



The Villages of Oak Creek Homeowners' Association

PO Box 171
Lewis Center, OH 43035

September 20, 2016 Trustee Meeting Minutes The Villages of Oak Creek Homeowners' Association

Minutes of the meeting held Wednesday, September 20, 2016, 6:30 PM to 8:15 PM
7986 Holderman St., Lewis Center, OH 43035

Attendance:

Board Members

- | | |
|------------------------------|----------------|
| a) Joe Stock - present | President |
| b) Tim Stadt – present | Vice President |
| c) Michelle Sherer - present | Treasurer |
| d) Vacant | Secretary |

Legal, Alicia Zambelli, Isaac Wiles law firm (by phone)

Property Management, Arnold Barzak, Capital Property Solutions (CPS)

Approval of Past Meeting Minutes

March 16, 2016 – approved and signed the minutes.

Legal Services

Alicia Zambelli called in by phone for the meeting from 6:30 PM to 7:00 PM. She briefed the Board and CPS:

Total 2016 legal costs:

- Foreclosures \$621.65
- Assessments/Liens \$4,701.57
- Old State St County acquisition \$12,766.93
- Total to date \$18,090.15

- This year the legal costs are about 4 times higher for the year, due to the Old State Street acquisition. The legal fees for liens are rolled over to the property owner receiving the lien.
- Alicia recommended to the Trustees to go to mediation with the County since there is a large value discrepancy between the County's offer and Hinkle's appraisal report. From Delaware County petition dated 8/26/16, Isaac Wiles will file and answer by October 4,

2016. Isaac Wiles will file a Motion for Mediation with the Court. The mediation will be set for a time convenient to the Court, which could be several months from now depending on their schedule. If mediation is not successful, the only options are to accept the received fair market value received from the County or go to trial.

- 9/13/16: Isaac Wiles responded at the Board's request to a property owner about contracting a property management company.
- Alicia told the Trustees that public meetings are not required by the Board to contract with vendors such as property management companies, carpenters, landscapers, pond maintenance, and tree removal contractors. The Board was elected to make those decisions.
- 1909 Royal Oak - Update on Driveway Patio Pavers-Per Orange Twp. Development Dept., the Orange Twp. Zoning text (which prohibits pavers) does not supplement the VOCHOA Development Plan (which is silent as to driveway materials). Per correspondence from Mike Keough to Gwennan Adams of September 19, 2012, Mike approved the pavers. Gwennan told the homeowner the pavers are okay but to check with Orange Twp. just in case. Based on Orange Twp.'s position, Orange Twp. Zoning text is not applicable. So, pavers have been approved by prior VOCHOA Trustees.

Note: After the phone call ended, the Trustees voted to contract Isaac Wiles firm and authorize them to proceed with mediation with Delaware County. Their attorneys will provide this additional legal service based on a contingency fee (33 1/3 percent) based on recovery of compensation in excess of what has been paid to date.

Treasurer's Report

- Anne Buckner provided the P/L statement, balance sheet and aging report of 9/19/16. We reviewed the information. It was decided that 3 homeowners will be receiving liens based on their balance due and no attempt by that owner to make monthly installment payments.
- This year, 12 liens were filed with Delaware County and 4 liens were removed.
- Anne Buckner, Bookkeeper, continues to assist HOA with bookkeeping services. She picks up the mail, pays the vendors and utility bills and makes bank deposits. This work will be turned over to CPS beginning October 1, 2016.
- Fidler Associates CPA completed and filed the 2015 tax forms for HOA. No tax is due. They estimate about \$40,000 in taxes to be paid as capital gains due to the County purchasing the land and landscaping along S. Old State Street this year.
- CPS will be writing a collections policy for the HOA.

8/9/16: Trustees had completed an email vote to elect Michelle Sherer as new Trustee and Treasurer on the Board.

Deed Violation Notices

- CPS will be documenting deed violations when do a drive through of the neighborhood. They will also be responding to emails regarding potential violations for homeowners.
- CPS sends a notice to the property owner prior to making a site visit to view a reported violation, and then will follow up with a notice if the violation does exist. They will provide the Board with a list and ranking of the property violations monthly.

CPS's Homeowner Information Form

CPS will provide a more detailed explanation to homeowners why the form is detailed. This can be posted under Question/Answers on our web site.

From CPS email to Joe 9/19/16:

It is very common that we receive calls about pets that are found missing by neighbors and pets that are running wild and causing disturbances. Having that information on file is helpful for reconnecting the pet with the owner and for stopping violations from continuing.

Similarly with cars, people will complain about vehicles speeding or suspicious activity. Knowing this information is helpful, so we can stop violations, but also ease minds when they see a new vehicle, but don't know that it is a new neighbor. I've also had people think that a vehicle is non-operable and they call the city for it to be towed. I can call the owner and get a more neighborly solution.

ARB Reviews

- CPS will be initially reviewing ARB applications to confirm they are complete from the property owner. Thereafter, forward copy to the ARB Committee for review. Current committee is Matt Sickles, Joe S and Tim S.
- 12 ARB applications were received and approved in 2016.
- 1 ARB application is incomplete at 1890 Royal Oak. Owner began work of a patio without approval. CPS is working with the property owner for additional documentation.
- 1 ARB application is incomplete at 1909 Royal Oak for a front porch modification. CPS will ask the property owner for additional information.
- Michelle requested clarification for roof replacement. CPS will review and updated roofs to the list. The roof will remain shingles style. The roof cannot be metal or other product.
- CPS will update front porches that shall only be concrete materials. The porch materials cannot be versa-block, pavers, etc.

9/14/16: Trustees had started an email vote, which was finalized tonight. Versa Step Blocks for a front porch will not be approved for construction by the Board.

Property Appraisal (For DEL-CR10.0.90)

Hinkle Real Estate Advisors of Worthington was paid \$3,900.00 to date for their services for Parcels 151, 159, 164 and 171 owned by VOCHOA. Hinkle provide the Trustees, Attorneys (Isaac Wiles Firm) and the County with copies of his report dated June 2016. Estimated total fee is \$7,500.00 when we go to mitigation with the County.

5/28/16: Trustees had completed an email vote to accept Hinkles draft report.

Landscaping (Freedom Lawncare)

CPS will schedule holiday lights setup at entrances around Nov 30th. Freedom stores the lights at their facility.

Irrigation at Entrances (One Call and H. Sutton)

- CPS has scheduled backflow testing that is required to be completed annually for DELCO.
- CPS will schedule winterizing the Holderman water falls around October 20th.
- CPS will schedule shut down water & irrigation October 30th. They air out the irrigation lines, and remove the backflow units for the winter period.
- Due to Old State construction next year, the irrigation systems will be demo by the County. Do not restart the water at Gladshire and Royal Oak entrances in 2017.

Property Management

The Board received quotes and qualifications from 2 property management companies. That includes Capital Property Solutions (CPS) and Real Property Management (RPM). Only CPS's proposal was complete. RPM's proposal was lacking personnel qualifications and various costs such as deed restriction neighborhood drive through biweekly.

8/9/16: Trustees had completed an email vote to accept CPS's proposal. Includes \$15,552.00 for 12 months plus a 15 percent contingency (\$2,330.00). Their contract is for 24 months.

Tree Removal (Lambertree)

Lambertree is scheduled for stump grinding along retention pond 2's dam, at a cost of \$900.00. They are scheduled for dead tree removal near the east end of Manorgate culvert in the common area this winter, at a cost of \$850.00. They removed 2 large dead ash trees along Crossing Place this year for \$700.00, which could have damaged nearby structures.

8/9/16: Trustees had completed an email vote to accept his proposal.

Web Site Information/Access (Unicom)

- We will periodically add some Questions/Answers to were recently discussed on the web site. Add disclaimer regarding facebook web group; since it is not affiliated with our HOA.
- CPS is adding their contact and additional beneficial information to the web site.

Fence Repairs in Phase 8, along the bike path

Joe sent out email notices to property owners that back against the HOA's fence. Many owners had to remove materials and their wire screening attached to the fence. If the screening was not removed by the homeowner, no painting could be done on the bare wood areas.

Lambertree was contracted to remove a few tree stumps that were against the wooded fence.

Freedom Lawncare was contracted to remove high brush along portions of the fence.

Home Watch Property Care of Sunbury was contracted to replace 7 deteriorated posts and many rails at a cost of \$2,268.00.

Portions of the fence were painted where bare wood was exposed. Also the new wooded was painted. We purchased the paint. A college student performed the painting.

Delaware County Pet Rules

There were 2 recent reports of dogs loose by their owners. The Board is not responsible for dog safety. The County already has pet requirement safety in place, such as leash requirements. It is recommended by the Board the property owner notifies Delaware County Sheriff office (non-emergency line) if they see a dog not on a leash when off the owner's property.

Landscape Architect

CPS will assist in finding qualified companies for design/build services for HOA's frontage and entrances along S. Old State St. Joe provided a digital copy and paper copy of the County's construction drawings for reference.

The firm should provide the Board with design drawings, specifications, estimated construction costs, construction management and oversight. Design work to be done 2016-2017 period. Construction of tree plantings, landscaping, new fencing will be done 2018-2019 period. The firm should take into account the County's proposed noise wall that will be installed south of Gladshire entrance. The frontage north of Gladshire entrance will require fencing and trees to fill some of the open areas.

Sidewalk Repairs, Path to School

Michelle notified Olentangy Schools about the sidewalk along the School's path on 8/2/16. No response from Dan Ramsey at the school to date.

Pond Fish Stocking

Trustees contracted ATAC to restock fish in the 3 ponds this year (August and September). Fish type includes largemouth bass, bluegill, hybrid bluegill, redear sunfish (about 145 in Pond 1, 300 in Pond 2 and 500 in Pond 3). They also stocked Triploid white amur in each pond (5, 20 and 26 respectively). Total cost was \$2,032.


PO Box forwarding

Joe will place a USPS address forwarding to CPS's address. Then they will not need to pick up the mail at Lewis Center post office.

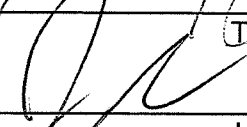
Adjourn

Meeting adjourned at 8:15 pm
Minutes prepared by: Joe Stock, Isaac Wiles and CPS


Approval:

 10/18/16

 Tim Stadt, Trustee

 10/15/16

 Joe Stock, Trustee

 10/13/16

 Michelle Sherer, Trustee