

**Monthly Agenda**  
**March 28, 2017**  
**THE MEADOW ASSOCIATION**

**I. Open Meeting**

**II. Determination of Quorum**

**III. Approval of Minutes**

**IV. Financials**

- a. **FEBRUARY 17** Operating Account
  - i. Total Income: \$ 21,034.40
  - ii. Total Expense: \$ 14,061.93 (includes \$ 0.00 in Capital Improvements)
  - iii. Net Income: \$ 10,824.10 (after \$3851.63 in prepaids)
- b. **FEBRUARY 17** Reserve Account: \$
- c. **FEBRUARY 17** Operating Account: \$
- d. **Collections** : \$ 68,882.39 as of 2/28/16 EXH 4.D (\$ 79,162.73 last month) Discussion in Executive Session

**Photo of collection summary**

Type	Description	0-30	31-60	61-90	91+	Total
DUES	Dues Charge	4,544.23	3,201.00	0.00	0.00	7,745.23
BB	Beginning Balance	0.00	0.00	57,607.27	0.00	57,607.27
LC	Late Charge	260.98	0.00	0.00	0.00	260.98
INS	Insurance	2,138.91	1,024.00	0.00	0.00	3,162.91
CLOSE	Closing Letter	80.00	0.00	0.00	0.00	80.00
Lien	Lien Filing Fee	26.00	0.00	0.00	0.00	26.00
		<u>7,050.12</u>	<u>4,225.00</u>	<u>57,607.27</u>	<u>0.00</u>	<u>68,882.39</u>

- 0. Liens filed: none
- i. Liens Release: none
- ii. Still w/counsel:
  - 1. 1435 Bill Carroll: HOA Foreclosure ordered (Feb 17) (WINTON)  
Made pmt arrangement but didn't adhere w/any funds
  - 2. 1639 Glenn Bo Dr: HOA Foreclosure requested (NASH FIRM) – in title work phase
  - 3. 1637 Glenn Bo Dr: HOA Foreclosure requested (NASH FIRM) – in title work phase
- iii. Request Counsel Introduction:
  - 1. 201 Justin Dr: \$2738.43
  - 2. 211 Jason Dr: \$4891.78
  - 3. 217 Justin Dr: \$2067.29
  - 4. 1402 Bill Carroll Dr: \$1973.53
  - 5. 1427 Bill Carroll Dr: \$4140.68
  - 6. 1606 Cara Jo: \$4894.11
  - 7. 1633 Glenn Bo: \$4461.51

**V. Old Business**

- A. Civil legal update: Jones vs HOA
  - a. HOA completed negotiated repairs to storage door.
  - b. Have not obtained a copy of settlement agreement as of todays date. Last update, waiting on approval of the settlement language from the insurer. It has been approved by law office and plaintiff's counsel. Once we get the green light from the insurer (or address any issues they may raise with the language) we will be ready for execution and disbursement.
- B. Declaration and By-law reorganization.
  - a. Staff located a 2<sup>nd</sup> Amendment from 1998 that appears to have been paid to prepare. It had gone to the Owners for approval and revisited in 2005. Only ½ of the required votes were obtained. Each Board member has a copy for review. Decision to move forward with the legwork already created at the Associations request requested.
- C. Parking lot repair – completed
  - a. 218 Justin: Owner account forgiveness request \$351.00 – move to Executive Session

- VI. **New Business**
- a. Gutter repairs, cleaning & replacement: \$9731.75 VOTE REQUESTED  
Measured ft: 4720 linear feet Downspouts: 35 A Elbows: 4 B Elbows: 26  
Clean out, repair corners, gutters, downspouts, replace where needed, secure all
  - b. 202 Justin: Owner wishes to have \$106.20 in late fees and \$40.00 closing letter removed on a closed transaction – move to executive session
  - c. Pool access system: Bid for card swipe system from Byerley Services \$3600.00 (using existing phone and internet connection. (EXH 6.C)
- VII. **VIOLATIONS: (All attached as Exhibits) DISCUSSION ON HOW TO PROCEED WITH VIOLATIONS TO BE DISCUSSED IN EXECUTIVE SESSION.**
- VIII. **Home Owner Time**  
Future entries for hearing, should be provided to Management with no less than 24 hours advance notice.  
***OWNER QUESTION FROM LAST MEETING:***  
What happened to the unit board that was foreclosed on and purchased by a previous board 3 or 4 years ago?  
***ANSWER:*** Management has reviewed all foreclosures in The Meadow Assn and found no unit having been purchased by the Association. Only 2 foreclosures were successfully completed by association. 04/23/1998 (released/satisfied) and 03/16/2000 (released/satisfied)
- IX. **Announcements and Recommendations to Members / Other**
- X. **Next Meeting:** April 25, 2017 @ 7:00pm
- XI. **Adjournment**

**ENTER EXECUTIVE SESSION (if applicable)**

**THE MEADOW ASSOCIATION, INC.**

1620 GLENN BO, NORMAN, OK 73071 405-321-2991

AGENDA FOR TUESDAY, FEBRUARY 28<sup>th</sup>, 2017 BOARD OF DIRECTORS MEETING

- I. **Open Meeting:** Ben called the meeting to order at 7:03 p.m.
  
- II. **Determination of Quorum:** Quorum is present
  - A. Board Members Present: Ben Stapp, Carla Albright, Michael Ramos, Michael Phillips, Lance Lowe
  - B. Homeowners Present: Tomi Phillips, M.S. Milliken, Darcy Ramos, Gary & Linda Kramer, Manleo Black, James Smith, Joshua Payton, Don Therkelson.
  - C. Oklahoma HOA Partners Present: Sheila Hoppis-Brown, Erin Swaim

- III. **Approval of Minutes**
  - Ben asks for a motion to accept the minutes**
  - Carla motioned to accept the minutes**
  - Michael Phillips seconded**
  - Motion passes**

- IV. **Financials**
  - a. **JANUARY 17 Operating Account**
    - i. Total Income: \$ 11,872.62
    - ii. Total Expense: \$ 6262.41 (includes \$ 0.00 in Capital Improvements)
    - iii. Net Income: \$5090.23 (after prepaids)

**Ben asks for a motion to accept financials.**  
**Carla motioned to accept financials**  
**Michael Phillips seconded**  
**Motion passes**
  - b. **JANUARY 17 Reserve Account:** \$ 134,644.30
  - c. **JANUARY 17 Operating Account:** \$ 94,071.01
  - d. **Collections:** \$79,162.73 as of 1/31/2017 **EXH 4.D** (\$76,338.41 last month)

Photo of collection summary:

Type	Description	0-30	31-60	61-90	91+	Total
DUES	Dues Charge	5,032.04	0.00	0.00	0.00	5,032.04
BB	Beginning Balance	0.00	72,349.84	0.00	0.00	72,349.84
LC	Late Charge	139.38	0.00	0.00	0.00	139.38
INS	Insurance	1,641.47	0.00	0.00	0.00	1,641.47
		6,812.89	72,349.84	0.00	0.00	79,162.73

**Liens Filed:**

201 Justin \$2334.28  
208 Jason \$7902.53  
211 Jason \$4487.62  
215 Jason \$2537.58  
217 Justin \$2011.53  
219 Jason \$1649.38  
1402 Bill Carroll \$1569.38  
1404 Bill Carroll \$559.38  
1427 Bill Carroll \$3736.53  
1435 Bill Carroll \$4154.12  
1606 Cara Jo \$4489.96  
1616 Cara Jo \$2333.39  
1629 Claudia \$4320.48  
1633 Glenn Bo \$4057.36  
1637 Glenn Bo \$10580.51  
1639 Glenn Bo \$11226.85

Sheila explains to the Board, placing liens on delinquent accounts protects The Meadows financial interests by insuring past due dues cannot be negated when a unit is sold.

Sheila asked the Board to approve adjusting the account of 203 Jason because he has made all payments on time and according to a previous agreed to arrangement. However late fees and legal fees have continued to be applied to his account by previous management company.

**Ben asks for a motion.**

**Carla motions to make adjustments to the account of 203 Jason according to Sheila's recommendations.**

**Michael Phillips seconded**

**Motion passes**

- i. Liens Release: none
- ii. Still w/counsel {Winton):
  - 1. 1435 Bill Carroll: HOA Foreclosure ordered (Feb 17)  
Sheila told the Board about a possible payment arrangement with the owner.
- iii. Request Counsel:
  - 1. 1639 Glenn Bo Dr: HOA Foreclosure requested
  - 2. 1637 Glenn Bo Dr: HOA Foreclosure requested

Sheila asked the Board to approve moving forward with foreclosure on 1639 Glenn Bo and 1637 Glenn Bo. Both units owe over \$10,000 each.

**Carla Motions to send 1639 Glenn Bo and 1637 Glenn Bo to foreclosure**

**Michael Phillips seconds**

**Vote on motion: 3 in favor, 1 against**

**Motion passes**

V. Old Business

A. Civil legal update: Jones vs HOA

- a. Matter settled out of court. HOA agreed to repair storage doors and repaint as necessary within 2 weeks.

Sheila reminded the Board that the association is only responsible for repairs to exterior surfaces of the each unit. Shed doors are the responsibility of the homeowner. Sheila went on to say, the reason the HOA agreed to repair the shed doors in the Jones case is because miscommunication between the prior management company, the Board and the homeowner we lost due diligence in this case.

B. Permission to install 2 dog stations for Residents to dispose of dog droppings. Cost: \$199.00/each

- a. Priced increased once access to funds were made available. Staff purchased 2 at \$249/each

C. Declaration and By-law reorganization.

- a. Staff located a 2nd Amendment from 1998 that appears to have been paid to prepare. It had gone to the Owners for approval and revisited in 2005. Only ½ of the required votes were obtained. Each Board member has a copy for review. Decision to move forward with the legwork already created at the Associations request requested.

Sheila said it will require 70% of all homeowners to approve the 2<sup>nd</sup> amendment.

VI. New Business

a. Parking lot repair

- i. Fill 2 holes: \$3500.00  
ii. Paint fire lanes: \$4500.00

Sheila asked the Board to approve repairs to asphalt in two places and paint fire lanes.

**Ben asks for a motion.**

**Carla motioned fill 2 holes and paint fire lanes.**

**Seconded by Michael Phillips**

**Motion passes**

- iii. 218 Justin owner requests the Board to forgive a missed dues payment and resulting late fees because he felt he didn't get proper notice of the missed payment.

After much discussion between Board members, management company and attending homeowners.

**Ben asked for a motion.**

**Carla motions to table this issue until next meeting.**

**Michael Ramos seconded**

**Motion passed**

- iv. Management company requested 3 different bids from 4 roofing companies to replace the roof of each building type. So that we can be prepared when roofs need replacement.

1. Hedinger Roofing
2. G&L Roofing
3. Affordable Roofing
4. Cobalt Roofing

VII. **VIOLATIONS: (All attached as Exhibits) DISCUSSION ON HOW TO PROCEED WITH VIOLATIONS TO BE DISCUSSED IN EXECUTIVE SESSION.**

Currently we do not have any disputed violations.

VIII. Home Owner Time

Can we demand a certain a time frame in which we can expect repair requests to be fulfilled?

Sheila explained that the current plan is for repairs to concentrate on a single building at a time to maximize manpower and cost. The Meadow is in need of a lot of repairs, so it is not possible to give certain times for repairs.

What is The Meadows HOA policy concerning nuisance neighbors?

Unless the neighbor is violating the bylaws, the Board doesn't have any liability. The issue should be settled through civil legal means.

Homeowner requests clarification concerning the Jones law suit.

Previous Boards had repaired homeowner's storage building doors. We are now following the declarations which outline that the HOA is only responsible for exterior surface areas leaving doors and interior of sheds to the homeowner to maintain.

I feel like dues are too high, what should the monthly dues be?

CCR's requires the Board to be able to pay the HOA's monthly expenses. Management Company put together the year's budget based on previous year's bills. This amount is shared among 110 units. Except for insurance increases due have been constant for last several years.

Are our monthly dues in line with other association of our size?

Yes.

What happened to a unit that was foreclosed on and purchased by a previous Board three or four years ago?

Information on that unit is not known.

When was the last time the sprinkler system inspected?

It will be looked at before it is turned on.

Management Company requests a vote to reimburse 1639 Claudia which had a sewer stoppage January 28, 2017. The blockage was found 60 feet out, placing it within HOA responsibility. This was an after hour emergency call, cost was \$335.25.

**Carla motioned to reimburse homeowner for \$335.25**

**Michael Phillips seconded**

**Motion Passes**

When will I get my next dues notification and when are late fees assessed?

Notifications are sent out at midnight on the first of the month. Late fees are assessed on the 30<sup>th</sup> day of month.

**Michael Ramos motions the Board provide the homeowner with an estimated time as to when their repairs will be made.**

After discussion concerning experiences with previous management companies verses the process used going forward with our current management company. A second was not made.

IX. Announcements and Recommendations to Members / Other

X. Next Meeting: March 28, 2017 @ 7:00pm

XI. Adjournment

**Ben asks for a motion to adjourn.**

**Michael Phillips motions to adjourn at 9:06**

**Carla seconds**

**Motion passes**

ENTER EXECUTIVE SESSION (if applicable)

# Budget Comparison

## THE MEADOW ASSN

Comparison Periods: 02/01/17 - 02/28/17 and 01/01/17 - 02/28/17 (cash basis)

	Actual 02/01/17 - 02/28/17	Budget 02/17 - 02/17	\$ Change	% Change	Actual YTD 01/01/17 - 02/28/17	Budget YTD 01/17 - 02/17	\$ Change	% Change
<b>INCOME</b>								
10002 Homeowner Association Dues	11,892.81	13,640.00	-1,747.19	-12.8 %	21,793.77	27,280.00	-5,486.23	-20.1 %
10003 Insurance	4,693.18	6,270.00	-1,576.82	-25.1 %	7,561.71	10,780.00	-3,218.29	-29.9 %
10004 Late Fee Income	56.02	50.00	6.02	12.0 %	56.02	100.00	-43.98	-44.0 %
10007 Interest Income	10.32	4.17	6.15	147.5 %	10.88	8.34	2.54	30.5 %
10013 Violation Fines	0.00	25.00	-25.00	-100.0 %	0.00	25.00	-25.00	-100.0 %
10010 Closing Letters	80.00	40.00	40.00	100.0 %	90.00	40.00	50.00	125.0 %
10001 Beginning Balance	4,302.07	0.00	4,302.07		3,564.48	0.00	3,564.48	
<b>TOTAL INCOME</b>	<b>21,034.40</b>	<b>20,029.17</b>	<b>1,005.23</b>	<b>5.0 %</b>	<b>33,076.86</b>	<b>38,233.34</b>	<b>-5,156.48</b>	<b>-13.5 %</b>
<b>EXPENSE</b>								
10300 Repairs & Maintenance								
303 Materials & Supplies	559.97	350.00	209.97	60.0 %	559.97	410.00	149.97	36.6 %
302 Plumbing	0.00	0.00	0.00		615.00	500.00	115.00	23.0 %
301 Contract Labor	804.00	2,500.00	-1,696.00	-67.8 %	804.00	3,204.00	-2,400.00	-74.9 %
310 Pest Control	1,500.00	1,500.00	0.00	0.0 %	1,500.00	1,500.00	0.00	0.0 %
311 Roofing	0.00	500.00	-500.00	-100.0 %	4,100.00	1,000.00	3,100.00	310.0 %
313 Fence Repair/Replacement	942.00	700.00	242.00	34.6 %	942.00	1,400.00	-458.00	-32.7 %
315 Mailboxes and Locks	13.21	0.00	13.21		13.21	0.00	13.21	
10300 Total Repairs & Maintenance	3,819.18	5,550.00	-1,730.82	-31.2 %	8,534.18	8,014.00	520.18	6.5 %
10400 Swimming Pool								
403 Licensing/Permits	0.00	50.00	-50.00	-100.0 %	0.00	50.00	-50.00	-100.0 %
10400 Total Swimming Pool	0.00	50.00	-50.00	-100.0 %	0.00	50.00	-50.00	-100.0 %
10500 Grounds								
501 Contract Landscape	1,197.67	2,500.00	-1,302.33	-52.1 %	2,395.34	5,000.00	-2,604.66	-52.1 %
502 In-House Landscape	309.00	300.00	9.00	3.0 %	309.00	600.00	-291.00	-48.5 %
504 Other Contract Landscape	0.00	500.00	-500.00	-100.0 %	0.00	500.00	-500.00	-100.0 %
10500 Total Grounds	1,506.67	3,300.00	-1,793.33	-54.3 %	2,704.34	6,100.00	-3,395.66	-55.7 %
10600 Legal, Professional Fees								
602 Attorney Fees	1,264.88	1,500.00	-235.12	-15.7 %	1,264.88	1,500.00	-235.12	-15.7 %
603 Lien Filing Fees	0.00	130.00	-130.00	-100.0 %	0.00	130.00	-130.00	-100.0 %
604 Accounting	0.00	50.00	-50.00	-100.0 %	0.00	100.00	-100.00	-100.0 %
10600 Total Legal, Professional Fees	1,264.88	1,680.00	-415.12	-24.7 %	1,264.88	1,730.00	-465.12	-26.9 %
10700 Utilities								
701 Electric	412.83	350.00	62.83	18.0 %	827.05	700.00	127.05	18.2 %
702 Telephone/Internet	210.73	208.33	2.40	1.2 %	419.88	416.66	3.22	0.8 %
703 Gas And Propane	31.71	30.00	1.71	5.7 %	31.71	60.00	-28.29	-47.2 %

	Actual 02/01/17 - 02/28/17	Budget 02/17 - 02/17	\$ Change	% Change	Actual YTD 01/01/17 - 02/28/17	Budget YTD 01/17 - 02/17	\$ Change	% Change
704 Water And Sewer Utility	99.78	225.00	-125.22	-55.7 %	200.33	450.00	-249.67	-55.5 %
10700 Total Utilities	755.05	813.33	-58.28	-7.2 %	1,478.97	1,626.56	-147.69	-9.1 %
10200 Management								
201 Management Fees	831.08	1,410.00	-578.92	-41.1 %	831.08	2,690.00	-1,858.92	-69.1 %
10200 Total Management	831.08	1,410.00	-578.92	-41.1 %	831.08	2,690.00	-1,858.92	-69.1 %
5100 Other Expense								
5101 Other Mgmt Exp (set up)	520.00	800.00	-280.00	-35.0 %	520.00	800.00	-280.00	-35.0 %
5100 Other Other Expense	10.00	83.33	-73.33	-88.0 %	114.70	166.66	-51.96	-31.2 %
5100 Total Other Expense	530.00	883.33	-353.33	-40.0 %	634.70	966.66	-331.96	-34.3 %
10800 Administrative								
803 Postage	116.58	0.00	116.58		163.58	47.00	116.58	248.0 %
806 Office Supplise	0.00	10.00	-10.00	-100.0 %	0.00	20.00	-20.00	-100.0 %
10800 Total Administrative	116.58	10.00	106.58	1,065.8 %	163.58	67.00	96.58	144.1 %
10900 Taxes / Insurance								
902 Insurance	5,238.49	6,262.00	-1,023.51	-16.3 %	11,500.90	12,524.00	-1,023.10	-8.2 %
10900 Total Taxes / Insurance	5,238.49	6,262.00	-1,023.51	-16.3 %	11,500.90	12,524.00	-1,023.10	-8.2 %
<b>TOTAL EXPENSE</b>	<b>14,061.93</b>	<b>19,958.66</b>	<b>-5,896.73</b>	<b>-29.5 %</b>	<b>27,112.63</b>	<b>33,768.32</b>	<b>-6,655.69</b>	<b>-19.7 %</b>
<b>OTHER INCOME</b>								
10100 Unallocated Prepays	3,851.63	0.00	3,851.63		9,950.10	0.00	9,950.10	
<b>TOTAL OTHER INCOME</b>	<b>3,851.63</b>	<b>0.00</b>	<b>3,851.63</b>		<b>9,950.10</b>	<b>0.00</b>	<b>9,950.10</b>	
<b>OTHER EXPENSE</b>								
9000 Reserve Transfer	0.00	1,800.00	-1,800.00	-100.0 %	0.00	3,600.00	-3,600.00	-100.0 %
<b>TOTAL OTHER EXPENSE</b>	<b>0.00</b>	<b>1,800.00</b>	<b>-1,800.00</b>	<b>-100.0 %</b>	<b>0.00</b>	<b>3,600.00</b>	<b>-3,600.00</b>	<b>-100.0 %</b>
<b>NET INCOME</b>	<b>10,824.10</b>	<b>-1,729.49</b>	<b>12,553.59</b>	<b>725.9 %</b>	<b>15,914.33</b>	<b>865.02</b>	<b>15,049.31</b>	<b>1,739.8 %</b>
<b>NET INCOME SUMMARY</b>								
Income	21,034.40	20,029.17	1,005.23	5.0 %	33,076.86	38,233.34	-5,156.48	-13.5 %
Expense	-14,061.93	-19,958.66	5,896.73	29.5 %	-27,112.63	-33,768.32	6,655.69	19.7 %
Other Income & Expense	3,851.63	-1,800.00	5,651.63	314.0 %	9,950.10	-3,600.00	13,550.10	376.4 %
<b>NET INCOME</b>	<b>10,824.10</b>	<b>-1,729.49</b>	<b>12,553.59</b>	<b>725.9 %</b>	<b>15,914.33</b>	<b>865.02</b>	<b>15,049.31</b>	<b>1,739.8 %</b>