

Oak Point II Townhouse Association Board of Directors Meeting

Saturday, June 18, 2022 9 a.m.
9 White Oak Avenue

Minutes

The Oak Point II Townhouse Association Board of Directors met at 9 a.m. on this date in the home of Roger and Debbie Miner. Those present were Board Members Roger Miner, Dottie Hill, and Bobby Hightower. Also present was Board Secretary Debbie Miner. Board Member Bob Dimski joined the meeting via zoom. Board Member Richard Burriss did not attend the meeting due to illness

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

Minutes

The minutes from the May 21, 2022 Board Meeting were presented for review and discussion. With no discussion requested, a ***motion was made by Bob Dimski, seconded by Roger Miner, to accept the minutes as presented. With no objections the motion carried.***

Secretaries Report

Debbie reported that she and Roger had put together a mailing to all the Association members detailing the reasons from time to time that access is needed into their units. He printed a copy of the Oak Point II Guidelines that were adopted by the Board at the May 21 meeting, with the Record of Entry Form printed on the back side. A self-addressed envelope was included for residents to use for mailing the Association a copy of their key or providing the code to their door. (*see attachment*) Debbie reported that the overall response from the Association members had been positive, and several keys and codes had already been received. These keys and codes are kept in a lock box mounted on the wall in the Association office at 9 White Oak Avenue (the home of Roger Miner, Property Manager).

Property Inspection Report

Roger informed the Board that property inspections would begin this coming Monday, June 20th. Inspections will begin with White Oak Drive and White Oak Avenue and then proceed working up the hillside. Debbie informed the Board that she will be

developing a Property Profile book in conjunction with these inspections. It will be divided into street locations with each property owner having a section in which notes can be taken and information recorded. It will serve us well in the future as a timeline for things that have been requested, accomplished, or needed. All Record of Entry forms will be filed in this book, along with correspondence to each individual property owner.

During the inspections, we will also be taking notes regarding landscaping issues at each property, recording them in the Property Profile book. Bob Dimski requested that inspection information be provided to owners even if it is not the responsibility of the Association, referencing specifically add-on decks. Roger assured him that decks in their entirety will be inspected and the information regarding the full inspection will be provided to each owner.

Billing Report

Debbie reported to the Board that she and Roger had completed the 3rd Quarter Assessment billing. Owner invoices were mailed on June 16, 2022. Included in the billing was a notification that a transition had been made from Stone Financial to the Association doing their own billing, as well as the Board decision to formerly engage Roger as part-time Property Manager with the help of his wife Debbie. Owners were also notified of the Board's decision to implement late fees, with a reference to Article VI Section 10 of our Declaration of Covenants, Conditions, and Restrictions. Roger informed the Board Members that all owners who have a balance carrying forward received a statement along with their quarterly invoice. It is a calendar map of payments and charges with a running balance.

Treasurer's Report

- Roger reported that he has the website pretty much caught up, but it has been a challenging learning curve! Each Board Member has a link that can be clicked on by Association members if they are wanting to communicate with them. The Maintenance Request Form link is also in working order for the Association members to use. He said that having our website updated has been wonderful to direct realtors or title companies to when they are asking questions about the HOA and our covenants, by-laws, financials etc. for potential buyers.
- Drainage projects were reported next. Israel should be starting within the next week or two and Roger will be watching closely to make sure the stones get toed in sufficiently below grade.
- Painting of the buildings has been put off until the fall.

- Paving on Beaver Drive has been put on hold until our meeting today. The price we received to get this done is \$500 over the budgeted amount. ***Dottie Hill made motion, seconded by Bob Dimski to take \$500 from sign budget and apply it to the paving project. With no objections the motion carried.***
- Tree removal was discussed next as a need for consideration in our budget. There are quite a few dead or diseased trees/shrubs that need to be removed. Landscaping issues have been ignored for quite a while now. After our property inspections are complete a scope of work will be put together, prioritized, and put out for bid

Roger presented the 2022 Budget vs Actual Report for review and discussion. A copy of the budget report is attached hereto and made a part hereof.

Enforcement Letter for Violation of Covenant Restrictions

Dottie brought up the unsightliness of the property at 7 White Oak Avenue. She suggested the Board send the owner a letter, referencing the Covenants Article XI, Section 24 and give him 15 days to clean things up. ***Motion made by Bobby Hightower, seconded by Roger Miner to send a letter to the owner of 7 White Oak Avenue. With no objections the motion carried.***

New Business

Debbie brought up the issue of Holiday Island contracting with Carroll County Solid Waste for trash service. A discussion followed describing the impacts it will have on Oak Point II. The positive impact could be the removal of dilapidated garbage bins for those who choose to get a polycart. However, polycarts are not the best solution for some of our residences such as Beaver Drive because of the steep nature of the road. More research will be done regarding when this mandatory service begins and how it will impact our Association and its members.

The search continues to complete Roger's board term when it becomes available. Two Association members were contacted, but they both respectfully declined. Roger volunteered to contact another person whose name was put forth by the Board.

The Board agreed to wait until the property inspections were complete before calling the next meeting unless specific action was needed on other forthcoming matters. He pledged to keep the Board informed on progress of the property inspections and other ongoing projects.

Motion made by Bobby Hightower, seconded by Roger Miner to adjourn.

Respectfully submitted,

Minutes approved on August 11, 2022

Debbie Miner, Secretary

Board Member