

Country Place Home Owners Association (HOA) Board Meeting Minutes December 4, 2017

The bi-monthly Board Meeting of the Country Place HOA was held on December 4, 2017 at 7:00 pm at the Pioneer Library with all six Board members and nine members of the community present. Board President Jim Lennarson called the meeting to order and informed those present that Ms. Rebecca Upshaw had resigned from her position of secretary and expressed a note of appreciation for her service on the board. The Board appointed Mr. Grant Bivens to serve as Interim Secretary until the election at the next Annual Meeting on February 5, 2018. Mr. Bivens read the minutes from the previous meeting of October 2, 2017. The minutes were approved as read.

Ms. Courtney Vieta presented Aria's Balance Sheets and Profit & Loss Budget Sheets for both September and October. The Profit & Loss Sheets showed the HOA operating at a net loss of \$2,752.22 for the year-to-date. Mr. Lennarson read the HOA letter dated November 21, 2017, which announced the \$17/year dues increase and gave detailed explanation and justification for the increase. The 2018 budget was reviewed, showing a balanced budget for 2018. Mr. Lennarson noted that on average 85% to 90% of dues are paid on time with the remainder being counted as Accounts Receivable and pursued through liens.

There was a question regarding the budget line item for Charitable Contributions. Mr. Lennarson explained that the HOA contributes \$50/year to the Neighborhood Alliance of Central Oklahoma, which provides valuable training seminars and guidance for board members.

At the request of Aria, our accounts manager, Ms. Vieta and Mr. Bivens researched and discussed switching online dues payments from PayPal to DuesPayment. A vote was taken and it was decided to switch from PayPal to DuesPayment. Instructions to pay by check or online will be noted on the 2018 invoice and on the website.

Mr. Lennarson reviewed the four open invoices with TerraScapes and informed the board that he and Ms. Donna Coleman met with Mr. M Smith on October 9, 2017 to review these invoices. The irrigation system was winterized on November 10, 2017. It was noted that we now have documented understanding of the system and its functions. Mr. Lennarson will continue working with Mr. Smith to resolve the open invoices. There was extensive discussion concerning the status and disposition of these invoices.

Ms. Vieta has not received any names of new homeowners in order to provide that information to the welcoming committee and will follow up with Aria to ensure we are receiving that information when available.

Mr. Lennarson requested that the community assist in the review of the 2017 financials as part of an audit committee. One community member volunteered to meet with Mr. Lennarson and Ms. Vieta at Aria's office on January 15, 2018 to review the financial records.

The election of new board members will be held at the February Annual Meeting. The positions that are up for reelection are Vice-President, Secretary, Treasurer and Members-at-Large. The filing period for nominations to serve on the board will be from December 4, 2017 to January 12, 2018. Members of the community are asked to self-nominate with a brief statement of interest and related experience by way of the HOA website at countryplacehoa.com/contact-us.

Mr. Lennarson met with Mr. Krishnan, Oklahoma City Public Works Department Engineer, to review Common Area B. After an on-site review and subsequent conversations, Mr. Krishnan indicated that the rock dam could remain as it currently is. The access gate that was approved at the October 2, 2017 board meeting was deemed not necessary as access with smaller brush hogging equipment was found.

Ms. Vieta reported that a decorating committee had been formed and members of the community had purchased lights to decorate the entrances at Haystack and Winding Trail. The purchase was at no cost to the HOA.

No other business was discussed.

Respectfully submitted,



Date: December 16, 2017

Grant Bivens, Country Place HOA Secretary