



The Villages of Oak Creek Homeowners' Association

PO Box 171
Lewis Center, OH 43035

April 27, 2015 Trustee Meeting Minutes The Villages of Oak Creek Homeowners' Association

Minutes of the meeting held Monday, April 27, 2015, 6:30 PM to 8:15 PM
1328 Royal Oak Drive, Lewis Center, OH 43035

Attendance:

Board Members

- | | |
|---------------------------|----------------|
| a) Joe Stock - present | President |
| b) Tim Stadt - present | Vice President |
| c) Rick Mason - present | Secretary |
| d) Paul Hrnicek - present | Treasurer |

Meeting called to order by President Joe Stock at 6:30 pm.

Approval of Past Meeting Minutes

March 18, 2015 – approved and signed the minutes.

Trustee/Officer Elections

On April 15, 2015, Tom Grey formally resigned as Trustee and Treasurer, effective May 1, 2015.

Joe nominated and Rick seconded for Paul Hrnicek to serve as new Trustee and Treasurer. The Trustees voted yes.

Joe nominated and Rick seconded for Tim Stadt to serve as Vice President. The Trustees voted yes.

Treasurer's Report

We discussed contracting Anne Buckner to serve as HOA's bookkeeper. She would assist the Treasurer to depositing checks, pay bills, reconcile the bank accounts, develop invoices, update our customer data in Quickbooks online account and assist with the annual tax return. The Treasurer will oversee and audit the bookkeeper's work monthly.

Treasurer should apply a 2015 credit in the amount of \$135.00 to the trustee's account for volunteer services this year. This includes Paul, Rick, Tim and Joe.

Treasurer will continue to provide the Trustees with periodic financial updates, including profit/loss statements each quarter.

A transfer fee of \$100.00 is applied to the seller of property within VOCHOA. When a Title Company contacts HOA prior to property closing, the Treasurer provides them with the transfer fee and any account balance due. Should the Seller move from the HOA without paying that transfer fee, they are still responsible for the payment.

After tonight's meeting, Joe will write a resolution for the bank to remove Tom and add Paul as treasurer.

Discussed changing bylaws to add trustees, change notifications to website and email instead of by mail.

Orange Township Hall is where we now have our annual meetings, cannot reserve it until December. The Treasurer reserved the room and gives the Township a \$50.00 deposit check.

Legal Services

Isaac Wiles Law Firm continued providing legal assistance this period.

4/9/15: Shawn Williams, 1184 Westwood, He has agreed to begin making monthly payments, toward the total balance due of \$1683. The lien will remain, until he account balance is zero.

3/31/15: Kevin Gann, discharge issued from bankruptcy court

Paul will work on compiling a list of property liens, and write a template Demand Letter. That information will also include the total amount due on each property.

We reviewed the lawyer's recommendation as to what records need to be retained and for how long. Joe provided a draft record retention document for discussion.

Dead Ash Tree Removal

4/13/15: Eric Walsh, 1096 Royal Oak (6 trees)

4/4/15: Bob Turner, 7959 Holderman (2 trees)

Review quotes from Freedom LC (\$6,500) and Lambertree (\$7,855). Trustees voted and awarded the work to Lambertree based on his quick responsiveness in the past. Lamertree's crew wears safety gear (Hard hat, eye glasses, eye guards) while performing the work, climbs the trees to remove active nests, and uses a rope pulley system to down the trees near structures. Freedom's fee was lower, but is very slow in tree removal in the past couple years.

Pond 2 Maintenance Update

3/21/15: Trustee site visit to review clearing progress, mark remaining trees, review seepage.

Susan Tighe (1893 Westwood) had filed a complaint to US Fish and Wildlife, and Ohio EPA. Each office evaluated our maintenance program at the dam and had no jurisdiction in our work. The US Fish only regulates federally funded programs.

We review topographic survey of the pond completed by DLZ (Tim).

Merrille Shop (7649 Storrington) had complained about water backing up on his property last year. However, he had planted trees and shrubs in the pond's outlet earthen channel, blocking the flow. We will continue to monitor the pond for any signs of water backup, since the channel was diverted in 2014 towards a natural swale.

Web Site Information/Access

Joe worked with Unicom with periodic web updates. <http://www.villagesofoakcreek.com/>

ARB Reviews

No applications were received from January 1 to April 27, 2015.

Violation Notices

No violations were report from January 1 to April 27, 2015.

Irrigation Systems, Spring Startup

One Call Service of Delaware will start up the irrigation systems at Holderman, Gladshire and Royal Oak entrances this quarter.

Holderman Waterfalls

Howard Sutton will start up the water falls this quarter and maintain on a weekly basis.

Retention Pond Treatment

Aqua Doc was awarded the annual contract last week. We voted several days ago via email to approve.

Property Management Company Assistance


Paul spoke with 3 community management companies: \$3 per house per month or \$36 per year for each home was one quote of a well recommended company. He passed out a draft RFP to review and discuss at our next meeting.

Adjourn


Meeting adjourned at 8:15 pm

Minutes prepared by: Rick Mason and Joe Stock


Approval:




 Jim Stadt, Trustee



 Rick Mason, Trustee



 Paul Hrnicek, Trustee



 Joe Stock, Trustee