

October 26, 2015 - Board Meeting Minutes

Monday, October 26, 2015 9:19 PM

Attendees:

-  [Joe Routt - President](#)
-  [Myrtle Webb - Vice President](#)
-  [Bob Dowdie - Treasurer](#)
-  [Gary Carter - Secretary](#)
-  [Kevin Rees - Director](#)

Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 18:33 on October 26, 2015. The monthly meeting was held at 32314 Oak Canopy Drive by Board President Joe Routt. It was noted that the meeting notice had been posted properly and in a timely manner and that also a quorum was established with all Board members in attendance.

Approval of Agenda

The agenda was unanimously approved as distributed.



BOD
Agenda 2...

Approval of Minutes

The minutes of the previous meeting dated September 17, 2015 were unanimously approved as distributed.

Report outs

Treasurer Report

Treasurer Reports have been accepted by the Board as submitted by Bob Dowdie which included the following reports for the month ending September 2015: ([submitted reports](#))

- 1) Income Statement Report
- 2) Current Month and YTD Budget vs Actual Report
- 3) Accounts Receivable Report
- 4) Deposits Report
- 5) Check Issued Report
- 6) Journal Entries Report
- 7) General Ledger Report
- 8) Balance Sheet Report

ARC Committee

An update was given on behalf of the ARC Committee by Myrtle Webb. It was noted that Liz Herrold has accepted the position of Chair. At this time there were no new requests that needed to be review by the Board for improvements. Myrtle did distribute the [Violations Report](#) (which was dated as of October 14th) with no further action required. Myrtle also stated that the current outsourced company that is performing the reviews for violations will continue to work with both Myrtle and Liz for the balance of 2015 until a full transition has been made to Liz.

Landscape Committee

The Landscape Committee Chairperson (Myrtle Webb) give the Board an update as to the current view of the committee. Myrtle announced that Marvin Aultman has agreed to be Co-Chair and will help Myrtle in chairing this committee.

It was noted that our landscaping contractor (Prestige Pro) has been out looking at the work that has been completed. There was also discussion that the owner of Prestige Pro has been out working with the Landscape Committee on several proposals for plantings and mulching. Myrtle also noted that the owner has also been reviewing several concerns around crew performance. She also commented that the contractor has been meeting the expected requirements of the committee and that a good working relationship is in place between both parties.

It was noted that the Landscape Contract was coming due for renewal in December of 2015 and that a new contract proposal was in the works of being submitted however, had not been submitted as of this time. In discussions with the contractor it has noted that they (Prestige Pro) are willing to issue a new contract agreement for another two-year term holding to the current pricing schedule that is in place. Discussion was had by the Board members whether requesting additional Landscaping bids was required at this time. The Board agreed that based on the information that was provided that additional bids would not be needed.

A motion was submitted by Kevin Rees to continue with the current contractor given there was no price increase in the proposal that was being drafted and was seconded by Joe Routt. The motion was approved by the Board with no objections. The Landscape Committee will submit the renewal contract for final approval once it is received.

Myrtle also requested on behalf of the Landscape Committee the ability to replace some planting along with mulching the planting beds. There was some discussion around where and what would be replaced. The areas of focus for this project would be Front Entrance area with replacing the roses on both the left and right sides by the Community signs and replacing the declining Lirope and Society Garlic along the fence areas and center island. Mulch placement would take place in all three locations. The total of the project would be \$2,727.00.

A motion was made by Myrtle in support of the project and was seconded by Kevin. The motion was approved by the Board with no objections.

Some of this work however will wait until a direction has been given on the electrical work for our lighting system that is needed in this area so that we are not having to incur additional expenses for additional mulch if needed.

Social Committee

An update was given on behalf of the Social Committee by Myrtle; the committee reported that they had a nice turn out at the Annual Fall Picnic with about 25 residence in attendance. They also reported that all of the flyers that they were looking to get out to the residences have been handed out with the upcoming

events.

Water Committee

Members of the Water Committee were present for the meeting. Kevin gave a recap of the issues related to the tank and the repair work that is being performed. During the discussion the committee updated the Board on two recommendations that had been received by the contractors involved. One recommendation was to repair a 10" x 10" area of the current tank that is starting to fail by welding a new 10" x 10" patch over the troubled area and then continue with the recoating. This repair was stated to be at no additional cost to what has already been quoted and approved. The other recommendation was to replace the current tank with a new tank at an estimated cost of between \$25,000 to 30,000.

Additional discussion was had by both the members of the Water Committee and the Board as to the best direction. The Water Committee agreed that they would like to continue to move forward with the repair work that was already underway. This work would now also include the additional repair of the 10" x 10" area as the belief is that this would extend the life of the current tank by at least another 5-years if not longer.

A motion was then brought forth to the Board by Kevin Rees to continue with the repair work which was seconded by Joe Routt. The motion passed with approval by the Board with no objections.

The Water Committee also updated the Board on a third recommendation, this recommendation was to replace several Wye-Valves that are starting to fail along with adding strainers to both wells. It was noted that the strainers are needed as either one or both of the wells are starting to produce excess sand and sediment, which is not good for either the tank or the wells. The strainers will help ensure that the recoating work that is being performed on the tank will help extend the longevity of the work along with helping to identify which well(s) may be having an issue. With the recommendation the Water Committee submitted a quote for the valves and strainer parts which totaled \$7,070.

Kevin Rees then made a motion to move forward with the additional repairs in conjunction with the tank repair and that motion was then seconded by Joe Routt. The motion passed with Board approval and no objections to fund the additional repair work.

Open Issues / Old Business

1. Entrance lighting update by Mr. Routt. Status is currently on-going, working on securing quotes
 - i. Discussion was had around replacing the current lighting fixtures and updating the pull boxes with both PVC style fixtures to reduce corrosion along with a new type of LED light to help reduce the monthly electric cost. Joe Routt noted that he has reached out to several Electricians in the area however, only one has provided a quote on the needed work to date. That quote totaled approximately \$12,000.

It was recommended that we continue to reach out to others for additional quotes and that Joe would update the Board on his findings at the next Board meeting. Myrtle also mentioned the Landscape Committee has been talking about a similar project and asked the Board to consider their input in the solution in keeping with similar lighting and ambiance.

2. Storm drain cleaning issues
 - i. No new report out at this time. Kevin will have a discussion with Utility Tech and will report back to the Board at the next meeting.

New Business

1. ARC Committee / Violations Discussion
 - i. No further discussion was needed from what was stated in the ARC Committee discussions

and report out.

2. Water Committee input / discussion on current status of water tank
 - i. No further discussion was needed from what was stated in the Water Committee discussions and report out.
3. 2016 Budget Discussion
 - i. Bob handed out to each Board member a preliminary proposed budget for 2016. Discussion was had around what the budget should look like and Bob mentioned that it was looking like the annual assessment to the residence would be closer to \$450 for the 2016 year. This was due to unexpected expenses in 2015 and also the need to increase several reserve areas.

Based on Bob's input he plans to finalize the budget proposal in early November so the Board can vote during the November Board Meeting. He also requested the Landscape Committee and Water Committee review their sections to ensure the correct proposed amounts were included. Both Chairpersons agreed to have the review completed and back to Bob no later than Tuesday, November 10th.

Agenda Items for Next Meeting

1. Committee Report Outs
2. Discussion and vote on the 2016 Financial Budget
3. Follow-up discussion around the Entrance Lighting Project
4. Follow-up discussion around Storm Drain Cleaning

Adjournment:

Adjournment of meeting was motioned by Bob Dowdie and was seconded by Kevin Rees. The motion carried and the meeting was adjourned at 9:24 PM. The next Board meeting is scheduled for 18:30 on Monday, November 16, 2015 at 32314 Oak Canopy Drive.

Minutes submitted by: Gary Carter - Secretary