

**OAKLAND HILLS CONDOMINIUM ASSOCIATION**  
**Board Meeting Minutes**  
**July 13, 2016**

The Board Meeting of the Oakland Hills Condominium Association was called to order at approximately 4:10pm, July 13, 2016 at Gardner Management Group offices.

**1. Roll Call:**

- A. Board members in attendance: *Jack Gesmundo (AVB, Member At Large), Joy McClendon (Secretary, Website Committee), Larry Smith (Vice President, Landscape Committee), Roger Stamper (Infrastructure Committee), Linda Teare (President, Finance Committee)*
- B. Gardner Management in attendance: *Ryan Gardner, Calvin Johnson*

**2. Reports from Individual Committees:**

**Landscape Committee** – Larry Smith presented on behalf of the committee.

**Replacement trees**

- 1. A revised proposal was presented which included removing 7 trees (one already removed) and replacing 4 of those. One tree to be replaced now and three in the fall. Two vendors were contacted with an estimated cost of \$475 per tree for the replacements. Although we are unable to pinpoint an exact cause for the tree deaths, some amount of normal loss should be anticipated. It was suggested that a line item be added to next year's budget for a *Tree Management/Replacement Program* so we are prepared to financially manage the annual expense. The Association's current practice is to pay for replacement trees when there is a privacy or noise management requirement, but not for cosmetic purposes only. If a tree is not replaced, the Association will pay for removal and grass seeding.
- 2. We have a budgeted amount of money to cover the approved evergreen fungicide treatment. The current actual expenses against budget were reviewed for the Landscape Maintenance Account and it was agreed that this proposal should be tabled until the September meeting when we have paid more of the summer bills and have a better understanding of our expenses vs budget position. Jack noted that it would still be possible to order the trees in September if the expenditure is approved then.

**Other Tree discussion**

- 1. A co-owner has expressed concern over tree roots potentially impacting their unit foundation. The landscape recommendation is that this is likely not an imminent problem given roots will take the least resistant path to water and there is plenty of room for root expansion other than into the foundation. Without evidence of existing damage no further action was recommended by the Board.

**Drain Projects**

- 1. Two drain-remedy projects were discussed. Both areas (behind Selly Oak and Shady Oak) which drain into Pond #4 retain water after heavy rainfalls. This causes mud and makes mowing difficult, as well as eroding top soil into the pond. Initial estimates were received for a rock bed and plantings which were \$2400 for one and \$1800 for the second. The Board agreed that additional options should be considered, including allowing this area to become "natural" or providing minimal landscaping with plantings. The drain proposals will be

revised and re-presented to the Board with cost estimates for a final decision at the September Board meeting.

#### **Mulch Schedule**

1. The current mulching schedule operates with a 30/70 ratio with units 1-55 one year and the remaining units (56-136) the second. The Landscape Committee recommends that the mulch ratio be modified in 2018 to 50/50 (1-68 then 69-136) to evenly distribute the expenses and work year to year. The committee also recommended reducing the mulch used on the Evergreen trees within the community as we are layering mulch on top of mulch that has not been sufficiently degraded. The Board agreed that adjusting the schedule makes sense along with reducing the tree mulching and asked for a schedule showing which units and which trees would be mulched each year and how we would handle the “overlap” units (56-68) which would either be mulched twice or skipped when the schedule change is implemented.

#### **Water Features**

1. The Landscape Committee received an estimate from R&A Water Features to clean out and power-wash the waterfall streams (3), clean grass from the stream running from Pond 2A down to Pond 2 and seal both waterfall basins. The estimate presented was \$3,925 for a Fall and Spring maintenance. This would be in addition to the current water feature maintenance cost of \$395/month (\$4740/year). The Board agreed that a one-time seal of the large waterfall and a once-a-year maintenance would make sense to perhaps start next Spring. This would allow for the needed funding to be added to the budget for next year if approved, (As of the May financial report, Landscape Maintenance Actual was \$14,064 against a Budget of \$13,750.)
2. Linda Teare, Board President, recommended renewing the existing R&A Contract at \$395/month.

#### **Landscape Budget**

1. The Landscape committee recommended and the Board agreed that the 2017 Landscape budget should be itemized more specifically to designate cost allocations by major categories (e.g., tree removal and replacement.)

#### **Finance Committee** – Linda Teare presented on behalf of the committee.

1. Linda reviewed the *Responsibilities Document* originally created by Bob Love and reviewed by the Infrastructure and Finance Committees. This document lists key community elements (e.g., street-side lights, walkway to entry, driveways, plumbing, utilities, etc.) and identifies the responsibilities of the Association and the Co-owner for each. Each line item was reviewed along with the Master Deed to assure consistency and provide clarification. Once completed and endorsed by the Board, this document will be added to the Community Handbook.

#### **Infrastructure Committee** – Roger Stamper presented on behalf of the committee.

1. Roger presented a comprehensive report on the status of numerous Infrastructure Items. Board discussion included:
  - a. Carriage Lights – Board discussion focused on having the Association replace the street-side lights to assure consistency, quality and cost management, but also allowing co-

owners to request back light replacement at the same time at their own expense. Gardner Management was asked to secure a quote and to assure there would be adequate inventory for a 3-year implementation plan.

- b. Curbs & Sidewalks – A sidewalk along Oakland Dr. (within community boundaries) has been cracked which appears to be the result of heavy equipment. Jack will have someone look at this and if AVB's responsibility will have it repaired.
- c. Gutters – Gardner will clean those along the forest that are accessible without entering the unit twice per year and also if a co-owner calls regarding a visible blockage. Gutter guards were considered but are currently an unbudgeted expense.
- d. Cleaning of streets and sidewalks is under committee review with the focus on those areas most visible such as by the pool and clubhouse.
- e. There is a low spot in the sidewalk along Oakland Drive which continues to flood (and will continue to do so when landscaping is done.) Jack agreed to have AVB look at this to see if there is an elevation issue that needs to be addressed.
- f. Shake Siding – Is discolored in some areas and doesn't appear to be from normal aging. The original manufacturer has gone out of business so there is no recourse from them. The Board agreed we would let it be for now since the only options are to replace or repaint, either of which would involve significant expense.
- g. Clubhouse Carpet Damage - The replacement timing will depend on the outcome of the insurance adjustors report. The replacement cost is higher due to the cost of disassembling, removing and reassembling the exercise equipment.
- h. Pool – There may have been confusion over terminology regarding resurfacing vs repainting the pool. It was agreed that the pool will need *resurfacing* at some point.
- i. Curbs and Sidewalks – A comprehensive review and report has been completed by the committee on curb repair/replacement by phase/unit, developing potholes, utilities and sidewalks (including pictures of problem areas.) The report identifies priority areas. Some of these have already been marked by AVB. Jack indicated that AVB is coming to the community next week to review and address.
- j. Power washing siding – There are a number of problem areas/units with significant staining and algae on the siding. The infrastructure committee has prepared a report with pictures of these units/areas and is recommending these units be power washed and a regular cleaning of the entire complex be implemented to minimize future problems. A proposal to clean ¼ of the units (34) each year on an ongoing basis was discussed. Some units appear to have more frequent discoloration than others, probably due to their orientation and location. Therefore, adding an incremental amount to accommodate these units on a more frequent basis was suggested. *For illustrative purposes only:* Assuming approximately \$6000/year\* to clean 34 units (i.e., ¼ of the complex) plus a contingency amount of \$1500\* for "problem areas" results in an annual budget requirement of \$7500\*. (\*Numbers are for demonstration only – not actual estimates.) Whether this occurs as an additional assessment or is added to the dues would need to be determined if approved. Roger will come back to the Board with a more detailed proposal.

**Website Committee** – Joy McClendon presented on behalf of the committee.

1. Website Updates – The Website Committee has reviewed all Website Pages for accuracy and currency (as a part of the annual review process) and made a number of updates including clarification on key forms, a final community map, and changes to the “About Us” page wording.
2. Website Training – A training session will be held on 7/21/16 at 5pm just before the next 5:31 Potluck in the Clubhouse. This session will provide hands-on assistance with profile updates, answers to questions, as well as demonstrations. A PowerPoint demonstration on website use will run on the clubhouse TV.
3. Issues & Enhancements – The committee is working with the developer on a document archiving capability in order to simplify document access. Requirements are being developed and a proposal will be presented to the Board when ready. Microsoft email rejections are still an issue being discussed with the Developer.

3. **Old Business:** None (Covered in above committee reports.)

4. **New Business:**

1. Two suggestions were made:
  - a. Future proposals with a cost should include a budget impact analysis when presented to the Board to expedite discussion.
  - b. Proposals should include pictures when it is possible to do so (e.g., landscape, infrastructure) as these are very helpful for Board discussion.

5. **Next Meeting:** September 14, 2016 Location: Gardner Management Group Offices

6. **Resident Comments:** No comments.

7. **Adjournment:** The meeting was adjourned at 7:05pm.

*Minutes Submitted by Joy McClendon, OHC Board Secretary*