

Oakwind HOA

Minutes of Meeting

Meeting Number: 2016-02



Purpose of Meeting:	BOD 1 st Meeting		
Date:	2016-02-03	Start Time:	18:07
		End Time:	18:50

Attendees:	Marcus Payne Manuel Rosas Rhonda Oh
Prepared by:	Manuel Rosas

Agenda:	<ul style="list-style-type: none"> - Assignment of new board member - BOD position assignments - Review open items - Schedule Homeowners meeting
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Notes:	Actions	Status
Assignment of new board member <ul style="list-style-type: none"> - Rhonda Oh has volunteer to fill the empty seat on the Board of Directors. Marcus and Manuel agreed and appoint her as part of the BOD. Rhonda lives in Santa Ana Ct, she currently works for CCSD central office training book keepers. 		Closed
BOD positions assignments: <ul style="list-style-type: none"> - The BOD agree to the following: <ul style="list-style-type: none"> o Manuel Rosas – President o Marcus Payne – Secretary o Rhonda Oh – Treasurer 		Closed
Review of open items		
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.	Rhonda will contact Ginger.	In-progress
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.	Manuel to schedule meeting with the tennis and landscape committees asap.	In-progress
Sidewalk extension – 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	To be discussed at meeting including the shaded area.	In-progress

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Compliance notifications - 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 friendlier in tone and will utilize images that can be emailed to better identify areas of concern.	BOD agreed to let AIO send all letters of notification to homeowners, based on the report received on Jan, 28 th . Manuel to contact AIO.	Closed
Parking lot gate – A brick or other cosmetic surround for the gate.	BOD agreed to not proceed with this at this moment.	Closed
Parking lot gate – plans are to add reflective markers and or signs to the after hour's 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 after hours.	Manuel to purchase reflective markers and install, in the event the gate is closed.	In-progress
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.	Location for the signage will be finalized on Feb. 6 th	In-progress
Pool deck – evaluate large crack in the pool deck running along the entire width of the deck.	The BOD will assign it to a volunteer.	In-progress
Bulletin board – purchase new letters.	Letters purchased on 02/03/2016. Need a volunteer to maintain and keep the messages up to date.	In-progress
Landscaping refresh (pine straw)	BOD Agreed to proceed with current supplier.	Closed
New pool gate – collecting bids, the current entrance gate to the pool from the parking lot has been repaired more than once and is now rusting out at the bottom and needs to be replaced	AIO received 1 quote waiting on 2 more.	In-progress
Winter neighborhood review for compliance issues is being scheduled	AIO Completed the review. Provided copy to BOD. BOD agreed to proceed and release notifications.	Closed

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<p>Parking lot gate – posts are in need of repairs, someone may have been swinging on the gate and it has been pulled of center. Also the smaller latch posts have worked loose (reseat the concrete bases)</p>	<p>Repairs where done and supporting post was vertically aligned</p>	<p>Closed</p>
<p>- Tree house – unapproved tree house being built in the HOA easement property. Behind properties 5992 Chinook Ct., 6186 Windflower Dr., 6104 Windflower Dr.</p>   	<p>Tree house was removed and area was cleaned, works were performed by the same builders.</p>	<p>Closed</p>
<p>Clubhouse fire detectors – it seems the detectors keep going off – dead batteries? Old detectors? Rewired?</p>	<p>Batteries changed.</p>	<p>Closed</p>
<p>A home owner recently questioned if the annual dues have increased. The answer is “no”. Our dues have never increased. That particular home owner also had a past due late fee which they mistook as an increase in dues.</p>		<p>Closed</p>
<p>AIO to prepare a master contact list of all hired companies, maintenance, repairs, etc.</p>		<p>Closed</p>
<p>BOD to schedule 1st meeting and schedule quarterly or every other month meetings with residents.</p>		<p>Closed</p>
<p>BOD to schedule meeting with all current committees.</p>	<p>BOD to send an invitation to all current volunteers now that the third seat is occupied.</p>	<p>In-progress</p>
<p>REMINDER to all home owners: There are still open positions on existing committees and plenty of room for anyone that would like to actively participate. Anyone interested please contact our management company or any of the board members.</p>	<p>Remember that our community could not work without volunteers.</p>	<p>In-progress</p>
<p>New Items</p>		
<p>BOD to schedule 1st home owners meeting for early March.</p>	<p>Date will be announced shortly</p>	
<p>Meeting adjourn at 18:50 hours</p>		
<p>End of Document</p>		