

Oak Point II Townhouse Association
Board Meeting - April 9, 2022
Holiday Island Clubhouse

The Oak Point II Townhouse Association Board of Directors met on this date following the Annual Membership Meeting. Those present were returning Board Members Roger Miner and Bob Dimski, along with newly elected Board Members Dottie Hill and Richard Burris. Also present were Debbie Miner and Bobby Hightower.

The meeting was called to order by Roger Miner.

The first item of business was to appoint a Board Member to complete the term of Dani Joy who resigned effective April 10, 2022. Bobby Hightower, who has volunteered to serve in this slot was introduced to the Board Members by Roger. Asking if anyone had other nominations for this position, **a motion was made by Bob Dimski, seconded by Dottie Hill to appoint Bobby Hightower to fill the term. All in favor, motion carried.**

Following is a schedule of terms to be served through April of the year shown:

- Roger Miner and Bob Dimski 2023
- Bobby Hightower 2024
- Dottie Hill & Richard Burris 2025

The next order of business was to elect officers of the Board. The following Members were elected by a unanimous vote:

- Dotti Hill, President
- Bob Dimski, Vice President
- Roger Miner, Treasurer
- Richard Burris and Bobby Hightower, Members at Large
- Secretary, Debbie Miner

MINUTES

In the absence of previous meetings and corresponding minutes for these meetings over the past couple of years due to Covid, the only Minutes available to vote on for approval were from a Board Meeting on October 5, 2020. **A motion was made by Dottie Hill, seconded by Bob Dimski to approve the minutes. Motion carried unanimously.** Roger pledged to the Members to go through past emails, notes and memos, putting together a summation of any Board action that had been taken during this time period. It will be presented at the next meeting of the Board of Directors for approval so that we will have an official record of the Board's position during the time when we did not have meetings.

SECRETARY'S REPORT

Debbie distributed copies of the most recently filed Covenant's, Declaration and Restrictions of the Oak Point II Townhouse Association (October 25, 2002) as well as a copy of the By-Laws. The Board Members were also presented with an updated Member Contact List, as well as an Association Plot Plan showing all owner locations.

This led to a discussion for the need for access to all Oak Point II properties. The reasons for the need of access include emergency situations such as plumbing leaks, termite inspections, maintenance inspections, and other possible emergencies. Roger asked the Board's consideration of pursuing the appropriate fidelity coverage through our insurance agent, along with the development of a program to have a central place to keep keys to owner's units. ***Motion was made by Roger, seconded by Dottie, instructing Roger to contact our insurance company to pursue this fidelity coverage, as well as working with Association members to obtain entry into their units. Motion carried unanimously.***

Treasurer's Report

Roger summarized the Treasurer's Report that was presented at the preceding Annual Membership Meeting. This report includes a Budget vs Actual by Income and Expense Category for the year ending 2021. It also includes a Proposed Budget for the year 2022 which shows income and expense to date. He also passed out a tabular document showing the proposed 2022 budget with a written description of each budget line item. All of these documents are attached hereto and made a part hereof.

The following highlights were deemed by the Board to be of special importance and were discussed in more detail:

- ***Erosion projects:*** The first erosion project is at 7 White Oak Lane where a wet weather water course has migrated to the base of foundation piers and is threatening their stability. The proposed solution is a retaining wall of dry stack stone constructed down gradient below the line of piers. This wall will be properly drained with under drains and back filled with washed river gravel. The resulting structure will keep the water course well away from foundation piers and should protect them for the life of the unit. It was noted that the Association's obligation to protect the structure means the wall and backfill need only go as high as the middle of the piers. The owner noted that it would be to his benefit for the wall and backfill to go higher so that he had a more level area to access the southside of his house. However, it was agreed the cost of going beyond the height required for protection of the structure would be the owner's financial responsibility. The second project is located at 19 Oak Point Drive where there is a similar problem as described above. However, in this case the threat involves both the western foundation wall footing and one deck pier. The solution proposed is the same as in the above stated scenario.
- ***Paving projects:*** Two paving projects were discussed with the first one on Beaver Drive. There are a series of four triangular shaped parking aprons lying between the city street and

the parking spaces in front of each of the fourplex buildings. These triangular shaped aprons have old chip and seal surface that is spalling and shedding debris downhill into the concrete parking spaces. The worst of these is in front of the units numbered 86 – 92 and is proposed for repaving this year. It will be reinforced concrete flatwork with a mountable curb at the street that replaces the existing asphalt berm whose purpose is to keep stormwater in the street where it belongs. The second paving project is on Oak Point Drive in front of the lower fourplex. Subgrade to the paved parking spaces has subsided causing the pavement to break into chunks, leaving raised ridges that create tripping hazards. Eventually this pavement will be torn out along with failing portions of subgrade and rebuilt with new reinforced concrete. However, owing to the budget constraints the plan for this year is for the tripping hazard ridges to be ground down smooth.

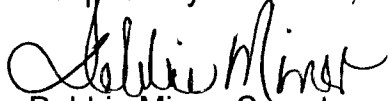
- *Windows & Doors:* Roger advised that this is a big financial challenge facing the Association. He noted the line item was over budget last year. He advised of two properties with longstanding requests for window replacements. One property at 88 Beaver Drive needs two double window units replaced. The other property at 1 Beaver Lane appears to need all the original windows to be replaced as they are leaking. The Beaver Drive property will cost considerably less than the Beaver Lane property, which could go as high as \$14,000. Much discussion followed regarding the issue of who is responsible for the expense of window and door replacement; is it the Association or is it the property owner? While our Declaration of Covenants, Conditions and Restrictions for the Oak Point II Townhouse Association are vague regarding this issue and will most likely require legal counsel and revision to more clearly define this issue, the Board unanimously agreed that we need to have an updated inspection done of the units so that we are aware of how many units are in need of such repair and replacements. ***A motion was made by Bob, seconded by Dottie to put off any window repairs or replacement until an updated inspection is performed. Motion carried.***
- *Decks:* Roger gave an update on deck repairs that are ongoing. After some discussion about the difficulty of assessing the scope of expenses involved in needed deck repairs, ***a motion was made by Bob, seconded by Dottie to include deck condition in the inspection already authorized for windows and doors. Motion carried.***

The board reviewed the rest of the line items in the proposed budget which led to a discussion of the need for paid staffing to perform duties akin to *Property Management Duties* to oversee maintenance, record keeping, bookkeeping, and the provision of formal and transparent communication among staff, board members, officers, and all association members and residents. They discussed shifting budget line items for outside bookkeeping and for a Maintenance Manager to a new, more comprehensive, set of paid management duties. Roger, speaking as an officer of the Board, learned of much of the chores that would benefit from the continuity of paid staff, having recently performed them with his wife Debbie over the past two years. He asked that the Board consider them for such compensated work in the future. There was general agreement that the Board would meet again in one month, and that Roger would return with a more detailed management proposal for their consideration.

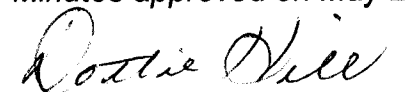
The Board agreed to meet again on Saturday, May 21st at 8:00 am at the residence of President Dottie Hill.

There being no further business, the meeting was adjourned at 4:30 pm.

Respectfully submitted,


Debbie Miner, Secretary

Minutes approved on May 21, 2022


Dottie Hill, Board President