

OAKLAND HILLS CONDOMINIUM ASSOCIATION

Board Meeting Minutes

November 21, 2017

The Board Meeting of the Oakland Hills Condominium Association was called to order at approximately 3:00pm, November 21, 2017 at Gardner Management Group offices.

1. **Roll Call:**

1. Board members in attendance: *Mike McLean (Secretary, Infrastructure Committee), Larry Smith (Vice President, Landscape Committee), Linda Teare (President, Website Committee), Tom Welsh (Treasurer, Finance Committee).*
2. Gardner Management in attendance: *Calvin Johnson, Ryan Gardner*
3. Absent: *Jack Gesmundo (AVB, Member at Large).*
4. Proxy: Jack Gesmundo submitted an official voting proxy prior to the meeting, allowing the Board President, Linda Teare, to vote in his stead.
5. Committee Members Present: *Carl Dyszkiewicz Finance and Infrastructure Committee Member*
6. Residents in Attendance: *Doug and Gail Brown 8675 OHC, Sharon McIntyre 8679 OHC.*
7. Guest: *Bruce VanderWeele, President Design Consultants P.C.*

2. **Record of Board work since previous meeting (10/30/2017):**

1. Oct. 30, 2017 Special Board Meeting Minutes were approved.

3. **Reports from Individual Committees:**

Finance Committee – Carl Dyszkiewicz Committee Member and Tom Welsh Finance Committee Chair presented:

1. **Operating Reports:**

From the **Month Ended** Oct. 31, 2017 Financial Report.

Summary:

Revenue:	Actual \$ 37,545	Budget: \$ 37,552	\$7 Unfavorable
Expenses:	Actual \$ 26596	Budget: \$ 24,320	\$2,276 Unfavorable
Net Income:	Actual \$ 10949	Budget: \$ 13232	\$2,283 Unfavorable

Noted expense items:

1. Legal – Master Deed changes: \$2126 Unfavorable
2. Trees: \$1275 Unfavorable
3. Pond Maintenance: \$1500 Favorable

For the **Ten Months** Ended Oct 31, 2017 Financial Report.

Revenue:	Actual \$ 376,009	Budget: \$ 375,517	\$492 Favorable
Expenses:	Actual \$ 343,612	Budget: \$ 350,532	\$6,920 Favorable
Net Income:	Actual \$ 32,397	Budget: \$ 24,985	\$7,412 Favorable

Comments:

- Based on the previous 2 years, water & sewer will be unfavorable but other utilities will somewhat offset.
- Currently tracking (9) items not yet booked, e.g. Tustin's asphalt sealing and unexpected water pump failure, however it is still expected that the budget target for the year will be met.

Long-term Capital Plan Reserve as of Oct 31, 2017.

- The Reserve balance stands at \$421,580
- Net return on the Raymond James account for 6 months is \$5,404 (1.8%)
- The Finance and Infrastructure teams are working together to continually update LTCP expenditures and required Association dues requirements.

2018 Budget Projections:

Each committee chair presented a list of items for input to the 2018 budget schedule. Each line item was reviewed by the team. Individual items agreed upon by the Board were submitted to Ryan Gardner for consideration in forming the 2018 budget. Decisions are pending a final review of Ryan's work once completed.

Infrastructure Committee – Mike McLean presented on behalf of the committee.

1. **New Signs:** (3) new signs have been installed, one at the Clubhouse and one at each entrance. The old "Private Community" sign has been removed.
2. **Garage Door Lubrication:** (10) garage doors were completed by Bruce Bradley and Mike McLean.
3. **AVB Office Remodel:** Construction work on the room is well underway and expected to be complete sometime in the first week of December. Quotes for a flat screen TV and furniture were reviewed in detail.
 - The TV quote from KaZoo audio was approved.
 - The Furniture quote from WMOI was approved.
 - "Labrador Granite" was chosen for the table top laminate by a 4 to 1 vote.

Mike McLean will get with KaZoo Audio and WMOI to finalize and kick-off the TV and Furniture purchases as soon as possible. WMOI estimated 4 weeks for delivery from kick-off.

4. **EPS Security/Fire Alarms at Clubhouse:** The security system is not currently in-use and the fire alert portion has been out of service since the phone line change in July. It was agreed to discontinue the service and to have the Infrastructure team work with Gardner to replace the EPS fire alarms with standard DIY alarms.
5. **A/V System in the Clubhouse:** The new sound bar is installed and a new Marantz remote purchased. The remotes and simple instructions have been placed in a container located near the T.V. We also now have the capability to play files from a laptop with sound (with assistance from Infrastructure volunteers).

6. **Walden Woods Visit:** Mike McLean, Tom Welsh and Carl Dyskiewicz attended a meeting (chaired by Jack Gesmundo) on Nov. 16. The OHC team answered questions on a wide range of subjects but concentrated mostly on the LTCP process. The meeting was held in response to a request from the Walden Woods Board.

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

1. **Tree Trimming along Oakland Drive:** Tree trimming is proposed for 2018 especially along the sidewalk at Oakland Drive near Hollow Creek Trail. J.B. Professional Tree Service has been asked to submit an estimate which will be presented to the Board for approval.
2. **Tree Replacement:** Two evergreen trees have been identified for removal and replacement in 2018. The budget projection is included in the 2018 Tree Management program.
3. **Water Feature and Pump Maintenance:** A new pump was purchased from and installed by Rice Co. Rice Co. stated there is no advantage to running the water feature pumps 24/7 all year. However, it is possible that water in the pump chamber may freeze if the pumps are not running and it was agreed to leave them running through the winter. Gardner Management and the Landscape Committee will work with Rice Co. to establish a pump maintenance service program. Water feature landscape cleanup in 2018 will be organized and accomplished using a combination of Gardner Management, Brightview and PLM (Pond & Lake Management) resources.

Website Committee – Linda Teare presented on behalf of the committee.

1. The team is continuing work on Email rejections. The solution may be a change to using a Secure Server (at a cost of \$10/month).
2. Jeff Lee will be archiving documents.

Old Business:

1. **Master Deed and By-law changes:** Ryan Gardner reported that the mail-in effort for approval of the Master Deed Amendment stands at 86 “yes” and “2” no’s. 5 more “yes” votes are needed. Ryan agreed to send out a communication reminding residents to vote and to contact Gardner with any issues.
2. **Clubhouse Cancellations:** It was agreed that cancellations must be received at least 30 days prior to the scheduled date in order to receive a refund.

New Business:

1. Special Discussion – Foundation Issues @ 8675 OHC.

Doug Brown presented his continuing concerns with foundation cracks.

- The condition of the foundation has previously been reviewed by AVB and Bruce VanderWeele (Design Consultants P.C.). The foundation was found to be structurally sound though the root cause(s) for the cracks are not fully understood at this time.
- Gardner Management will obtain pricing from Building Restoration for epoxy repair of the cracks.
- Bruce VanderWeele will provide a quote to monitor cracks once they are repaired for further movement and possible better understanding of root cause(s).
- GMC will request quotes for a geotechnical assessment of base and surrounding soils.

2. **“Thank you” to Sue Kovach:** The Board acknowledges Sue’s leadership and effort decorating the clubhouse for the Summer, Fall/Thanksgiving and Christmas Holiday seasons. THANKS SUE!

3. **Next Meeting(s):** Dec. 19, 2017, 3:00 P.M. at the Gardner Management Office for the purpose of finalizing the 2018 budget.

4. **Adjournment:** The meeting was adjourned at approximately 6:30 P.M.

Minutes Submitted by Mike McLean, OHC Board Secretary