

# Oakpoint II Townhouse Association Board of Directors Meeting

August 22, 2024, 4:30 pm  
Grill Dining Room, Holiday Island Club House  
Holiday Island, Arkansas

## MINUTES

The Oakpoint II Townhouse Association Board of Directors met at 4:30 PM on this date. Those present were Board Members Anita Augustine, Mary Ruby, and Bill Ruby. Bob Dimski was present via zoom and Mike Chitwood was absent due to family illness. Also present was Roger Miner, Board Treasurer/Property Manager.

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

### Secretary's Report

The Minutes from the April 2, 2024, Board Meeting were presented. ***A motion was made by Mary, seconded by Bill, to accept the Minutes as presented. With no objection, the motion carried.***

Anita reviewed the ***Capital Reserve Fund Resolution*** noting for the record that pursuant to our Covenants, ***the Resolution had been approved by unanimous email polling of our Board Members on April 11.*** Roger displayed copies of the correspondence and advised that it would be placed in the permanent record along with our official Minutes, as it was an official action of the Board.

The Minutes of April 13, 2024, Board Meeting were presented next. This was a short meeting immediately following our Annual Membership Meeting with the purpose being to welcome newly elected Board Member Bill Ruby and to elect Board Officers. ***A motion was made by Mary, seconded by Bill, to accept the Minutes as presented. With no objection, the motion carried.***

Roger updated the Board on property sales. Two units have sold since our Annual Membership Meeting, and one will be on the market soon.

### Property Manager Report

***Chimney Rehab*** Roger updated the Board on progress to rehabilitate the chimney chase covers as follow-up work included with our new roofs. He advised that we will likely come in under budget. Our contractor, *Chimney Works*, has been able to

remove our covers, construct a minimally pitched frame on top of the chase, and then replace the sagging covers over the new frame in such a way that the covers resume their intended shape and will properly shed water away from the existing pipe. This “lifting” process has allowed us to use all but one of our metal covers and thereby saved the cost of purchasing new ones.

Roger advised there are still one or two chimneys that need work, as well as gable end siding and some trim. He pointed out that in this very hot weather, when the shingles become hot, they soften, and it is not a good time to have a lot of traffic on them. At the urging of our roofing contractor, *Chimney Works* goes to extraordinary lengths with work pads, ladders and padded footwear to protect our new shingles. However, inspectors and other trades are not so careful. Roger advised that we need a policy to require anyone proposing to be on our roofs to be approved to do so by the Property Manager/Board. Bob suggested that such a policy requirement be drafted and circulated to Association Members in our next *Village News* mailing. Roger also suggested permanent signs or information plaques that would advise potential roof traffic people to contact us prior to climbing.

***Nightly Rental – Traffic, Trash and Noise Problems*** Anita advised of a recent event where excessive trash made its way onto our common properties and where Owners and property managers looking over the nightly rentals were not able to respond quickly to prevent or cure the problem. She and others spoke of historical examples of parking, noise, guests exceeding the limits and other problems associated with nightly rentals. Bob suggested from his experience at his property, fewer problems with errant trash occurred when the Property Management Company was responsible to take away the trash on an event basis each time the property is rented.

The City is adamant that each licensed nightly rental property owner provides to the City the contact information for its responsible rental company. Bob said that he also plans to post house rules for his renters. Regarding problems with people parking in the wrong spots, he said repainting the yellow lines on our parking areas would really help. Others along Beaver Drive and Oakpoint Drive have requested this as well and Roger advised that such striping is on our Maintenance Log to be performed.

Roger advised that he would work on an Association Policy regarding nightly rentals that would address these various problems by:

- 1) identifying the roles of the various stakeholders;
- 2) recite Association authority in its Covenants regarding Use Restrictions; and
- 3) conform with new City of Holiday Island requirements.

***Tree Trimming Requests for the Area behind Beaver Drive*** Roger advised of several requests from Property Owners on Beaver Drive to trim or remove trees in such a way as to improve a “view shed” for themselves. He advised that the Board has previously granted authority to the Property Manager to remove or trim trees on common property that present a public nuisance by reason of hazard to buildings or persons, traffic visibility, disease and health of surrounding trees and for common aesthetics. The Board, having exclusive authority over the management of trees within Oakpoint II (Article XI, Section 9 *Timber*) and, for the purpose of how this applies to the urban forest behind Beaver Drive properties, found that the improvement of a view that is particular to individual units is not a part of the Association’s obligation to perform. They did feel that if an Owner wishes to improve a view in this way, they could request the Board’s written approval so long as:

1. the request to cut or prune is developed with the advice of a qualified Urban Forester or Arborist,
2. is very specific as to the items to be cut or pruned,
3. and the cost of such work is paid for by the Property Owner.

Roger thanked the Board for their clarification of this matter and advised that the stated policy would help to guide future communications with Owners.

***Review of Maintenance Request Log and Maintenance Priorities*** Roger reported significant progress on deck repairs, pressure washing, painting and sealing. He advised that he had almost completed a necessary update to the *Maintenance Request Log* and that when complete, the log would be posted on the website.

### **Treasurer’s Report**

The Board took notice of the packet items provided, including a Budget vs Actual Report, Year-to-Date Transaction Reports for the Operating Fund and for the Capital Reserve Fund, and Fund Balance Statements for all three Bank Accounts. He asked the Board to take note of a transfer in the amount of \$20,000 from the Capital Reserve Fund to the Operating Fund. This \$20,000 was transferred into checking to cover the 2024 insurance premium shortfall of \$7,616 plus \$12,384 to cover additional anticipated expenses from categories 340 and 390 to complete remaining roof work including: Chimney Rehabilitation, Gable End Siding and Trim Repairs, and Additional Gutter and Downspout Improvements. He also highlighted the expected conclusion of the roofing project which is expected to come in under budget. However, owing mostly to the high premium increase for our insurance policy, and normal pressing needs for maintenance and improvements planned in our budget, he found an acute need to meet and talk about cash flow.

For this purpose, the Board agreed to schedule a special meeting to be held on September 12, 2024, at 4:30. Discussions will be refined regarding Cash Flow and possible adjustments to our Quarterly Assessments.

There being no further business, the meeting was adjourned at 5:45 pm.

Respectfully submitted,

Minutes approved on September 19, 2024

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Debbie Miner, Secretary

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Board Member