

GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
APRIL 23, 2018
LOCATION: FAITH PRESBYTERIAN CHURCH

CALL TO ORDER: President Janet Stockwell called the Board of Directors meeting to order at 4:00 PM. The following Board members were in attendance:

Janet Stockwell, Ken Abraham, Nancy Dillard, Dick Lowe, Bill Geller and Pat Richmond were present in person. Also present was Bridget Spence from Casey Condominium Management (CCM).

Bridget Spence affirmed that the meeting had been duly noticed and that a quorum was present.

OWNERS IN ATTENDANCE: Bob Littlefield - Villa 17, Scotty Ledford - Villa 8, Edie Kaplan - Villa 104, Nelda Reinhart - Villa 175, Tom Sidgmore- Villas 24, 28, 152, Gary Pulcinella - Villa 194, Ray Stockwell - Villa 10, Stan Yonkauski - Villa 91, Mike Tippery - Villa 32, Bruce Johnson - Villa 1, Bill Byers - Villa 6, Gloria Lowe - Villa 168, Judy Johnston - Villa 112, Ethel Revels - Villa 94, Shawn and Tricia Burchett - Villa 45, Janice Appel - Villa 163, and Al Hopkins - Villa 61.

OWNER COMMENTS:

Gary Pulcinella - Villa 194 - Made a suggestion to have the Architectural Committee come up with a note to owners to let them know the right way for people to access their roofs to avoid cracking tiles. Also is there a way to put the numbering system of villas or house numbers into the directory or on website.

Edie Kaplan - Villa 104 - Requested that the mailboxes at Villa 104 and 105 be changed out.

APPROVAL OF MINUTES: The Board of Directors had copies of the March 26, 2018 board meeting minutes.

A motion was made by Ken Abraham to waive the reading of the March 26, 2018 minutes and approve them as presented. Pat Richmond seconded the motion and all approved by voting aye.

MANAGEMENT REPORT:

Bridget Spence reported that compliance inspections continue. 13 compliance letters were sent to owners regarding villa maintenance. 12 parking violation letters were sent since the last meeting. We will be doing monthly inspections to review the maintenance of the villas. Please take a look at your home and see if there are areas where maintenance is needed.

Light Poles- We have three light poles that are on the open ticket list and will be repaired by Tuesday. Currently we use Owens Electric for these requests. Owens has been out twice this year at no charge for warranty call backs and has been scheduling repairs within 10 days of report, but typically repaired the same week. In the past we have used Care Electric and United Electric while the pricing was consistent with what we are charged by Owens we found that the wait time for repairs was excessively longer.

Communications- The minutes were sent by E-Blast this past month in draft format. We also sent out an E-Blast from the maintenance committee. The website has been updated with several sets of minutes that had not been posted previously. Any board member that has an E-Blast that they would like to see go out, please send the information to me and we will get it out.

AD HOC RENTAL AMENDMENT COMMITTEE:

Due to a scheduling issue the board agreed to allow the Ad Hoc Rental Amendment Committee submit a report now. Judy Johnston presented the wording that has been formatted for the proposed rental amendment. The committee also recommended compiling an abbreviated rules and regulations for owners to provide to all tenants and/or guests. **Pat Richmond made a motion to provide this amendment wording to the attorney. Ken Abraham seconded the motion and all approved by voting aye.**

PRESIDENT'S REPORT: Janet Stockwell stated that we had a plaque that came off a bench at the lake and it needs to be replaced. Janet also stated she will be out of town May 6-20 and available via email during this time.

The board will be meeting with the association attorney on April 30th. Board members need to provide questions to Bridget prior to Wednesday so that we can provide those to him in advance of the meeting.

VICE PRESIDENT'S REPORT: Ken Abraham reported that he has found volunteers for the ad hoc committee to review protocols and set up procedures for compliance. The committee is Ethel Revels, Stan Yonkauski, Terrell Hart, and Ken Abraham. Ken stated that he is suggesting a possibility of a compliance workshop.

SECRETARY'S REPORT: No report at this time.

TREASURER'S REPORT:

Nancy Dillard presented a full treasurer report, which is available upon request. As of March 31, 2018 we have \$117,160.61 in the operating bank account and \$540,230.07 in the reserve bank accounts. We have a net income for the month of March 2018 in the amount of \$808.30 and a surplus year to date \$26,744.43. **Nancy Dillard made a motion to approve the treasurer's report. Pat Richmond seconded the motion and all approved by voting aye.** A full financial report is available upon request.

Nancy Dillard discussed the tree removal expense from Hurricane Irma that was taken out of the reserves earlier in the fiscal year. At this time we have a surplus at the year end and could return this expense to the operating budget, transferring the cash back to the reserve account. **Nancy Dillard made a motion to approve the transfer of the \$10,450.00 tree expense back to the reserve account. Pat Richmond seconded this motion and all approved by voting aye.**

MAINTENANCE COMMITTEE REPORT:

Dick Lowe reported on the following items:

1. The maintenance committee has explored applying rip-rap in front of the lake house to stabilize the lake bank. **Dick Lowe made a motion to approve 20 cubic yards of rip-rap for the sum of \$3,200.00. Nancy Dillard seconded the motion and all approved by voting aye.**
2. Pavers- Dick and Nancy went to TriCircle Pavers facility and looked at several options of driveway pavers. They found that TriCircle

will make the 6"x9" paver in any of their colors. They make a very good product. **Dick Lowe made a motion to approve paver tile #62 Chestnut. Pat Richmond seconded the motion and all approved by voting aye.**

3. The committee plans to install 86 driveway paver strips annually. At this rate the entire subdivision will be done in 5 years. The committee is requesting approval for this project. **Dick Lowe made a motion to install approximately 86 paver strips each year at a cost not to exceed \$15,000.00. Pat Richmond seconded the motion and all approved by voting aye.**
4. The channel work (center street concrete) on Terrace 1 and Lane 1 continues. **Dick Lowe made a motion to re-do the asphalt on Terrace 1 and Lane 1 in an amount not to exceed \$27,000.00. Pat Richmond seconded the motion and all approved by voting aye.**
5. The street sign request at Beneva and 12th Street is being reviewed by the city.
6. The driveway and sidewalk project is complete. The board had discussion of reviewing the quality of the concrete at Villas 21, 22 and 23. Dick, Nancy and Bridget will meet with the vendor to review this work.
7. The driveway at villa 1 needs to be addressed before the paver strip project begins. We need to open this driveway up and assess the tree roots to determine what needs to be done before we re-pour the driveway. **Dick Lowe made a motion to approve the replacement of the driveway at Villa 1 at a cost not to exceed \$3,800.00. Bill Geller seconded the motion and all approved by voting aye.**

LANDSCAPE COMMITTEE REPORT:

Pat Richmond thanked Edie Kaplan for completing the tree signs; they will be installed this upcoming week.

Pat discussed that she met with the owner of Villa 45 to review the condition of their front yard. The owner has done a significant amount of work to clean up the yard in preparation of any sod installation. **Pat**

Richmond made a motion to approve the request to install a shade tolerant sod at a cost of \$700.00 at Villa 45. The owners have agreed to water the grass as much as needed to allow this sod to become established. Nancy Dillard seconded the motion and all approved by voting aye.

Pat discussed a request from the owner of Villa 118 to remove a palm tree that was planted in her yard by a previous owner. The palm is now encroaching on the neighbor's house. Pat Richmond made a motion to approve the request. Bill Geller seconded the motion. After discussion the item was tabled as this palm appears to be in the area that is the owner's responsibility. Further research will be done.

The committee loves the up-lighting that was installed on the south corner by Jim Larkin. They are reviewing additional areas where this type of lighting can be added and will work with the maintenance committee on this project. A suggestion was made to look at solar lighting as an option as well.

ARCHITECTURE COMMITTEE REPORT:

Bill Geller reported that a phone request was received for a pod to be in the driveway at Villa 75 from May 10-16. Bill Geller made a motion to approve this request. Pat Richmond seconded the motion and all approved by voting aye.

The owner of Villa 67 confirmed that they will be purchasing new windows, but reinstalling the existing shutters back in place. Pat Richmond made a motion to approve this owner's request. Nancy Dillard seconded the motion and all approved by voting aye.

The owner of Villa 152 was present to review the request for the window installation on the south side of the villa. As part of the presentation other villas with changes to the windows were reviewed. After careful consideration, Bill Geller made a motion to approve the request for the window modifications at Villa 152 as presented. Nancy Dillard seconded the motion and all approved by voting aye.

OLD BUSINESS:

There was no old business discussed at this meeting.

NEW BUSINESS:

Pat Richmond discussed the need for more benches around the community. **Pat Richmond made a motion to approve four benches to be installed on paver slabs. Dick Lowe seconded the motion and all approved by voting aye.**

Bill Byers stated he will update the Reserve Plan with all of the board expenses that were approved today and bring it to the next meeting for review.

OWNER COMMENTS:

Tricia Burchett- Villa 45 asked if the camera has helped with the gate damage. Dick reported that we were able to have a picture of the vehicle that did the most recent damage but the truck was unmarked. We are still investigating this incident. However, Jim Larkin was able to fix the gate at no additional cost at this time.

Al Hopkins- Villa 61 asked that someone from the board come and look at his yard for sod issues. Janet stated that she and Pat would come and look at his yard.

Nelda Reinhart- Villa 175 thanked the board members for all of their hard work and dedication.

Bruce Johnson- Villa 1 stated that a bike was recently stolen from a van at Villa 2. Owners need to be careful and make sure they have their cars and doors locked. It was noted that two bikes were stolen from the garage at Villa 158 the same night, though one was recovered the next day.

NEXT MEETING DATE:

The next board meeting will be May 21, 2018 at 4:00 pm at Faith Presbyterian Church.

ADJOURNMENT: A motion was made by Dick Lowe and seconded by Pat Richmond to adjourn the meeting at 5:50 pm. All approved by voting aye.

Submitted by: Bridget Spence, Association Manager