

**GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING**  
**November 23, 2015**  
**LOCATION: FAITH PRESBYTERIAN CHURCH**

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

Ron Albee, Judy Johnston, Rick Pereria, Rick Randall, Susan Hopkins and William Tidmore were present in person. Also present were Bridget Spence and Denise Duffina from Casey Condominium Management (CCM). Bridget Spence had to leave unexpectedly.

Judy Johnston affirmed that the meeting had been duly noticed and that a quorum was present.

Homeowners present were: Burt Gloor – Villa 153, Pat Richmond – Villa 126, Bill Byers – Villa 6, Linda Cordisco – Villa 112, Bob Littlefield – Villa 17, Alan Hopkins – Villa 61, Mary Lou Fanelli – Villa 103, Edie Kaplan – Villa 104, Alan Burgon – Villa 111, Diane Davis – Villa 40, Joan Caputo – Villa 40 and Nancy Dillard – Villa 154.

**OWNER COMMENTS:**

Burt Gloor – Villa 153 –

Item One:

He has noticed there has been a reduction of water fowl in the last five years, and that he suspects it's because of chemical runoff, even though the association is told all sprays used on the grounds are organic and environmentally friendly. He also said he would like to propose a chemical-free zone around the lake, including not using a chemical ant killer that is in the same class as Andro. Furthermore, he said if it is found out nonorganic products are being sprayed, that the Audubon Society be contacted to get involved. He finished by saying he would like to see this researched.

Item Two:

He stated he was on the ACC committee about 14 years ago, through which he saw a number of good changes. He said the most important consistencies of the community should be the color of the villas, the main louvres and the roofs. He went on to say he feels the roof on villa 194 is wrong. Bridget Spence stated there had been no ACC request submitted for that roof. Burt Gloor pointed out that the association documents say the incorrect tiles must be removed and replaced with the correct tiles, and at the owner's expense. Bridget stated the owner has been sent a letter giving the owner until November 30<sup>th</sup> to provide the name of their contractor and what type product was used.

Pat Richmond - Villa 126 – What is the status of villa 29? Bill Tidmore told her she needed to read last month's minutes, which stated the owner had sent in a letter stating the contractor had all the windows on order from the manufacturer, and it would be six weeks from the date of the last board meeting.

Bob Littlefield – Villa 17 – He stated the south side signs are dirty. Also stated he thinks the rules and regulations committee did an excellent job of drafting them.

Mary Lou Fanelli – Villa 103 – She stated she has a diseased oak tree in her yard and that the tree trimmer that came to look at the tree told her the tree can't be taken down until it's ready to fall down. A discussion followed. Rick Randall said Black Tie Tree Trimming, after they inspected the tree, told him the tree has a canker. He went on to say he is calling in a professional. Meanwhile, it will be trimmed in the scheduled trimming next week, a closer look will be had and an eye will be kept on the tree.

Edie Kaplan – Villa 104 –

Item One:

She stated she tried to get on the association website the other day and it was under construction. Judy explained the website programmer, Susan Pringle, is in the middle of making changes, and that some of the items listed at

the top of the page are working. Edie Kaplan asked why it is password protected. Judy Johnston replied it always has been password protected for the owners' portion.

Item Two:

She stated even though she is not on the board, she still received owner phone calls. She asked that an eblast be sent stating she's no longer involved with the website or the newsletter. She stated in response to Burt Gloor's concern about the use of chemicals per Consumer Reports there are safe, pet-friendly herbicides such as: mix one gallon white vinegar, ¼ cup Dawn dish soap and two cups of Epsom salts and spray on the weeds. She said it has been proven that it works.

Nancy Dillard – Villa 154 – She stated the garage door of villa 12 is broken and stays open. Also stated the city is not mowing the grass strip outside the association perimeter wall.

**APPROVAL OF MINUTES:** The Board of Directors had copies of the October 26, 2015 meeting minutes.

**A motion was made by Judy Johnston to waive the reading of the October 26, 2015 minutes and approve them as presented. Rick Randall seconded the motion and all approved by voting Aye.**

**MANAGEMENT REPORT:**

Denise Duffina reported on the following:

- Compliance - During the months of October and November, the following violation letters were sent out: 12 for vines and landscaping, two for trash cans, one for fence repair needed, seven for general maintenance and eight for parking.
- Bridget Spence and Denise Duffina of Casey Management met this month with the president and the new operations manager of TruScapes, along with Rick Randall to discuss landscaping items.
- The bi-annual water pump inspection was completed.

A discussion followed about backflow inspections. Ron Albee stated the backflows are not the association's responsibility; that the city ordinance had changed.

**PRESIDENT'S REPORT:**

As given by President Ron Albee:

- He thanked the garage sale committee for a job well done. A discussion followed.
- He stated Burt Gloor had called him about the louvres on the villa behind Ron Albee needing to be repaired (the louvre clips and rivets had rotted). At a possible cost of \$700 - \$800, the repair may not fix the issue. He is looking into clip replacements.
- Ron Albee stated he had asked Bill Byers for a 10-year capital expenses report, who will address it later in the meeting.
- Ron Albee asked for three people to work with Bill Tidmore on door paint colors.
- He reported the electric box on light pole 27 is rusted.
- He wants to meet with TruScapes about pesticides and application.
- He stated he had asked Bridget Spence to update the management contract.
- He has received a lot of comments on the street signs.

**VICE PRESIDENT'S REPORT:**

No report was given.

**SECRETARY'S REPORT:**

As given by Secretary Judy Johnston:

**a. Responses to the Rental Amendments**

- Judy Johnston stated she has come up with an FAQ-type report to answer possible questions at the annual owner meeting.
- She stated amendment number five can be grandfathered per the attorney, but it must be indicated in the covenants.
- An owner asked what if there were a frequently rented villa being used for illegal activity, such as prostitution etc, wouldn't that be an automatic and instant eviction of the tenant conducting the activity? Owner wants to see this on the meeting agenda.

- Judy Johnston stated she is trying to give an idea of the types of things that can come up at the annual owner meeting.
- She stated that owners who had previously she did not have an email address for, are now giving her their email addresses to her and at this point now has email addresses for almost 75% of the membership.

#### **TREASURER'S REPORT:**

As given by Rick Pereria:

##### **a. Operating and Reserve Account Updates**

Rick Pereria reported he has drafted a year-to-date summary projection to start preparation work for proposed budget figures for the next fiscal year, and that he's meeting with Bridget Spence Tuesday morning to go over the large areas of the budget. He then stated as of the end of October, the association was still under-budget.

#### **ARCHITECTURE COMMITTEE REPORT:**

As given by Bill Tidmore:

He stated there were two requests submitted:

- Villa 82 – Front wooden privacy wall. The committee recommends the board approve the request.

**A motion was made by Rick Pereria to approve the request of villa 82 for a front wooden privacy wall. Susan Hopkins seconded the motion and all approved by voting aye.**

- Villa 95 – Replace pool cage with mansard-type cage material and replace gutters. The committee recommends the board approve the request.

**A motion was made by Rick Pereria to approve the request of villa 95 to replace the pool cage with mansard-type cage material and replace the gutters. Judy Johnston seconded the motion and all approved by voting aye.**

Susan Hopkins handed two additional requests to Bill Tidmore for villa 138. A discussion followed. Bill Tidmore said he would speak with the owner for more information before making a decision for the requested pavers.

**A motion was made by Rick Pereria to approve the owner's first request. Judy Johnston seconded the motion and all approved by voting aye.**

#### **LANDSCAPE COMMITTEE REPORT:**

As given by Rick Randall:

He stated he had met with Black Tie Tree Trimming.

- Oak tree trimming is scheduled for November 30<sup>th</sup> through December 4<sup>th</sup>.
- Rick Randall stated at last tree trimming, owner of villa 21 was upset and tried to sue the association for trimming in the common area. This year she has one tree in the courtyard and desires it to be gone. A discussion followed. Bill Tidmore stated the roots are affecting the master bathroom toilet and the tree limbs brush against her roof. Rick Randall said he'll talk to her about the one in the courtyard. He will also check with Bridget as to board's options.

##### **1. Funding for Plantings Along Fence Between Community and Church**

Rick Randall reported there are no reserve funds for the plantings and nothing is budgeted. He asked if he should start planting, or wait for funding. A discussion followed. He stated he will postpone a decision until the next meeting.

#### **MAINTENANCE COMMITTEE REPORT:**

As given by Susan Hopkins:

- Dog Waste Stations – She stated there had been some misunderstanding for the ordering of these and that the trash receptacles are wanted. A discussion followed.

**A motion was made by Judy Johnston to order two of the dog waster stations to include the trash receptacles and return the three incorrect dog waste stations. Rick Pereria seconded the motion and all approved by voting aye.**

A discussion followed about the collection of the waste. Susan Hopkins stated she will speak with maintenance.

- Storage – She stated the association is currently paying \$202 per month at Public Storage, but Hide Away down the street has one for \$80 per month and the second month is free. The unit is a little smaller.

**A motion was made by Susan Hopkins to close the storage account at Public Storage and move the light storage to Hide Away for \$80 per month.**

Owners engaged the board in discussion.

**A vote of the board was taken. The motion failed 3 – 2.**

#### **OLD BUSINESS:**

##### **Painting Project Update**

Ron Albee stated Bridget Spence will have the latest project cost. The committee met with George McGonagill and had asked him why the project was more costly this year than last year, from approximately \$95,000 last year compared to approximately \$108,000 this year. One of the reasons is there were more stucco repairs this year.

#### **NEW BUSINESS:**

##### **1. 10-year Capital Budget Revision – William Byers**

Bill Byers stated initially he figured \$1800 per unit times 37 units for the costs this year, based on 25% increase in painting costs if can use longer lasting paint in order to move to 10-year cycles with 10-year warranted paint instead of the currently used 7-year warranted paints. Therefore, he used \$108,000 as the base cost on the reserve plan. He reported the fence reserve account has a large balance and can always borrow from the line item for next year's painting. This will greatly improve the 30-year outflow. A discussion followed. Susan Hopkins said she can get some figures for the 10-year paints from Sherwin Williams.

##### **2. Covenants Change Process**

Susan Hopkins stated she thought as a board they need to go over the covenants and update. Judy Johnston said they could do a board workshop for that and to review for updates the rules and regulations. A discussion followed.

##### **3. Roofs Update**

Judy Johnston stated that due to the age of the community and the buildings money has to be spent on maintenance. Owners need to keep their property in good repair. The association should have the right to inspect not only for the violations of the documents but for the condition of villas.

#### **OWNER CLOSING COMMENTS**

Bill Byers suggested contacting the city to see if they will pick up the waste.

Bob Littlefield believes that trash cans can have waste only- the driver will report other debris and not remove.

Bob Littlefield asked if the driveways were association responsibility to power wash. He took down his gutters to repair fascia and it made his driveway dirty. The association does power wash the roofs and driveways as part of the painting cycle.

#### **NEXT MEETING DATE:**

The next regular Board of Directors meeting will be Monday, December 14, 2015 at 3:00 p.m. at Faith Presbyterian Church.

**ADJOURNMENT: A motion was made by Rick Pereria and seconded by Judy Johnston to adjourn the meeting at 5:20 pm. All approved by voting aye.**

Submitted by: Denise Duffina, Association Manager