

Olney Oaks Homeowners Association Board Minutes – March 5, 2009

The meeting was called to order at 7:30 by President Dennis Bourque.

Present: Don Beeson, Dennis Bourque, Jay Feinberg, Dick Harris,

A. Community Issues Handling Guidelines

1. As committed to at the last Board meeting, Jay wrote up guidelines for handling issues not covered by the HOA's Covenants or Rules. The guidelines were based on suggestions provided by Carolyn Knight in an email and input from other members during the November meeting. A draft was sent out to all the Board members by email. Don Beeson suggested a number changes. The document with Don's changes was unanimously approved at this meeting.

B. Complaint Procedures: Don made suggested updates to the complaint handling procedures document for issues covered by the Covenants and Rules so these guidelines would be consistent with the other document mentioned above. **Action Item:** Don emailed the document to Jay for review. Once reviewed, Jay will send the document to all of the Board members for review.

C. Support for webmaster: More than one person needs to be able to access and make changes to the HOA website. Don volunteered to be Marc's backup but still has not been able to work out a time to meet with Marc to learn the process. **Action Item:** Don will meet with Marc.

D. Trees Behind Townhouses:

1. A very large wild cherry tree on the common grounds behind 3723 Carrisa Lane dropped some large branches in the backyard of the townhouse. More very large branches of the tree that are dead or dying might pose a hazard to the townhouse. Another very large branch of a different wild cherry tree behind 3733 Carrisa Lane also poses a hazard. **Action Item:** Dennis will have Joe Ferro meet with several Board members to evaluate the line of trees and determine the least amount of work that could be done to eliminate the safety hazards from dead and dying branches.

E. Treasurer's Report: Jay Feinberg

1. Four households have not paid this year's dues, and our attorney sent them notices that liens would be placed on their houses.
2. Federal and state income tax forms were filed. No taxes were due because we had a net loss for the last calendar year.
3. HOA expenses are within the budget levels.

F. GOCA Update (Brief):

1. No report

G. U.S. Lawns Contract: The current 5-year contract expires at the end of this year.

Action Item: Dennis will request a firm proposal for the Board to review.

H. Concrete for Drain near Pavilion: During the walkthrough, it was observed that the concrete put around the drain behind the Levy house has cracked up so all the water is not being directed into the drain and can cause erosion and flooding again. New concrete is needed around the drain. Dennis informed us at the prior meeting that concrete companies have a four-yard minimum, so Jay suggested that we also use concrete to repair the sidewalk by the light post near the first townhouse (3705 Carrisa). **Action Item:** Dennis said that he would bring in a crew to do the work on the drain after 7/1/09 since there is no money for this project in this year's budget.

I. Ring Central Internet Based Phone Service: At the last meeting, Don suggested using an Internet-based phone service, so the HOA could have a phone number and individual Board members do not have to have their phone numbers shown on the website or elsewhere. He emailed a link to the Board with information about this service. Jay reviewed the information and explained that if we sign up for the service we get a local phone number and an answering system based on software downloaded from this company's website. Somebody calling the main number could be directed to press a button to reach the president, treasurer or other board members. The cost would be \$10 to \$15/month, though it is not clear what other taxes and fees apply. **Action Item:** Marc will look into it in more detail to see if it would meet our needs. There was no further discussion of this item since Marc did not attend the meeting.

L. Home Maintenance Complaints: The Board received a written complaint about maintenance issues for two houses on Morningwood.

1. The county housing code enforcement office was contacted regarding rotting plywood on the garage doors of a house on Morningwood. We were told that a county inspector cited the homeowners on 10/22 and gave them until 5/1/09 to repair the doors.
2. Another house on Morningwood with the trash cans and other junk along the side of the garage is in violation of the maintenance rules in our covenants. A letter was approved by the Board and sent to the homeowners. Everything was removed from the side of the garage, and the various cans and bins were stacked along the house extension behind the garage.

M. Feedback from Proxy Cards and Index Cards from Annual Meeting: Input from the proxy cards and attendees of the annual meeting was discussed. Comments and responses will be provided in separate documents.

N. Next Meeting: Wednesday, May 6 at 7:30 p.m. Location to be determined.