

	2021	Budget	Actual
Sources of Funds			
Dues incl. Late Fees	\$	87,730.00	\$ 88,187.00
Transfer Fees & Interest	\$	500.00	1,903.03
Total	\$	88,230.00	\$ 90,090.03
Operating Expenses			
CapEx	\$	9,000.00	\$ 2,159.12
Electric	\$	400.00	\$ 338.90
Legal	\$	1,200.00	\$ 1,977.50
Insurance	\$	925.00	\$ 868.00
Maintenance	\$	23,000.00	\$ 20,005.81
Office Supplies	\$	1,000.00	\$ 416.23
Trash & Recycling	\$	44,416.68	\$ 43,861.00
Social	\$	4,000.00	\$ 1,592.74
Storage Rental	\$	800.00	\$ 804.00
Water	\$	1,800.00	\$ 1,519.50
Website	\$	400.00	\$ 549.05
Welcome	\$	500.00	\$ 241.59
Total	\$	87,441.68	\$ 74,333.44
Net Savings (Loss)	\$	788.32	\$ 15,756.59

4. Committee Reports

- a. Nominating : No new activity to report.
 - JC encouraged committee chairs to recruit volunteers to get involved in committee activities.
- b. Architectural/Roofing:
 - TB distributed a report to Board members in advance of the meeting and noted the following:
 - i. If a Board member becomes aware of a home receiving a new roof please contact TB so compliance with the roofing restrictions can be reviewed.
 - ii. Approximately 20 homes have roofs in violation of the roofing restrictions. At the next meeting the Board should discuss how to address these violations. JC noted that an option to consider is to send a letter to the property owners notifying them of the violation and asking that they comply with the restrictions in the future.
- c. Recreation/Social: No new activity to report.
- d. Maintenance:
 - JB distributed a report to Board members in advance of the meeting. The report noted that JB is currently reviewing maintenance needs and past practices, and establishing a process for how to receive, prioritize, and execute maintenance needs.
 - GT noted that one outstanding maintenance project is placing a gravel surface on the common area trail to address tripping hazards.
 - A discussion occurred concerning when competitive bids should be required for maintenance work. There was general consensus that bids should be obtained for large expenditures and that bids should be evaluated on a best value basis.
 - A discussion occurred concerning when Board approval is required for expenditures. TB noted that in the past it was customary for the Board members to be kept informed as a courtesy. Following discussion a motion was made by TB and seconded by MJ requiring Board approval for expenditures over \$500. The motion was unanimously approved.
- e. Audit:
 - MJ reported that he will begin discussions with NT on the annual audit required by the Bylaws.

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f. Welcome:

- GT reported that current committee work is less than in the recent months.

g. Bylaws Amendments:

- TB distributed a report in advance of the meeting for Board members to review.
- TB noted that proposed revisions to the Bylaws have been drafted and distributed to Board members for initial review and comment by January 31st.
- TB reviewed the proposed timeline included in the report that would allow a vote on a Bylaws amendment at the June 2022 annual meeting.

h. Restriction Amendments:

- TB distributed a report in advance of the meeting for Board members to review. The report includes a proposed timeline that would allow a vote on the restrictions amendments during the first/second quarter of 2022.
- TB reported that documents required for a vote by affected property owners have been drafted; one set of documents for properties included in the 1979 restrictions and a separate, but similar, set of documents for properties included in the 1984 restrictions.
- A discussion occurred concerning if it would be possible to amend the two sets of restrictions so all properties would have the same restrictions. TB noted that the main difference between the current restrictions is as follows:
 - i. The 1979 restrictions do not obligate the 54 affected property owners to be HOA members (although 47 of the 54 pay HOA dues).
 - ii. The 1984 restrictions require all 187 affected property owners to be HOA members.

TB noted that even if a majority of the 54 property owners support an amendment requiring them to members of the HOA, a portion of the 54 owners may be object to their neighbors imposing such a requirement on them.

- A discussion occurred concerning whether or not residents that pay dues, but are not legally required to be HOA members, should be eligible to vote for Board members and vote on special assessments. TB noted that in past years all residents that paid dues voted on these matters. Further discussion on this topic will occur at the February Board meeting as part of a discussion on Bylaws revisions.
- CC noted that some residents are confused about HOA membership, voting rights and restrictions. Following discussion it was agreed that preparing and distributing a "Frequently Asked Questions" document might reduce confusion. JC and TB will draft a FAQ document for review and discussion at the February meeting.

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- i. Rules Governing Common Areas:
 - JC distributed a draft of proposed Common Area Rules to Board members in advance of the meeting. Board members were asked to review and comment on the draft rules in advance of the February Board meeting, and a vote to adopt the rules will occur following discussion at that meeting.
 - j. Directory:
 - The following items were discussed for the Directory Committee to consider:
 - i. KM noted that a new HOA website may have the capability to provide a secure electronic neighborhood directory.
 - ii. CC noted that some senior residents in the neighborhood may not have computer access and provisions should be made to provide hard copy directories upon request.
 - iii. TB noted that privacy laws should be considered and the consent of residents should be obtained before personal information is distributed by the HOA.
5. Resident comments: No non-board members had any comments.
6. Other Items:
- a. JC reported that the Bush family has requested permission to place a sign at the subdivision entrances for a two week duration reminding residents they are collecting clothing for the homeless. Following discussion a motion was made by CC and seconded by TB to only allow HOA provided signs at the entrances with the content of the signs approved by KM. The motion was unanimously approved. JC will ask that the Bush family contact KM with the requested sign content.
 - b. KM reported that currently there is only one Neighborhood Event entrance sign which is placed at the Midland Drive / Red Oak Drive entrance. Two additional signs are needed, one for placement at the Elmridge / 70th Street entrance and one for placement at the 66th Terrace / Red Oak Drive entrance. A motion was made by CC and seconded by NG to purchase two additional signs, at an approximate cost of \$200 each. The motion was unanimously approved. KM will place an order for the additional signs.
7. The next meeting is scheduled for Tuesday, February 8, 2022 from 6:30 - 8:00 pm at the Monticello Library.
8. The meeting was adjourned at 8:33 pm.