

Oakland Hills Infrastructure Meeting

October 5, 2016, 6:00 PM

Next Meeting: October 26, 2016, 6:00PM Regular meeting

Facilitator: Roger Stamper

Note taker: Roger Stamper

Committee Attendees: Roger Stamper, Carl Dyszkiewicz, Bruce Bradley, Larry Shelton, Mike McLean, Jim Hankey, Dennis Taft

Not Present Jim Hankey, Mary McLean

Observers Terri Erhart, Linda Teare

Minutes

Long Term Capital Plan

The sole focus of this meeting was to discuss a plan to address updating and maintenance of the Long-Term Capital Plan (LTCP).

The plan going forward is:

- Once the responsibility document is complete and any changes made to the Master Deed, compare those to the LTCP to be sure all significant future expenditures are captured
- No cost estimate in the plan should be more than 3 years old
 - Roofing and Siding 2017 receiving estimates, then try to get every 2 years. Will consider other estimates for 2017 when the committee meets in the spring
 - Others may be able to go out to 3 years
 - After replacements begin, this step should no longer be necessary
- The LTCP spreadsheet should list how the estimate was determined, be it Internet, Vendor, Resident expertise, or some other method
 - Springtime project, Roger will work on this
- Each Spring, Infrastructure should decide which cost estimates need to be updated that year
 - Committee members will have until October 1 to update
 - This feeds through the spreadsheet to the estimates of future Reserve Fund dues
 - Then it goes to Finance for review
 - Allows time to present to the Board when the budget is put together in November
 - Although not a budget item, Reserve Fund allocation needs approval by the Board
- Addition to the LTCP spreadsheet
 - Estimates of when inspections of each system needs to begin to have a plan in place for needed maintenance or replacement
 - For instance, Roof inspections will begin for older units beginning 2018
 - This will be an operating expense item, so will need to be budgeted
 - Agreed by committee members, who will provide recommendations
 - Add Pool Furniture
 - Estimate 10-year life, so very close to replacement, especially given the amount of use the pool is getting
 - In Spring, will need to obtain estimate of cost to replace
 - Clubhouse HVAC system
 - A/C, Furnace, and Hot Water Heater
 - Gardner appears to have the system inspected yearly
 - Will be added to LTCP once we have estimate of the cost to replace and estimated life

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- Addition to the LTCP spreadsheet (continued)
 - Sprinkler system, including wells and water falls
 - The thought was that this should likely be included in the LTCP
 - Roger will contact Larry Smith to ask if he agrees and, if so, ask Landscape to provide estimates for prices and useful life of these systems
 - Soffits and stone facades are not specifically accounted for in the LTCP
 - Master Deed (or is it the responsibility document) simply says "External Surfaces"
 - Will evaluate at a later date
 - Return and inflation assumption will be updated annually
 - To reflect returns and inflation experience

 - Maintain the very long-term outlook of the LTCP spreadsheet
 - Currently goes out to 2060 to capture about two full cycles of roofs and siding
 - We have shown the community only 20 years (maybe move to 25)?

 - Consider that only certain items are to be included in LTCP
 - Minimum of \$5,000 expenditure
 - Could be moved if determined to be advantageous to do so
 - Must be a capital item (not repair/maintenance)
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Next Meeting:

The next meeting will be **Wednesday October 26, at 6:00 PM** in the Clubhouse