

Draft Minutes
Oak Point II Townhouse Association
Board of Directors Meeting

Saturday, May 21, 2022 8 am
9 White Oak Avenue

The Oak Point II Townhouse Association Board of Directors met at 8 am on this date in the home of Roger and Debbie Miner. Those present were Board Members Roger Miner, Bob Dimski, Dottie Hill, Richard Burris and Bobby Hightower. Also present was Board Secretary Debbie Miner.

The meeting was called to order by Board President Dottie Hill.

Minutes

The minutes from the April 9, 2022 Board Meeting were presented for review and discussion. ***Motion by Bob Dimski, seconded by Bobby Hightower, to accept the minutes as presented. With no objections the motion carried.***

A compilation of virtual and in-person meetings and actions of the Board of Directors during the period of Covid when regularly scheduled meetings were not possible, was presented to the Board in order to have a record of the Association's business during these difficult times. Roger reviewed each of the events and actions. ***Motion by Richard Burris, seconded by Bob Dimski, to approve these actions with the stipulation that Roger is to check with Joe Joy regarding the addition of his outdoor kitchen. With no objections, the motion carried.***

Review Proposal by Roger & Debbie Miner for Service to the Board as "Treasurer/Property Manager"

Roger presented proposed job descriptions for himself as Association Treasurer, and for he and Debbie to assume the duties as Property Manager. President Hill asked whether a formal contract would be necessary to engage the proposed services. Bob Dimski said that he did not believe one was needed, but that the record should reflect that the Miner's serve at the pleasure of the Board and can be dismissed at any time by a majority vote of the Board. He pointed out that the proposed engagement is revenue neutral in that existing budget allocations are to be re-assigned to fund the engagement.

Roger advised that as of the proposed effective date of July 1, 2022, he will have resigned his Board position as a voting member but will continue his role as Association Treasurer. President Hill noted that since the duties of Treasurer, which is an Association Officer position, are already prescribed in the Declaration and By-Laws, these should be distinguished apart from the Property Manager duties.

Roger noted that the engagement will necessitate termination of the current arrangement with Stone Financial with the next billing cycle to be performed as part of the new Property Management set of duties. ***Motion by Dimski, seconded by Burris to approve the engagement as presented with duties and responsibilities being amended to separate out those of the Treasurer which will be performed by Roger as the Association Officer of Treasurer. With no objection, the motion carried.***

The Board also reviewed the process for bidding and shopping for products and services. Roger reported a mixed group of practices in this regard over the past. He recommended a three-tier process: for expenditures under \$2,000 acquisition would be informal shopping from existing vendors and providers; for \$2,000 to \$10,000 acquisition would be formal shopping of more than one vendor with a written record made to accompany the financial record and, for acquisitions more than \$10,000 a formal bid process will be performed with a written record.

The Board also discussed the need to advise Association Members of the hiring of a Property Manager and suggested that information be included in our Newsletter and as an enclosure with the next round of Assessments that are billed.

Secretaries Report

Roger distributed a draft proposal for how we assure a proper process when we have a need to access a property when the owner or resident is not there to let us in. This is especially important considering our stated need to perform comprehensive inspections on all our properties. After discussion by the Board, Roger advised he would make appropriate changes and additions, send a draft to the board by email attachment for review, and then do a formal mailing to all 50 owners. He and Debbie will be following up as needed on the phone.

Treasurer's Report

Roger presented the 2022 Budget vs Actual Report for review and discussion. He noted items in red that he is recommending be adjusted to conform to actual changes that have occurred as new costs are known. He then explained the ongoing drainage project, and the needed paving improvement on Beaver Drive. Board Member Burris noted the poor paving on his street which creates problems with his parking. Roger suggested a formal communication to HISID requesting they step up on their responsibility for our streets.

A copy of the budget report is attached hereto and made a part hereof.

The Board then took up the following item: Review and Approval of Maintenance Inspection Program. The discussion began with the Board's policy on paying for maintenance of windows and doors. Roger tried to frame the issue saying that the Board has the job of establishing our policies and based upon the problems that face us, our means to deal with them and especially based upon our governing laws, we have the responsibility to formulate our policy approach to the various problems that we face. And then, once we have done that work, we should submit our policy to our attorney for legal review asking, if we go forward with this policy, can you defend this position – is it legally defensible.

Richard Burris noted the existing precedent that has been established that we are responsible for replacing and repairing windows and doors. He noted conversations with five neighbors that have been advised in the past, and who have seen such work done, that windows and doors are the responsibility of the Association. If we were to change our policy, he believes we should look forward to lawsuits.

Debbie passed out copies of our Covenants and By-laws with excerpts highlighted regarding exterior maintenance and read them. She also read proposed changes to the covenants that would have included the words "windows and doors". But she noted that such proposed changes were never made.

Bob Dimski suggested that it appears there is no way we can pay for every window and door in all 50 units. So, if we decide we are staying with a policy of Association responsibility, we need to be prepared to put the issue of increasing assessments to our Members.

Roger suggested that a report be made to our Members giving the full historical background and framing the issue that faces the Board and the Membership, including the scope of work that must be performed and the costs involved. That report needs to be predicated upon a good understanding of the present condition of windows and doors.

This led to a further discussion of the Maintenance Inspection program. Roger reported a better bid of \$75 per unit from Mr. Adam Peterson bringing the total cost down to between \$3,000 and \$4,000 to perform the inspections.

Motion by Hill, second by Dimski to engage Mr. Peterson and go forward with the inspection program as soon as possible. There being no objection the motion carried.

Roger advised the one remaining case where the Board has approved the replacement of windows is 88 Beaver Drive. The Board agreed that we will observe a strict moratorium on any additional window and door replacements or repairs, until we can complete the inspection program and complete the development of our new policy regarding this issue.

New Business

The Board discussed the process of collecting late dues at some length and determined upon the following process for actions related to late payment: If a homeowner gets behind by two payments, we ask our attorney to write them a letter and, if they get behind by three payments, we ask our attorney to begin the process of foreclosure. ***Motion made by Dimski, seconded by Hill to approve. There being no objection the motion carried.***

There being no further business, the meeting was adjourned at 10:30 am.

Respectfully submitted,

Minutes approved on June 18, 2022

Debbie Miner, Secretary

Dottie Hill, Board President