

Oakwind HOA Board Meeting  
Oakwind Clubhouse  
3-12-2015, 7PM

Board Members Present

- Gary Dasaro
- Todd Shea
- Open – third board position not yet filled

Also present was Denise Hindes from Oakwind's management company, All-In-One

**Agenda:**

**Open Items**

**New Items**

**Close**

**Open Items:**

- **Sidewalk repairs** around the neighborhood – **completed**
- **Reminder** – there is a link on the website to download an app for reporting sidewalk, curb, and lighting issues to Cobb County- **YourGov available on itunes for free**
- **Landscaping for common grounds** – new contractor has been selected, refresh is in progress, dead Hawthorn Bushes to be replaced shortly – **completed**
- **Clubhouse parking resurfacing** – initial planning has begun to resurface and repaint the parking lot this Spring – in **progress**
- **Pool furniture** – the Pool Committee has researched options for repairs and replacement, they are preparing to make their final recommendation in time for the pool opening – in **progress**
- **Road arrow-** on Antioch turn lane coming into the entrance – Cobb County has been contacted to replace the temporary arrow with a permanent one – in **progress**
- **Pool service contract** – feedback has been given to the current service provider and the decision has been made to renew the contract with them for one more year – **completed**
- **Resident concerns about speeding** in the neighborhood – a radar sign was positioned in the neighborhood in two different locations for a number of days and two new 25MPH Speed Signs have been installed in the neighborhood and converted with new decorative posts – **completed**
- **Land Use Committee** – The management company has completed a review of the Oakwind Covenants and a contract attorney is being engaged to review the analysis and recommendations from the land use committee – in **progress**
- **Events Committee** – the events committee hosted a holiday party at the end of the year. They are considering new events and additional volunteers are more than welcome
- **Irrigation system** – a new service provider has been selected and has completed repairs and an overhaul of the common area irrigation system and pump – **completed**
- **Tennis court signage** – the Tennis Committee recently installed updated league and court number signage around the courts – **completed**
- **Tennis court drainage project** – a new drainage system has been installed around all the tennis courts and the lighting posts have been straightened – **complete**

- **Maintenance** – possibly paint over graffiti on trash can by the playground that pressure washing did not fully remove- **completed**
- **HOA taxes** – 2014 tax returns were reviewed and signed

New Items:

- **Pool Spring opening** – initial plans were discussed
- **Spring Garage Sale** – dates are 4/24 & 25, bulletin board and website have been updated
- Spring review for neighborhood covenant compliant is coming up. Usual items this time of the season are early weed control and mildew on shady sides of the houses
- **Mailboxes** – in general, many of the mailboxes around the neighborhood require maintenance. A communications plan for reminders of standards and services available to straighten, paint, refresh decals, etc are being drafted in advance of an inspection

## OAKWIND NEWSLETTER – MAY, 2015

As pool season opens in Oakwind, we would like to make sure all residents have a safe and enjoyable summer! In doing so, there are several updates and policy changes to note.

- 5 new pool tables, bases, and umbrellas. Repainting and re strapping of all lounges and chairs, plus the purchase of 11 additional chairs this year. Please remind your children the furniture is not to be used as a toy or for climbing purposes.
- New Pool Company. David with DC Pools is now taking care of the pool and cleaning/stocking the bathrooms 2x a week. If there is a contamination at the pool, his contact number is on the [www.oakwindhoa.com](http://www.oakwindhoa.com) website in the pool link and also on the pool gate and telephone.



The most significant change that residents will see is the presence of our new amenity monitor. In the last few weeks, the pool committee has worked hard to keep the pool area clean, straightened, and secure for residents to enjoy. Unfortunately, there have been many issues regarding the above mentioned. The amenity monitor will be used as a back up to the pool committee and all residents. The monitor will confirm that those using the common areas are residents of Oakwind, and that guests are accompanied by a resident. The monitor enforces posted rules and closing area at 10pm. The monitor is NOT a life guard.

Oakwind homeowners have all paid for the use of these areas. Please remind your children and guests to follow the posted rules. Anytime there is graffiti to be removed, pool rails, furniture, gates, and fences to be replaced, it comes out of all homeowner's dues. These things are expensive to repair and replace.

All of these changes are to ensure the safety of our residents, and the integrity of our home values, making for an enjoyable community. Please take the time to read the common area rules posted at the pool and tennis courts. If you have any questions or concerns, please contact All In One Management or the Board of Directors

### Oakwind Pool Rules

- There is no lifeguard on duty – SWIM AT YOUR OWN RISK (Please note that swimming alone is never advised)
- Hours of Operation – 8 a.m. until 10 p.m.
- Children under 13 years old should be accompanied by a parent or guardian no younger than 16 years of age
- Anyone using the pool facilities is expected to CLEAN UP trash (especially food), return deck furniture to its original position, and lower umbrellas
- Items found around the pool deck at the end of the day will be placed in "Lost and Found" (plastic laundry basket under covered patio) on a daily basis. "Lost and Found" will be purged biweekly.
- No eating in the pool or at the edge of the pool
- Infants must wear SWIM DIAPERS
- No climbing, standing, hanging, or sliding on stair and/or ladder handrails
- No running around pool deck
- No pets allowed inside fenced area of pool
- No glass containers
- No smoking
- NO DIVING (this includes flips from the side of the pool)

## MANAGEMENT CORNER - What do I do if I receive a violation letter?

Almost every homeowner has received a violation letter at one time or another. Every resident of Oakwind takes pride in their home. Don't let the letter ruin your day! When you happen to receive one, here is a suggested list of steps to follow:

1. Read the letter & take a deep breath – understand it is not personal.
2. Evaluate the letter and ask yourself these questions: Is the violation still there? Do you have a plan to correct the violation already? When do you plan to correct the violation?
3. Contact All-In-One Management and let us know the status of the violation and your plan to address issue of concern. Remember – We are here to help maintain the value of your home.

### **ACC Reminders-ALL CHANGES to the exterior of your property need ACC Approval**

- **Any and all changes to the exterior of your home require ACC approval:**  
Exterior painting, statuary, fountains, benches, yard ornaments seen from the street, any kind of garden edging, driveway pads or extensions, new gardens, tree removal or planting, new landscaping, fence installation, additions to home, roof replacements, new decks (even exact replacements. **RULE OF THUMB** – anything that changes the exterior of your property requires approval. An ACC Modification Request can be found on the All-In-One website [www.allinonemgmt.com](http://www.allinonemgmt.com) on the communities' page under Oakwind HOA.

### **Pet Reminders**

- Be courteous and respectful to your neighbors. Do not let your dog bark continuously during the day or night – bring it inside.
- Remember to bring a plastic bag to pick up after your dog. Do not leave your dog's presents behind on the amenity areas or on other property within the community.

### **Garbage Cans – Store out of view of street**

- **Garbage cans must not be visible from the street** per Oakwind Governing Documents. Garbage cans should be stored in your garage or may be hidden by a fence or a shrubbery enclosure. All fence enclosures must be approved.

### **Exterior House Painting and/or Pressure Washing**

- Exterior painting requires ACC approval– colors are to be submitted for approval prior to painting—not obtaining approval may result in unnecessary costs to the homeowner. The paint (shutters, metal awnings, siding, doors & trim) should not be fading, chipping or worn off and be free of algae/mildew. Check for rotten wood around windows & door frames.

### **Lawn Maintenance**

- All ground covers viewable from the street excluding pine straw and mulch need to be approved by the ACC.
- Pine straw and/or mulch should be applied twice a year by April and November. Your pine islands and flower beds should be clearly defined and free of weeds and dead shrubs.
- *Lawn clippings should NOT be left on your property*, blown into the street or down the drains. Lawn clippings should be picked up after every mowing and edging.

### **Parking Reminders**

- Trailers, boats, campers, jet skis, mobile homes, commercial vehicles and the like are not allowed to be parked in your driveway. If you need to park a vehicle for a short time as is reasonably necessary to load, unload, or prepare such vehicles for imminent use, send an email to notify AIO ([info@allinonemgmt.com](mailto:info@allinonemgmt.com)) so that we are aware of your intentions. Homeowners who regularly have commercial vehicles or the like parked in driveways need to relocate them to an offsite facility or park them in their enclosed garage -- Please refrain from parking any vehicle on the street overnight or for extended periods of time.

### **Mailbox Maintenance**

- Mailbox, post and flag need to be freshly painted & maintained {maintenance information is enclosed}.



**Oakwind HOA Board Meeting**  
**Oakwind Clubhouse**  
**Thursday June 11, 2015 7:00pm - 8:00pm**

**Review open business items**

**Gary Dasaro**  
**Todd Shea**  
**Analia Murray**

- **Open seat on the board** - Analia Murray has volunteered to fill the remaining open seat on the board - Todd and Gary met with Analia, agreed to add her to the team. She and her husband Robert are recent residents to our community. Analia has a background in finance, executive experience, and is a RN, please welcome her - **completed**
- **Amenities monitor** - pool committee screened candidates and selected Ashley Lewis, she is now monitoring use of the common areas, providing light cleaning and organizing and closing the facilities at 10pm each night, we've seen a significant decrease in broken equipment, trash and vandalism plus received a lot of positive feedback from residents on her presence - **completed**
- **Replace pool gasket** - **completed**
- **Select new pool service provider** DC Pools - **completed**
- **Security cameras** - DVR was replaced, cameras are operational and in use by the board, amenities monitor and a resident police officer - **completed**
- **Replace clubhouse AC** - **completed**
- **Overnight street parking** - reminder letter - **completed**
- **Pool opening** - multiple requests for pool access code and key - **completed**
- **Land use** - discussed feedback from attorney with the committee, board decided to put next steps on hold for now - **on hold**
- **Tennis seating** - Gary to discuss further with selected vendor and tennis committee
- **Memorial tree** - Landscaping committee met (Ginger Byrd) with landscaper to make recommendation on tree and placement. Will follow up with the Clark family to finalize plans. -In progress
- **Sidewalk extension** - Management company to collect bids to extend the sidewalk around the back of the tennis courts to complete the walking loop. - In progress

- **Resurface and paint clubhouse parking lot** - short listed vendors completed second walk-throughs week of 6/22, pending final bids. -In Progress
- **Mailbox conditions** - heads-up to residents communicated in spring letter, next management company inspection will emphasize mailboxes in poor condition
- **After hours security** - we have seen clear improvements because of the amenities monitor but we are still seeing a fair amount of use of the facilities after she closes (10pm), much of which is by non-residents: loitering in the parking lot, cars left in the parking lot for carpooling, evidence of sexual activity on the grounds, teens climbing over the tennis court and pool fences, etc. The board and committees are discussing additional steps to take in order to increase the level of security after hours. Items under consideration include:
  - Additional signage enabling towing
  - Additional signage indicating the use of 24 hour cameras
  - Additional lighting for the parking lot
  - Stickers (warnings) for cars left in the parking lot without permission
  - After hours gate for the amenity parking lot
  - Creating a basketball committee to help monitor appropriate use of the courts
  - Increasing use of police to clear after hour use of the facilities

## Oakwind HOA Board Meeting - Special Meeting (Open Business)

1 hour Meeting on July 12 and subsequent email communications:

- **Pool Pump Repairs** – additional repairs were needed for one of the pool pumps, **completed**
- **Playground Mulch** – mulch around the playground was refreshed, **completed**
- **Refresh Reserve Study** – the board decided not to run a refresh of the reserve study at this time (the estimate was \$500). Current capital projects underway were already accounted for in the study and we are within our long-term forecast. The study will be refreshed at some later point in the future as needed, **closed**
- **Tennis Seating** – reviews have been scheduled with the selected vendor and a follow up with the tennis committee, **in progress**
- **Emily Clark Memorial Tree** – pending recommendation from landscaping committee and landscaper, planning a fall planting for the tree- **in progress**
- **Sidewalk Extension** – management company is collecting bids for review by the board, in progress
- **Parking Lot Resurfacing** – vendor has been selected, resurfacing currently scheduled for 8/4
- **After-hours Gate for Parking Lot** – After continued security issues including multiple confrontations with non-residents the board consulted with the pool and tennis committees and decided to install a gate for the parking lot. It will be closed after hours (10:00 PM) and is expected to reduce damage to our common area and increase security. Any home owner can request after-hours access as needed. The gate itself has been installed. A brick or other cosmetic surround for the gate is planned and designs are under review, gate completed/surround **in progress**
- **Common Area Landscaping** – Meeting scheduled for 8/3 to review progress of refresh of the common area plantings and provide feedback to the landscaper, landscaping committee and some board members to attend, **in progress**
- **Mailbox Compliance** – management company has begun identifying mailboxes in need of repair and or replacement. It seems the original mailbox is no longer available from the manufacturer, a suitable replacement is being selected and will be communicated, (The Chamberlains are waiting for the replacement of their damaged mailbox) **in progress**
- **Security** – security around the common areas, while improving, continues to be a concern. Recent incidents, all occurring after hours (very late in the night, almost all by non-residents) include: pool access, suspicious internet usage (observed via security cameras), sexual activity in parked cars, parking and access of playground and common areas. The board continues to work with committee members, the amenities monitor and law enforcement to address. Additional updates:
  - After hours parking gate installed
  - Additional signage (security camera, towing) on order
  - Warning stickers for unapproved overnight parking in use (residents can always request overnight parking for occasional one-off events)
  - Additional lighting under consideration

- **Delinquent Homeowner Dues** – a number of repayment plans have been established, the remainder of the delinquencies were forwarded to the attorney for legal action after final letters and courtesy phone calls were unanswered or declined
- **Repair Picnic Table** – one of the picnic tables in the covered area by the pool was vandalized. The damage was by a resident (minor) identified on the security cameras. The family was contacted and has offered to make repairs. Otherwise the cost of the repairs will be charged to the family, [in progress](#)
- **Old Items**- a homeowner brought up a few old business items. The detail and decisions associated with those topics was provided:
  - Term Limits (for board members?) – current and previous board members generally support term limits but our governing documents would need to be amended and that is not easily done. Practically speaking it's very difficult to get enough volunteers to fill the board and committees as it is.
  - Speed Bumps – controlled by the county, review conducted, determined to be not warranted
  - Speed Signs – controlled by the county, review conducted, three additional signs installed
  - Stop Signs – controlled by the county, review conducted, determined to be not warranted
  - Radar Speed Sign – installed (temporary) and used for several days, could be requested again
  - Baby Pool – costs estimates were around the \$35K range, decided to not proceed
  - Bike Path – this appears to be the same as the walking path extension currently under consideration



## **Oakwind Home Owner Association Meeting - Notes**

Oakwind Clubhouse | September 28, 2015 | 7:00pm – 8:00pm

The meeting was called to open at 7:00pm

Homeowners in attendance – 12

Management company representative – Denise Hinds

HOA Directors:

- Gary Dasaro
- Analia Murray
- Todd Shea

### ***Agenda***

- Introductions
- Review agenda
- Financial overview
- Closed business
- Updates from committees
- Open business
- Feedback / Q&A
- Close

### **Financial Overview**

- Current 2015 operating budget is forecasted to be on plan for the year. That includes the addition of our Amenities Monitor as well as the pool gate and parking lot resurfacing projects. Neither of those projects were funded out of the capital reserve.
- The reserve fund is healthy and in line with our recent Capital Reserve Study recommendations.
- Approximately six home owners are not current on dues. We are in various stages of negotiating payment plans and or escalating to collections where needed.

### **Closed Business**

- New pool service provider – selected at the beginning of the season, service has been good and feedback from the pool committee has been positive
- New pool furniture, maintenance and repairs (multiple) all have been completed
- Landscaping – replacement of dead bushes and Spring refresh were completed. A Fall refresh is in progress lead by the landscaping committee
- Concerns about speeding on the streets – Radar speed sign rotated through again, three additional speed limit signs were installed
- Amenities monitor – was hired at the beginning of the pool season, positive feedback from all, significant reduction in property damage and misuse of our facilities has resulted
- Parking lot gate – the installation and use of the gate has also lead to meaningful improvement in security, reduction of afterhours use of our facilities by non-residents and other security improvements
- Parking lot resurfacing and repainting – these needed repairs were recently completed. There is a 20 year warranty on the blacktop. Related note: The county is responsible for our streets and we are responsible for the common area parking lot. A home owner reported that they believe the streets in our neighborhood are on the schedule for repaving in the near future

### **Open Business**

- The Fall neighborhood garage sale is scheduled for October 2<sup>nd</sup> and 3<sup>rd</sup>
- Pool closing will be scheduled in the coming weeks as the weather starts to turn
- Tennis seating and shade – this capital improvement project is in progress. The tennis committee is meeting with the selected builder to draft a plan for seating, shade and possibly water and power. We expect this project may be completed in phases over time. The committee will meet with the directors in the coming weeks to finalize the approach and budget
- Additional security signage (cameras, towing) – additional signs will be installed to emphasize that our common areas are under camera surveillance and that we have the right to tow any unauthorized vehicles. Reminder: Homeowners can always request overnight parking for guests, visiting family members, etc. on a case by case basis
- Parking lot gate – plans are to add reflective markers and or signs to the afterhours gate as well as a decorative surround and or landscaping. The gates are typically opened at 8:00am and closed at 10:00pm. Homeowners needing access other than those time or if the gates have not been already opened are welcome to open the gates themselves. Please make sure to latch the gates fully open and close them behind you if it is afterhours
- A number of homeowners have requested the sidewalk that partially surrounds our tennis courts be extended to complete a circuit to form a better walking trail. Directors, committee members and most attendees felt it is a good idea. The team will consider this for a capital improvement going into 2016 after plans are finalized for the tennis seating/shade project
- Our management company will begin using a new system to manage our compliance letters. It is a digital system and is expected to be much more friendly in tone and will utilize images that can be emailed to better identify areas of concern. Reminder: anyone receiving a compliance notification with any questions or concerns at all is encouraged to contact the management company or a board member. The team is always willing to talk through any issues and to consider solutions

The meeting was called to a close at 8:05pm – thank you for your active participation!

**Oakwind HOA Annual Board Elections**  
**Oakwind Clubhouse**  
**12-7-2016, 7:00PM**

**Board Members Present**

- Gary Dasaro
- Todd Shea
- Analia Murray

Also present was Denise Hindes from Oakwind's management company, All-In-One

**Home Owners Present**

Approximately 21 in person

**Agenda**

- Open the meeting
- Quorum count
- Comments from the candidates
- Tally votes
- Announce the results
- Close the meeting

**Open**

- The meeting was called to order at 7:00PM

**Quorum**

- A quorum count was taken. Between the home owners present, mailed in ballots and a number of authorized proxy votes a quorum was determined to be present (45 or more out of 189). Elections could be held

**Candidates**

- Comments were heard from each of the candidates: Manuel Rosas, Marcus Payne, Analia Murray, Gary Dasaro and Todd Shea

**Votes**

- Final votes were collected following the comments and all valid ballots tallied by Denise Hindes and verified by the board members in the presence of the attending home owners

**Results**

- Based on the results, Manuel Rosas, Marcus Payne and Todd Shea were elected to the three board positions on the HOA for 2016. The exiting board members were thanked for their contributions and initial transition plans were discussed

**Close**

- The meeting was called to a close at 8:30PM

Thank you to all that participated. A special thanks to those volunteers that are stepping down for your service and in advance to our newest volunteers!