

**OAKLAND HILLS CONDOMINIUM ASSOCIATION**  
**Board Meeting Minutes**  
**May 10, 2017**

The Board Meeting of the Oakland Hills Condominium Association was called to order at approximately 7:30pm, May 10, 2017 in the OHC Clubhouse following the Annual Meeting.

1. **Board Meeting Roll Call:**

1. Board members in attendance: *Jack Gesmundo (AVB, Member at Large), Joy McClendon (Secretary, Website Committee), Mike McLean (Infrastructure Committee), Larry Smith (Vice President, Landscape Committee), Linda Teare (President)*
2. Gardner Management in attendance: *Ryan Gardner, Calvin Johnson*
3. Absent: *Tom Welsh (Treasurer, Finance Committee)*
4. Other Invited Attendees: *None*

2. **Board Organization Structure:**

The following Board appointments were nominated and approved:

President: Linda Teare  
Vice President: Larry Smith  
Treasurer: Tom Welsh  
Secretary: Joy McClendon

Additional Board Members:

Member at Large: Jack Gesmundo  
Non-Voting Member: Mike McLean

The following Committee Chair appointments were approved:

Finance Committee Chair: Tom Welsh  
Infrastructure Committee Chair: Mike McLean  
Landscape Committee Chair: Larry Smith  
Website Committee Chair: Joy McClendon

3. **Record of Board work since previous meeting (on 4/12/2017):**

1. **Decision:** The Board approved a contract with Patriot Power Washing to clean units 8650-8794 on Oakland Hills Circle, the Clubhouse, all units on Gray Oak, and selected other units which require spot cleaning. A communication was distributed to the community.
2. **Decision:** The Board approved a Landscape Committee recommendation to not allow trimming of the natural landscape area by the pond requested by a resident.
3. **Decision:** The Board clarified and confirmed the process for when buy-in fees will be charged. Individuals who move from one unit to another within the complex will not be charged a buy-in fee. Individuals who exit the complex (i.e., sell their unit, leave the complex and then purchase a unit and return) will be charged a buy-in fee.
4. **Decision:** The Board approved the Reserve Fund Investment Guidelines dated April 25, 2017. This document has been added to the website under Association Documents > Financial Reports.

4. **New Business:**

1. **Procedure for ARC approval in Phase I:** Mike McLean asked where the process identifying the OHC Board as the ARC decision body for Phase I is maintained. Jack indicated that for Phase I this would be found in the individual unit Title documents. The Board members all agreed that a consistent process across all phases would be the ideal situation if that can be legally implemented in some fashion. This topic will be added to the next Board meeting for more in-depth discussion. Joy noted that it would be important for Jack Gesmundo to be present at that meeting since he has the knowledge and background of the existing processes and rules.
2. **Deck Cleaning:** The Infrastructure Committee has developed a communication for co-owners including tips and tools for cleaning decks. Decks are a co-owner responsibility but have an impact on the overall appearance of the community, particularly if they are not appropriately maintained. Proper and regular maintenance is not only important for deck appearance but also to extend the life of the deck itself. **Action Item:** Mike McLean will distribute the draft communication to the Board for input and approval.
3. **Update on Pool:** Gardner reported that the pool will be open for the Friday before Memorial weekend as planned. The pool has been leak tested and any leaks have already been patched.
4. **Board Process:** There was considerable discussion around Board and Committee authority, responsibilities and process. **Action Item:** Ryan Gardner will review the State Condo Buyers Handbook for direction on what decisions may or may not be made via an email vote. The remaining discussion was tabled for the next meeting.

5. **Next Meeting: Wednesday, June 21, 2017 at 4:00pm at the Gardner Management offices.**

6. **Resident Comments:**

**Residents in attendance:** None

7. **Adjournment:** The meeting was adjourned at approximately 8:30pm.

*Minutes Submitted by Joy McClendon, OHC Board Secretary*