

# **THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION**

## **ANNUAL MEETING MINUTES**

**Monday, April 24, 2023, 6:00 p.m**

### Roll Call / Sign In

The Annual Meeting was held in person with a virtual (Zoom) option. In attendance were Sarah Halas, Ryan Wendling, Linda Lockwood, Mary Beaumont (via Zoom), Katie Mnichowicz (via Zoom), Andy Hoon, Jeff Brier (via Zoom), Anthony Villanueva, Diane Eismann, Chris and Linda Brainard, Dave and Nancy Fairchild, and Stacie Strang. John Eldredge was represented by proxy (given to Diane E.). Forrest Scruggs was on medical leave.

The meeting was called to order at 6:06pm.

### Proof of Notice of Meeting

Dave Fairchild confirmed that the meeting notice had been mailed to all owners 30 days prior to the meeting date.

### Determination of Quorum

It was determined that a quorum was present as more than 20% of Condominium owners were present or represented by proxy.

### Review/Approval of Minutes of previous meetings

The Minutes of the 2022 Annual Meeting were unanimously approved as written.

### Reports of Board:

#### Review of 2022/2023

Items covered on review included grounds maintenance (irrigation controller replacement, drain removal, sprinkler system repairs, Evergreen tree care, gutter/drain cleaning/repairs, and concrete sidewalk and curb repairs). Building maintenance included repairs made from pinhole leaks occurring between units. Lastly, administrative updates included updated rules document, updated policies to align to recent legislative changes, and board membership updates. It was confirmed that most communication is occurring via e-mail with owners and that association documents are available on the Realty One website.

#### Review of Year-End (2/29/23) Financial Report

The Financial Report for the last fiscal year (3/2022 - 2/2023) was reviewed.

Dave Fairchild reviewed the financial report and the status of the reserves account. It was acknowledged that current fees are not keeping up with inflation and providing enough monies to deposit to reserves as needed. Another fee adjustment is likely within the next fiscal year to attempt to bring our budget into alignment with inflationary costs and to bring reserves balances where they need to be to avoid future special assessments. Currently, the budget reflects that we are falling behind by about \$3,000 per year.

#### Ratification of the Annual (2023-2024) Budget

The budget approved by the board for the current fiscal year (3/2022-2/2023) was ratified.

### Election of members of the Board of Directors

Dave Fairchild, Andrew Hoon, Jeff Brier, Linda Brainard, and Linda Lockwood, were reelected unanimously as members of the Board of Directors.

### Open Forum (Some questions occurred during the regular part of the meeting and are included here.)

Stacie S. asked if bushes blocking pathways will be addressed. Dave Fairchild indicated a walk through would be conducted by the board and priorities will be set after that.

Andrew H. brought up that the gutter at 8469C is blocked/leaking and there is bare wood or siding that has not been painted on 8469C. The next few days will allow the leak to be observed more clearly.

Linda B. indicated that trim below new window installed at 8485D has not been painted.

Anthony V. indicated that drywall in his unit above the washer and dryer is still not repaired. Dave Fairchild indicated Rock Properties may be called in to complete the job.

Sarah H. asked if coordination between The Oaks and Timbercove II could be established to minimize noise and dust on landscape days. Dave Fairchild will pursue coordination of landscape, snow, and trash services.

Sarah H. and Ryan W. said there have been some inconsistencies in trash/recycling pickup. Forrest had followed up on that and thought it was resolved, so it will continue to be monitored.

Diane E. noted that a speed limit is established in the new rules but is concerned about how that will be enforced or if signs will be posted. Linda L. indicated that like most rules, we are relying on accountability of the community for compliance/enforcement.

Stacie asked if there was interest in a community garage sale. Discussion occurred without resolve.

Anthony V. asked how often the HOA could raise fees and it was declared that it is totally up to the board to make that decision. However, any special assessment must be passed by owners after presented by the board.

Ryan W. asked about maintenance of the aging pines which will be discussed with walk through of board on property.

Sarah H. asked about the current status of the tennis courts owned by Timbercove II. It was acknowledged that there is an intent to remove the courts but what will be put in place is still being decided. Options may include dog park or community gardens.

### Adjournment

The annual meeting was adjourned at approximately 7:19 pm.

---

**THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
Monday, April 24, 2023**

The Board Meeting was held in person and was **called to order** at 7:26pm. In attendance were: Dave Fairchild, Linda Brainard, Andrew Hoon, and Linda Lockwood. Jeff Brier had already signed off of Zoom

Officers of the Board were proposed to remain the same with:

Dave Fairchild-President  
Linda Brainard-Treasurer  
Linda Lockwood-Secretary  
Stacie Strang-Member at Large  
Jeff Brier-Member at Large

The vote passed unanimously and the meeting adjourned at 7:29pm.

**THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
Monday January 23, 2023**

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:15pm. In attendance were: Dave Fairchild, Linda Brainard, Andrew Hoon, Jeff Brier, and Linda Lockwood. Forrest Scruggs, the community manager, was also present. Stacie Strang attended to present her request to the Board.

Stacie Strang (8487D) explained that a squirrel gained access to her unit by traveling down the dryer vent, chewing through the dryer vent tubing, and escaping into her unit. It cost \$300 to have the squirrel removed and to have chicken wire placed over the vent to the outside of the building. She is requesting reimbursement for the expenses related to the removal of the squirrel and the installation of the chicken wire from the Board. The Board thanked her for her time and placed the item under "new business" to be discussed later in the meeting.

The **Minutes** for the October 24, 2022 meeting were approved through a motion by Dave Fairchild seconded by Linda L., and unanimous vote of the Board members present.

**Financials**

- Forrest reviewed the year-to-date financial reports and noted the following:
  - -4650.00 under building repairs is reimbursement on expenses from 8483E
  - Our insurance expense was over budget (\$2353.46)
  - Our water expense had increased over our budget (\$3226.10 actual, \$2500.00 budgeted)
  - Our snow removal costs were under budget
  - A number of items were not budgeted for
    - \$2215.00 under Insurance
    - \$308 under Pest Control
    - \$1340 under Plumbing Repair
    - \$2700 under Sidewalk and Curb Repairs (reserve expense)
    - \$497 under Siding Repairs
    - \$2859.48 under Landscaping (incl. 1832.70 reserve expense)
- Forrest then described some of the 12/31/22 balance sheet numbers noting \$76,725.61 was the current reserves balance with regular payments being deposited to reserves and \$10,160.62 was the operating account balance.
- Dave Fairchild added the following notes to the budget to clarify the amount going into reserves and net income/loss
  - Expenses of \$6637.32 on concrete repairs, irrigation controller, and landscaping were withdrawn from the actual reserves deposited this year of \$21,670. That gives a net deposit to reserves of \$15032.68
  - Net operating loss year-to-date is \$1877.31 (13155.37 per profit and loss – 15032.68 net to reserves)

**Owner Contact List-**Forrest will send update

**Board Actions Taken Without a Meeting-**to be ratified

- Andrew Hoon was voted to the Board (Everyone welcomed him)

**Review Status of Service Contracts/Renewal Dates**

- Gutter cleaning occurred and was billed 12/2
- Insurance-Renewed 10/30/22
- Snow removal for 2022/2023 season-agreement approved
- Trash hauling continuing with Republic Services
- Landscape Maintenance – Need new agreement

**Old Business**

- Rules update (Vote item)
  - Dave moved, Jeff seconded and the new rules were passed unanimously
  - Rules will be posted to Realty One and sent in an e-mail to owners
- Water damage to 8483C
  - All repairs have been made except drywall (pending insurance)
- Update policy info was sent to all owners on 11/1/22 per HB 22-1137
- Nothing further has been received about the dog barking issue at 8469D since last meeting
- Water damage to 8467B has been fully repaired.
- General issue of plumbing connections, hot water heaters, etc. deferred to save time for rules vote
- Deferred maintenance issues at 8483E was also deferred to leave time for rules vote

**New Business**

- Snow Removal
  - Dave indicated that he had checked on snow removal the first two snowstorms but was not around for third. Seemed snow had been removed appropriately but it was noted that a few folks had forgotten to move cars for snow removal.
  - Linda L indicated that snow piled on incline next to 8469A was thawing during the day and running down in front of garages for A and B units. This froze at night and is leaving a dangerous situation. She asked if somewhere else could be identified that didn't involve an upslope for snow to be piled.
  - Jeff B indicated that snow piled on small island next to his unit can sometimes begin to encroach his garage if snow totals get large. He suggested checking on that due to his absence.
  - Dave asked if someone could help keep an eye on snow removal. Linda offered and Andrew agreed to help. Items checked will be if cars are moved, is it getting done efficiently, and is snow piled where it needs to be
  - Dave will follow up with snow removal company regarding concerns.
- Dryer Vent Issues (Stacie Strang)

- Dave noted this is a gray area and asked Forrest what other HOA's have done. Forrest indicated that he had seen it taken care of by one HOA and not taken care of by another. Linda L suggested that we investigate to see if vents need to be covered with chicken wire or other solutions to avoid this as a future problem. The Board unanimously agreed that we should have this looked into and if chicken wire is installed on the roof for other units, to agree to reimburse Stacie for the cost of placing chicken wire over her vent. Concerns were voiced that if we agree to pay all of the costs that this will set precedence and could get costly.
- Pad under Fireplace (Stacie Strang) not discussed-crack may be pest entry point and/or foundation issue
- Harassment concerns for the record
  - Linda Brainard indicated that her tenant has felt harassed by Chris Seaver (8485C) over two issues (a mouse outside, trash can encroaching/not put away). Chris had contacted Linda B. voicing her concerns, but cornered tenant anyway to also express concerns even though Linda B. had assured her it was being taken care of.

**Future meeting is March 27, 2023 (Budget approval for annual meeting, budget will be sent ahead of meeting)**

**Annual meeting is set for April 24, 2023**

Meeting was adjourned at 7:18pm