

Oakpoint II Townhouse Association Board of Directors Meeting

September 19, 2024
Holiday Island Club House Grill
Holiday Island, Arkansas

MINUTES

The Oakpoint II Townhouse Association Board of Directors met at 3:00 PM on this date. Those present were Board Members Anita Augustine, Mary Ruby and Bill Ruby. Also present were Debbie Miner, Board Secretary and Roger Miner, Board Treasurer/Property Manager.

With a quorum established, the meeting was called to order at 3.05 pm by Board President Anita Augustine.

1. Secretary's Report
 - a. Minutes of August 22nd, 2024, were reviewed and approved by acclamation.
 - b. Review of Draft Village News. Roger recommended this item be continued to the end of today's meeting in case the Board identified additional topics that should be included in the News. General Agreement.
 - c. Update on New Residents. Deb advised 100 Beaver Drive was sold to Ms. Lisa Teer of Little Rock. 25 Oak Point Drive, Bolinger's are selling. The Board and attendees made special note of the passing of long-time owner and resident Linda Harris. Linda's daughter will be the new owner.
2. Treasurer/Property Manager Report
 - a. Roger reviewed the Maintenance Log in order to acquaint the Board with outstanding projects. He discussed the budget's paving line item and emphasized the cost of mobilization. This cost is the same whether a project is large \$20,000 or small like the one apron at 19-25 Oak Point Drive. So do that by itself is more cost per square foot but that may be all we can afford at this time. He pointed out that the cobble steps repairs at 1 White Oak Drive (DiNaro) cost \$2,200 and is done. The next big project will be at 1 White Oak Lane where the deck, outdoor closet and roof system have all slumped and need to be lifted.
 - b. Review of Financial Reports. He noted a special email to Board Members to explain in detail how the reports work. These reports are new to everyone and take some getting used to. Roger walked the members through all the reports and answered questions.

- c. Cash Flow Reports. Roger and the Board looked at projected Operating Fund cash flow by quarter from now through seven quarters until April of 2026. By spanning two April Quarters, this period allows us to view the impact of two large annual insurance premiums that are due in June but that require revenue to be collected by the April Quarter of every year. These forecasts assume:
- i. fairly normal but tight operating budget amounts;
 - ii. an additional \$5,000 increase in our insurance premium;
 - iii. a fairly large (\$20,000) paving project this fall, and
 - iv. no pay back of approximately \$7,500 from Operating to Capital Reserve that had been loaned to cover this year's insurance premium.

The forecast was performed in versions that assumed Assessment increases to Members of 10, 15 and 20 percent respectively.

In all cases, the two critical April quarters showed ending operating fund balances in the red. For this reason, the Board agreed that the Paving Project should just include the one parking apron on Oak Point Drive that is most in need of sealing. This reduces its budget to \$7,000 rather than the assumed \$20,000 for a larger paving project. They noted and agreed with Bob Dimski's emailed input that money borrowed from Capital Reserve should be paid back from Operating within the same year borrowed. However, they did not agree with his recommendation of a 10% increase in Assessments. Rather they chose a 15% increase as the minimum necessary to assure adequate operating funds going forward.

Deb advised that our rules require a unanimous vote of the Board to increase assessments so the item will be set on the next Agenda for action prior to the December billing.

Having discussed the items above, Anita returned to discussion of Agenda Item *1.b. – Discussion of the Draft Village News*. Deb read the draft which reminded owners of our rules regarding the cutting of trees, limits on access by owners or contractors to our new roofs, how the increased cost of insurance has led to the Board's discussion of cash flow, and it's plans to approve an assessment increase at its next meeting that would be effective for the second quarter billing in 2025.

There being no further business, the meeting was adjourned

Respectfully submitted,

Minutes approved on August 22, 2024

Debbie Miner, Secretary

Board Member