

OAK HILLS HOMEOWNERS ASSOCIATION

Board Meeting Minutes

January 8, 2020

Board members Present: Cathy Garza, Renate Harvey, Jackie Lonero, Tom Dominy, Rod Karg, Jim Wrona.

Board members Absent: Barbara Gulley

Cathy called the meeting to order at 7:00 pm.

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Rod motioned to approve the agenda as amended. Jackie seconded the motion. A vote was taken, the Agenda was approved.
3. Minutes:
 - a. Approval of December 11, 2019 Regular Session Minutes. Tom motioned to approve the Regular Session minutes. Jackie seconded the motion. A vote was taken, the motion passed. The December 11, 2019 Regular Session Minutes were approved.
 - b. Approval of December 11, 2019 Executive Session Minutes. Tom motioned to approve the Executive Session minutes. Jackie seconded the motion. A vote was taken, the motion passed. The December 11, 2019 Executive Session Minutes were approved.
 - c. The Board discussed needing to create minutes of cancelled November 20, 2019 Executive Meeting.
4. Public/Board Comments
 - a. A homeowner questioned last months discussion to lock the rec facility doors due to pool and spa being closed. The homeowner stated that sometimes those who use the tennis court may need to use the restroom. The board informed the homeowner that the doors had not been locked.
 - b. Tom thanked Bill Harvey for all his volunteer work on getting quotes and working with the vendor to get the camera installed on the shed and his work on the card reader computer.
5. Correspondence:
 - a. The Board discussed a letter received from a homeowner about the potable water serving Oak Hills. Rod will forward his proposed response to the homeowner.
 - b. The Board discussed the DOT letter that had previously been received. The Board will disregard letter unless we hear from DOT again.
6. Reports:
 - a. Maintenance – Steve
 1. Steve shared the status of items on his maintenance list. Steve informed the Board he reviewed the facility after the Termite Tenting.

b. Budget/Utility Report -

1. Michelle presented the Monthly Budget/Utility report for December 2019. Tom motioned to accept the Budget Report and Utility reports as presented. Jackie seconded the motion. A vote was taken and the motion passed. The Budget/Utility reports for December were accepted.

c. Administrative Report -

1. Michelle informed the board the Annual Documents were mailed.
2. Michelle informed the board the Termite company knocked the satellite out of alignment and Razzolink had to service and realign the satellite. OHHA was charged a \$100 service fee, but Michelle spoke with Target Pest who agreed to refund OHHA the \$100.
3. Michelle reminded the Board that the Card Reader system was no longer working. Michelle and Bill Harvey provided quotes for replacing the Card Reader system. The quote from All Safe was \$7,700.00 and the Quote from Core Surveillance for \$4116.15.
4. Michelle requested to transfer funds for DVR upgrade in the amount of \$539.99 from Reserve to Business Checking. Tom motioned, Jackie seconded the motion. A vote was taken, the motion to transfer \$539.99 from the Reserve Account to Business checking was approved.
5. Michelle requested the transfer of funds for the Termite Tenting in the amount of \$1105.00 from the Reserve Account to Business Checking. Tom motioned to accept; Rod seconded. A vote was taken and the motion passed to transfer \$1105.00 to Business Checking for the Termite tenting.
6. Michelle mentioned she will be meeting the Accountant tomorrow to go over the journal entries.
7. Michelle reminded the board of her upcoming Fred Pryor class on Jan 21 & 22 – Excel Basics & Beyond the Basics.
8. Michelle reminded the board of a motion needed to change the Lien Processing fee.

d. Greenbelt - Rod

1. The trees on Pampas path has not been completed by Paradise. Rod reminded Paradise.
2. The tree near Sandbur that was in danger of falling on a homeowner's property was cut down. The remaining pieces will be removed when the greenbelt is less wet.

e. Executive Session Actions –

1. Nothing to report

7. Committee Reports:

- a. Landscaping Committee – Rod will review Paradise landscaping contract to clarify maintaining greenbelt properties vs. private properties. Letters will be sent to homeowners concerning landscaping boundaries.

8. Old Business

- a. CCR's/Bylaws Ballots – Tom wants board members to provide list of names for Tom by end of the month.
- b. Termites/Repairs) – Steve discussed repairs during his maintenance report.

9. New Business:

- a. Computer Card Reader – Tom motioned to accept the bid from Core Surveillance, Jackie seconded the motion. A vote was taken and the motion passed. Michelle requested approval to transfer funds from the Reserve account to Business Checking for the replacement Card

Reader System. Tom motioned to accept; Rod seconded. A vote was taken and the motion passed to transfer \$4116.15 to Business Checking upon completion of the installation.

Adjournment – The meeting was adjourned at 8:03 PM.

Next General Meeting Date – February 12 @ Prunedale Community Room, 7:00 pm