

OAKWOOD HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

MONDAY, MARCH 19, 2018

WARREN TOWNSHIP LIBRARY

MINUTES

I. CALL MEETING TO ORDER

Meeting was called to order at 7:30 PM. A Role Call Attendance was taken and found the currently seated Board Members that were in attendance included, Phil DeRuntz, Stacy Trager, Rod Jones, and John Webb. Mitch Hameister was not present. Stephanie Brodsky of Fox Management Group was also present and verified Quorum.

II. APPROVAL OF MINUTES – November 13, 2017

A Motion to approve the Open Meeting Minutes from November 13th, 2017 received a Second Motion, all present were in favor. The Motion passed.

III. PRESIDENT'S REPORT

The currently seated Board President, Phil DeRuntz, gave the President's Report that primarily consisted of the items below.

- A. All meetings will be conducted according to Robert's Rules of Order.
- B. Homeowners will have an opportunity to speak at the end of the meeting. There will be a time limit of 3 minutes for each homeowner. Every homeowner will need to state their name and their home address.
- C. The Board expects all members of the Board and the homeowners to conduct themselves in a respectful manner
- D. Two Board Committees have new chair and vice-chair due to changes of owners on the Board of Directors.
 - a. Common Space committee – Phil DeRuntz committee chair and John Webb Committee vice-chair.
 - b. ARC committee – Stacy Trager committee chair and Rob Jones committee vice chair.

IV. TREASURER'S REPORT

Stephanie spoke on each of the items below.

- A. December financial year end statement.
- B. January and February financial.
- C. A CD has been opened in the amount of \$150,000 for 24 months with a 2.0% yield.
- D. There are still 10 homeowners who have not paid their 2018 assessment. Late fees have been charged.
- E. A motion to approve costs for web site maintenance. The fee not to exceed \$805.00 annually. A Motion to approve costs associated with ongoing regular maintenance to the Oakwoodhoa.org web site not to exceed \$805.00 annually received a Second Motion, all present were in favor. The Motion passed.
- F. The tax return for the Association has been filed with the federal and state governments.

V. POND AND COMMON AREA MAINTENANCE

Stephanie and the Board in general spoke on this item.

- a. We have a request to remove dead ash trees behind 18310 Meander.
- b. We have a proposal from Kinnucan for soil injected fertilization behind 34295 Tangueray for \$725.00. If pre-payment is sent in there would be a savings of \$36.25.
A Motion to approve costs associated with soil injected fertilization to save an old oak tree in the Common Space Area behind 34295 Tangueray Drive not to exceed \$725.00 received a Second Motion, all present were in favor. The Motion passed.
- c. A discussion of tree removal and tree replacement will take place in the Spring.
- d. A motion to approve the landscape company for the 2018-2020 seasons.
A Motion to approve a 3-year Landscape Maintenance Contract with Acres Group for an overall cost of \$55,720.00 received a Second Motion, all present were in favor. The Motion passed.
- e. A new contractor for skunk entrapment has been hired and has successfully trapped the female skunk roaming the area. We ask all homeowners to inform the management company of any skunk issues so we can inform the company and have additional traps set.

VI. MANAGEMENT REPORT

Stephanie spoke on the items below.

A. ARC REQUESTS – See attached report.

We remind all homeowners that all changes to the exterior of the home must be approved by the ARC committee prior to work commencing.

B. CORRESPONDENCE:

- a. We have received several requests to waive fines for garbage can violations.
- b. The board moves to waive any garbage can fines if there have been no additional violations within three months. This would be a one time agreement and if a homeowner violates the rule in the future, they would not be able to request a waiver.

C. VIOLATIONS

VII. OLD BUSINESS

A review of the Board resource assignments for the Common Space and ARC Board Committees was reiterated. We needed to address this as we have had a couple Board Members recently sell their homes and move away who used to serve on these Board Committees. Board Committees are critical to the Association as they directly contribute to the timely and smooth functioning of our Association.

VIII. NEW BUSINESS

A. A potential refund of a Sulkey Homeowner's cost of trapping and removal of a critter (skunk) was discussed. The general consensus of the Board was for the Homeowner to present the receipt for proof of cost to our Management for consideration of reimbursement.

B. Homeowner on Springwood brought to the attention of management the presence of a muskrat in the pond off Washington. The board approved having our new company out to trap the muskrat to prevent damage to the pond.

IX. HOMEOWNER QUESTIONS AND ANSWERS

Each homeowner present was given three minutes to discuss or ask questions pertaining to the Association.

X. ADJOURNMENT

A Motion for Meeting Adjournment received a Second Motion, all present were in favor. The Motion passed. The meeting was adjourned at approximately 8:15 PM.