

MINUTES OF THE MEETING OF  
THE MEMBERS  
OF  
**OAK PARK LEISURE GARDENS**

July 29, 2014

The general meeting of the Members of Oak Park Leisure Gardens was held on the above date, at 6:32 pm. The following Board Members were present in person at the Oak Park Leisure Gardens Clubhouse:

John Elfers  
Aaronne Livingston  
Tom Talbert  
Kathleen Grant

1. CALL TO ORDER
2. CONFIRM BOARD MEMBERS PRESENT
3. APPROVAL OF MEETING MINUTES

RESOLVED,

There was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to approve the meeting minutes from June 17, 2014 with the following changes in Section 8 (Adjournment): "With no further matters brought before the meeting the general meeting adjourned." ALL IN FAVOR, MOTION PASSED.

4. APPOINTMENT OF BOARD MEMBER

RESOLVED,

There was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to appoint Ken Arritt to the open board position. ALL IN FAVOR, MOTION PASSED.

5. STATE FARM REPRESENTATIVE

John Elfers invited Todd Thomas of State Farm to discuss the current HOA insurance policies and elaborate on new coverage options to the Flood Insurance Policy (Coverage options have recently changed and now allow for a more appropriate premium of \$500,000.00 versus the current \$250,000.00).

## 6. ESTABLISH STANDING COMMITTEES

RESOLVED,

- The Clubhouse Committee was formed to head-up repairs, cleaning, and decorating to the clubhouse. The Board appointed Barbara Bieber as committee chairman, and members Christine Elfers, Chris Strasser, and John Elfers to sit on the committee.
- The Landscape and Architecture Committee was formed to handle all architectural and landscape review. The Board appointed Ken Arritt as committee chairman, and members Barbara Bieber, Janet Talbert, and Carla Canuto sit on the committee.

## 7. TERMINIX SPRAYING

RESOLVED,

MAC Management will try to get the spray dates ahead of time. They may have as little as a 2 day notice, so member, Twila Arritt, has volunteered to notify the membership by going door-to-door if necessary.

PLEASE CONTACT MAC MANAGEMENT IF YOU WANT TO BE NOTIFIED OF SPRAY TIMES, AND SOMEONE WILL GIVE YOU AS MUCH ADVANCED NOTICE AS POSSIBLE.

## 8. CCRs

UPDATE,

The Document Review Committee is in the process of reviewing the documents. Their goal is to make the OPLG documents compliant with current law as soon as possible.

## 9. BUDGET REVIEW

UPDATE,

- MAC Management presented a review of the Operating and Reserve Accounts, balance sheet, and budget vs. actuals report. The financials are in order and we are only slightly over budget. Most of the unforeseen expenses are behind us and we hope to see a reduction in expenses over the last 2 quarters.
- Bill Pay procedures have been ironed out and payments are going smoothly.
- Late Assessment Fees will be evaluated by the Board, so they can make an informed decision on the policies governing the membership.
- Investments with Edward Jones will continue to be evaluated by the Treasurer, and new opportunities will be presented to the Board.

## 10. EXPENDITURES

RESOLVED,

- There was a MOTION (Ken Arritt) and a SECOND (Tom Talbert) to approve the premium increase on the flood insurance policy from \$250,000 to \$500,000. ALL IN FAVOR, MOTION PASSED.
- There was discussion regarding the water meter for the clubhouse which will eventually save the association \$165.00 per month. There was a MOTION (Tom Talbert) and a SECOND (Kathleen Grant) to replace the water meter. ALL IN FAVOR, MOTION PASSED.
- There was a discussion regarding cleaning the clubhouse rain gutters, windows, and street lamps.
- There was discussion regarding the roofing estimates for the clubhouse. There was a MOTION (Ken Arritt) and a SECOND (Tom Talbert) to accept the current bid amount for the roof and gutters, but the Board will finalize on the lowest of the 3 bids. ALL IN FAVOR, MOTION PASSED.

- There was discussion regarding an electronic key system for the clubhouse. The Board will be evaluating bids.
- There was discussion regarding the cleaning service. The Clubhouse Committee will start working directly with the cleaning service to make sure things are done appropriately and in a timely manner. There was a MOTION (Kathleen Grant) and a SECOND (Tom Talbert) to approve another clubhouse cleaning. ALL IN FAVOR, MOTION PASSED.
- The Landscape/Architecture Review Committee will evaluate the landscaping bids dated 3/14.
- The Landscape/Architecture Review Committee will determine the landscape priorities in the complex.

## 11. ATTORNEY CONSULTATION PROCEDURES

RESOLVED,

John Elfers is going to be the point person for the attorney, and will get Board approval before the attorney is contacted.

## 12. STREET MAINTENANCE AND GAS METERS

RESOLVED,

Tom Talbert is going to reach out to his old contact at the Gas Company to clear up any confusion between them and the HOA regarding the expectation of restoring the front yard landscaping back to original condition after repairs are made.

The Board is going to get estimates for the street slurry sealing in the complex.

## 13. CLUBHOUSE TERMITE INSPECTION

RESOLVED,

There was a discussion regarding who to contact for a termite inspection. Ken Arritt suggested Key Termite based on personal experience. There was a

MOTION (Tom Talbert) and a second (Kathleen Grant) to approve a clubhouse termite inspection from Key Termite. ALL IN FAVOR, MOTION PASSED.

14. NEXT MEETING

The next meetings will be scheduled for Thursday, September 9<sup>th</sup> and Tuesday, November 18<sup>th</sup>.

15. EXECUTIVE SESSION

The Board went into Executive Session to discuss the HOA's current collection policy and how to deal with delinquent members.

With no further matters brought before the Board the meeting adjourned.

7/29/2014

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\_\_\_\_\_, Serving as  
Secretary