

OAKLAND HILLS CONDOMINIUM ASSOCIATION
Annual Meeting Minutes
May 10, 2017

The Annual Meeting of the Oakland Hills Condominium Association was called to order at approximately 5:30pm, May 10, 2017 in the OHC Clubhouse.

1. **Annual Meeting Roll Call:**

1. 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)*
2. Gardner Management in attendance: *Ryan Gardner, Calvin Johnson*
3. Absent: *None*
4. Residents in attendance: approximately 70 people attended representing 52 units

2. **Call to Order:**

1. Linda Teare, Association President, called the meeting to order, welcomed the residents, introduced the existing board members and Gardner Management, and reviewed the agenda.
2. Linda thanked Roger Stamper for his many contributions to the community as he will now be leaving the Board.

3. **2017 Annual Survey Results:** Joy McClendon shared the results from the 2017 Community Survey.

1. The survey was created by residents at virtually no cost. The response rate was over 70% which is very good.
2. Highest Rated Area: Sandstone snow plowing service
Sample Comments:
 - a. "Best service we have had so far."
 - b. "Excellent Service."
3. Lowest Rated Area: BrightView Irrigation System
Sample Comments:
 - a. "Need to monitor the direction of the water. Much of the water is hitting the driveway or the street."
 - b. "Using BrightView for irrigation system maintenance seems very expensive."
4. Common themes identified across the comments received:
 - a. Streets and Sidewalks are deteriorating too quickly.
 - b. Concern over dues increase.
 - c. Too many weeds, lack of weed control and fertilizer.
 - d. Poor quality grass with bare areas.
 - e. Mowing and trimming cause damage and there is a lack of cleanup.
 - f. Clubhouse needs better cleaning.
 - g. Board Communication and openness needs to improve.

5. Next Steps:

- a. We have shared comments with the appropriate vendors.
- b. A majority of respondents agreed with holding a fall informational meeting, therefore we will hold a fall community meeting on **October 11 at 5:30pm in the Clubhouse.**
- c. The majority of respondents did not feel that additional activities need to be offered. Any resident is welcome to organize and lead a social event that they are interested in.
- d. The majority of respondents did not feel that additional services need to be offered.
- e. Twenty (20) respondents indicated that they would like to serve on a committee. We will reach out to these units and ask them to contact the Committee Chair for the committee they wish to participate on.
- f. A majority of the respondents use the website. Nine (9) units indicated they were interested in more website training. We will provide an additional training opportunity, likely before a future 5:31 or other community meeting.
- g. A majority of the respondents would be willing to pay a fee for using the clubhouse. A committee will be launched to develop a process and guidelines.
- h. The Board will review our processes and communication and look for improvement opportunities.

6. Survey Process Improvements:

- a. Allow space for positive comments after specific questions. Comments for specific questions were only requested if dissatisfied.
- b. Try to be more consistent year-over-year to allow for comparisons across surveys.
- c. Some technical/data issues and data analysis was somewhat constrained.

4. **Finance Committee:** Carl Dyszkiewicz presented on behalf of the committee.

1. **2017 Budget**

- a. We now have a more Realistic and Achievable Budget
- b. Siding Cleaning - 4 year plan was added new
- c. \$30/mo Increase in Association Dues

2. **1st Quarter Results**

- a. Association Dues and Expenses "On Track"
- b. A few Unfavorable Timing Issues will Reverse
- c. Legal Expenses Unfav - Master Deed Revisions

3. **Change in Insurance to Farm Bureau - March 1st**

- a. Property, Liability & Directors & Officers Coverage
- b. Solicited Quotes and Interviewed 3 Major Carriers
- c. Significant Expense Savings vs Budget

4. **2017 New Investment Plan for LTC Reserve Fund**

- a. Investment Goal - safely grow funds over the long-term to outpace savings rates and inflation
- b. Invest \$300,000 of current Reserve Funds
- c. Managed by Ken Lamos of Raymond James

- d. "Investment Guidelines" document identifies critical Controls, Responsibilities & Reporting

5. **Infrastructure Committee:** Roger Stamper presented on behalf of the committee.

1. **Projects Initiated**

- a. Replace Carriage Lights on units 1 – 54
- b. Program to Replace Carriage Lights Bulbs with LED Bulbs
- c. Cleaning of Siding
- d. Mailbox and Sign Post Guards
- e. Replace Damaged Carpet in Clubhouse

2. **Projects Pending**

- a. Mold Around Clubhouse and Pool
- b. Pool Resurfacing
- c. Signs at Entrances and Clubhouse
- d. Office Space Repurposing
- e. Roof Inspections

3. **Guidance Given**

- f. Deck Cleaning

4. **Long-term Capital Plan**

- a. 75 of Monthly Dues go into the Fund
- b. Accumulating in the Fund for Major Expenditures
 - i. Roof, Gutters, Downspouts
 - ii. Siding
 - iii. Roads
 - iv. Sidewalks
- c. And less major expenses
 - i. Gym Equipment
 - ii. Clubhouse furniture, Carpet, and HVAC
 - iii. Pool Resurfacing and Pumps
 - iv. Front Doors
 - v. Irrigation and Water Feature Infrastructure

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

1. **Spring Flower Planting** (7th Year)

- a. May 24, 16 Volunteers Needed

2. **Tree Replacement Program** (Started 2016)

- a. Two trees scheduled to be replaced in 2017 (one lost to a windstorm in February)

3. **Evergreen Management Program**

- a. Started spraying in 2016 to prevent Needle Cast disease
- b. In 2017 fertilizing to strengthen and resist disease
- c. Will alternate fertilizing and spraying annually (no additional cost)

4. **Yard Waste Pickup Program**

- a. 44 bags dropped off (3 times 2016)

5. **Invasive Plant Control Program**

- a. In 2016 treated water features for infestations of Purple Loosestrife and Horse Tail

- b. Currently spraying to contain Garlic Mustard

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

1. **What has been accomplished:**

- a. Trained new residents and made many directory updates.
- b. Performed an annual review of all content and data sources for accuracy and currency (will repeat annually.)
- c. Developed a training slideshow and held a community training session.
- d. Performed day-to-day support including:
 - a. informational email distributions to the community,
 - b. document uploads (e.g., Board & Committee meeting minutes, handbook, newsletters, etc.),
 - c. updates to website pages, and
 - d. responding to resident questions.

2. **Website activities in process:**

- a. Adding an *Announcements* area where we can place items such as the Siding Cleaning update.
- b. Implementing an *Archiving* feature with a *Keyword Search* option.
- c. Implementing a *print/download* feature for the directory.
- d. Transitioning the *Gallery* to a community resource.
- e. Working with the developer to correct email distribution failures, addressing access questions, and improving & documenting key processes (e.g., how to perform the annual archive process, how to manage errors.)

3. **Website costs:**

- a. Total Annual Budget is \$1,500.
- b. \$50/month for Website hosting/operation.
- c. Archiving & search enhancement will cost approx. \$300.
- d. Most day-to-day tasks (e.g., page updates, loading of minutes and documents, email distributions) are performed by the volunteer committee members at no cost.

4. **Residents can do the following:**

- a. Notify Babs Smith when your email ID changes. (bjismith31@gmail.com) This is your Website Userid.
- b. Update your information in the Directory. We (the committee and Gardner Management) will not make changes to your information in the Directory. You control what information is shared about you.
- c. Add the Website email Address to your Address Book and be sure to flag it as a safe sender to avoid messages from the Website going to your junk mail. (postmaster@oaklandhillspportage.org)
- d. Attend or request a training session if you need it.

8. **President's Comments:** Linda Teare presented

1. Linda thanked all of the Committee and other Community Volunteers:

Finance Committee: Carl Dyszkiewicz, Bob Love, Dennis Moon, Jack Michael, Linda Teare

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

Landscape Committee: Cliff Kegeler, Judy Maxwell, Mike McLean, Dick Olivanti, Larry Smith

Website Committee: Jeff Lee, Bob Love, Babs Smith, Joy McClendon

Clubhouse, Social Events and Name Tags: Sue Kovach, Mickey Olivanti

2. **Master Deed Amendment** – Linda announced that the community would be asked to vote on the Master Deed Amendments which were required after clarifying key roles and responsibilities for the community (see Roles and Responsibilities document starting on page 15 of the Community Handbook.) The changes being made are to make Mailboxes and Carriage lights Association vs co-owner responsibility. We will require a 66% (2/3) yes vote of all residents (not 66% of those that respond.) At this time it is understood that the vote will come via paper mail from the Association’s legal representatives. We do not know the date of the distribution, but plan to issue a reminder/notice when we do.
 3. **Clubhouse Use Requirements Meeting:** As a result of the community survey the Board has decided to begin charging for resident use of the clubhouse. A meeting will be held on 5/24 at 6pm in the Clubhouse to develop a process/recommendation to be taken to the Board for approval. **Action Item:** Linda Teare and Joy McClendon will develop an initial straw model for the committee to work from.
9. **AVB Update:** Jack Gesmundo presented.
1. Jack discussed that there are only 2 units left to sell in the complex (out of a total 136.) He then provided a brief history of the development which was built in several phases.
 2. There is no set date at this time, but Jack anticipates that AVB will exit their offices in the clubhouse in the July/August timeframe. Jack offered AVB’s assistance with converting that space into something more usable for the Association once we decide what that should be. The new carpet for that area has already been purchased and is being stored.
 3. Whisper Rock, the AVB complex under construction at Oakland and Centre Ave will have an opportunity for Oakland Hills residents to tour the parade home in that complex in early June.
10. **Gardner Management Update:** Ryan Gardner presented.
1. **Reminders:** Ryan Gardner reminded residents of the following:
 - a. ALL Pet Waste MUST be picked up by the owner immediately (even for small dogs.)
 - b. Residents who choose to take photos of various situations in the neighborhood with the intent to forward these to Gardner should be careful not to photograph other resident’s faces for privacy.
 - c. Guest parking pads should not be used for residents as additional car storage. A question came up regarding Association Rules for parking resident cars in driveways overnight on an ongoing basis. Some believed parking resident cars in the driveway on an ongoing basis was not allowed, but others thought it was OK. **Action Item:** Ryan will follow up to confirm the existing rule.
 - d. There was concern expressed over the use of an air rifle in the pond area. No firearms of any kind are allowed to be used in the common areas and this includes air rifles.
 2. **Election Results:** Ryan Gardner presented the results of the Association Board Election.
 - a. Voting Board Members will be: Tom Welsh and Larry Smith
 - b. Non-voting Member (until AVB exits the Board) will be: Mike McLean

11. **General Notes and Action Items:**

1. Residents were reminded that specific questions and concerns should be brought to the appropriate committee for consideration. Discussion occurs at the committee level and then recommendations are brought forward to the Board for approval.
2. A meeting to discuss clubhouse use and regulations has been set for May 24 at 6pm in the Clubhouse. **Action Item:** A reminder announcement will be distributed to the community.
3. A suggestion was made to allow a picture to be added to the online Service Request form on the website. **Action Item:** The Website Committee will discuss with the developer. Ryan Gardner reminded residents that this could be done today by sending an email with an attachment to info@gardnermi.com (which is the same place the online requests are sent to.)
4. A question/concern regarding moles was raised. Larry Smith, Landscape Committee Chair, responded that Gardner is no longer treating for moles. Other treatments are expensive.
5. A question/concern regarding faded shingles was raised. This was referred to the Infrastructure Committee who has discussed this item in the past and can revisit and bring to the Board as appropriate.

12. **Adjournment:** The meeting was adjourned at approximately 7:30pm.

Minutes Submitted by Joy McClendon, OHC Board Secretary