

Country Place Home Owners Association (HOA) Board Meeting Minutes April 2, 2018

The bi-monthly Board Meeting of the Country Place HOA was held on April 2, 2018 at 7:00 pm at the Pioneer Library with five Board members (Mr. Jensen absent) and 14 members of the community present. Board President Jim Lennarson called the meeting to order. Mr. Lennarson brought to the attention of the board section 3.6 of the Country Place Bylaws which state that a Board member who has three consecutive unexcused absences from Board meetings may be removed by a majority vote. Minutes from the previous meeting on February 5, 2018 were read and approved.

Ms. Sanders presented Aria's Balance Sheets and Profit & Loss Budget Sheets for February 2018 (attachments 1 & 2). Mr. Lennarson suggested the Board consider opening a second holding account to separate our reserves from our day-to-day finances.

Mr. Lennarson and Ms. Coleman have reached out to pest control companies for estimates on eradicating the moles along the entrances. They also confirmed that Cox paid the remainder of the outstanding invoices with Terrascapes.

Mr. Lennarson obtained the assessors report for home sales within Country Place and generated a list of around 50 homes that have been sold within the last year and a half. He will make this list available to the welcoming committee. Neighbors night out is scheduled for September 11, 2018 and Mr. Lennarson suggested we begin planning for that event at our upcoming meeting.

Mr. Lennarson discovered that the HOA is not in possession of Common Area A. He found that the quit claim deed filed to transfer the property from Vero Investments referenced the wrong section. Mr. Lennarson discovered that Common Area C is still owned by Terra Verde Development, LLC. Mr. Rob Green of Ideal Homes is looking into the issues for both Common Area A and Common Area C. Mr. Lennarson also noted that there are branches in the pond and asked Ms. Coleman to check with Terrascapes to have them remove the debris.

Mr. Vieta procured a playground self-inspection checklist (attachment 3) and proposed that we formalize a standard procedure to review the equipment on a monthly or bi-monthly basis. Mr. Lennarson also noted that the mulch at the playground needs to be raked level and additional mulch might be needed.

Mr. Lennarson requested that the board approve the repair of five fence posts on the fence along 134th St. at a cost of approximately \$750. The board approved these repairs.

A member of the community asked who was responsible for the repair and upkeep of fences between neighbors. Mr. Bivens cited Oklahoma Statutes, Title 60, Ch. 2, Sec. 70 (<https://bit.ly/2HAdb61>) which states that fences shared by neighbors are to be maintained equally by both parties.

Ms. Coleman made a recommendation to change our meeting schedule to quarterly instead of bi-monthly. Mr. Lennarson suggested we table that item and vote on that change at our next meeting.

A community member asked if the Covenants allowed trailers to be parked in driveways. Mr. Lennarson responded that the Covenants Committee will look into this matter.

A community member asked about the responsibility to maintain the fences at Common Area C. The board was in agreement that this fence would be the homeowners responsibility.

A community member asked to see the contracts for landscaping and pond maintenance. These documents will be made available for review at the next board meeting.

A community member asked if the board members lived within Country Place. Mr. Lennarson responded that all members of the board live in Country Place and are volunteers.

No other business was discussed.

Respectfully submitted,

Robert G. Bivens Date: May 23, 2018

Grant Bivens, Country Place HOA Secretary

Country Place POA
Balance Sheet
As of February 28, 2018

	Feb 28, 18
ASSETS	
Current Assets	
Checking/Savings	
First Fidelity Bank	36,734.09
Total Checking/Savings	<u>36,734.09</u>
Accounts Receivable	
Accounts Receivable	-792.99
Total Accounts Receivable	<u>-792.99</u>
Other Current Assets	
Undeposited Funds	1,133.00
Total Other Current Assets	<u>1,133.00</u>
Total Current Assets	<u>37,074.10</u>
Other Assets	
Security Deposits	200.00
Total Other Assets	<u>200.00</u>
TOTAL ASSETS	<u><u>37,274.10</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	374.03
Retained Earnings	18,522.02
Net Income	18,378.05
Total Equity	<u>37,274.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>37,274.10</u></u>

**Country Place POA
Profit & Loss Budget Performance**

February 2018

	Feb 18	Budget	Jan - Feb 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Finance Charges	0.00	0.00	53.22	500.00	500.00
HOA Dues	10,712.00	0.00	28,742.88	40,788.00	40,788.00
Late Charges	0.00	0.00	40.00	500.00	500.00
Lien Fees	0.00	0.00	136.00	500.00	500.00
Total Income	10,712.00	0.00	28,972.08	42,288.00	42,288.00
Gross Profit	10,712.00	0.00	28,972.08	42,288.00	42,288.00
Expense					
Charitable Contributions	0.00	0.00	0.00	50.00	50.00
Filing Fees					
Lien Filing Fees					
Lien Filing/Release Fees	13.00	0.00	26.00	1,200.00	1,200.00
Total Lien Filing Fees	13.00	0.00	26.00	1,200.00	1,200.00
Total Filing Fees	13.00	0.00	26.00	1,200.00	1,200.00
Insurance					
Directors & Officers Insur	0.00	0.00	0.00	1,922.00	1,922.00
Liability Insur	0.00	0.00	0.00	2,982.00	2,982.00
Property Insurance	0.00	0.00	0.00	1,916.00	1,916.00
Insurance - Other	0.00	0.00	0.00	0.00	0.00
Total Insurance	0.00	0.00	0.00	6,820.00	6,820.00
Maintenance					
Monthly Lawn Maintenance	1,350.17	0.00	2,700.34	16,800.00	16,800.00
Pond Maintenance	0.00	0.00	0.00	2,700.00	2,700.00
Tree and Debris Maintenance	0.00	0.00	0.00	500.00	500.00
Total Maintenance	1,350.17	0.00	2,700.34	20,000.00	20,000.00
Management Fee	404.00	0.00	808.00	5,500.00	5,500.00
Postage and Printing	282.01	0.00	290.15	1,000.00	1,000.00
Professional Fees					
Accounting	30.00	0.00	30.00	150.00	150.00
Legal	0.00	0.00	0.00	500.00	500.00
Total Professional Fees	30.00	0.00	30.00	650.00	650.00
Repairs					
Entry Landscape Repair	0.00	0.00	0.00	1,000.00	1,000.00
Fence Repair	0.00	0.00	0.00	600.00	600.00
Irrigation Repairs	0.00	0.00	6,484.23	500.00	500.00
Playground Repairs	0.00	0.00	0.00	500.00	500.00
Total Repairs	0.00	0.00	6,484.23	2,600.00	2,600.00
Special Events	0.00	0.00	0.00	250.00	250.00
Taxes	0.00	0.00	0.00	18.00	18.00
Utilities					
Electric					
14009 Wagon Cir #FNTN 303841...	27.96		55.92		
14209 Wagon Boss Rd 1296883...	14.23		28.46		
2302 SW 134 BPKLR 661879-7	61.75		130.42		
Electric - Other	0.00	0.00	0.00	1,600.00	1,600.00
Total Electric	103.94	0.00	214.80	1,600.00	1,600.00
Water					
2302 SW 134 St. 250101127937	20.73		40.51		
Water - Other	0.00	0.00	0.00	2,600.00	2,600.00
Total Water	20.73	0.00	40.51	2,600.00	2,600.00
Total Utilities	124.67	0.00	255.31	4,200.00	4,200.00
Total Expense	2,203.85	0.00	10,594.03	42,288.00	42,288.00
Net Ordinary Income	8,508.15	0.00	18,378.05	0.00	0.00
Net Income	8,508.15	0.00	18,378.05	0.00	0.00

PLAYGROUND SAFETY SELF INSPECTION CHECKLIST:

IT IS RECOMMENDED THAT YOU USE THIS CHECKLIST TO COMPLETE PERIODIC SAFETY CHECKS OF THE OUTDOOR PLAY AREA TO REDUCE THE POTENTIAL FOR ACCIDENTS AND INJURIES.

OTHER WAYS TO MAKE THE PLAYGROUND SAFE INCLUDE TALKING TO THE CHILDREN ABOUT THE RULES OF HOW TO USE THE EQUIPMENT; PROPER PLACEMENT OF EQUIPMENT TO ALLOW TRAFFIC BETWEEN THE EQUIPMENT; POSITIONING THE STAFF FOR MAXIMUM SUPERVISION OF ALL CHILDREN, AND STAFF ATTENTIVENESS TO WHAT CHILDREN ARE DOING; SEPARATE PLAY AREAS FOR DIFFERENT AGE GROUPS OR VARIED SCHEDULES FOR OUTDOOR PLAY TIMES; AND LIMITING THE NUMBER OF CHILDREN IN DIFFERENT AREAS. KEEP IN MIND THAT NOT ALL PLAY EQUIPMENT IS MANUFACTURED WITH MULTIPLE CHILDREN IN MIND OR FOR MULTIPLE AGE GROUPS

NAME OF CHILD CARE PROGRAM _____

- | | |
|--|--|
| <input type="checkbox"/> CHECK THE EQUIPMENT FOR CRACKS, BENDING, WARPS, RUSTING, OR BREAKAGE OF ANY COMPONENT | <input type="checkbox"/> CHECK FOR TRIPPING HAZARDS, SUCH AS EXPOSED FOOTINGS, ROOTS, ROCKS, ETC. |
| <input type="checkbox"/> CHECK WOODEN SLIDES FOR SPLINTERING WOOD WHERE LEGS AND HANDS TOUCH | <input type="checkbox"/> CHECK FOR SLIPPING HAZARDS, SUCH AS SAND ON WALKWAYS OR PAVEMENT |
| <input type="checkbox"/> CHECK METAL SLIDES THAT THEY DO NOT BECOME TOO HOT WHEN THE SUN SHINES DOWN ON THEM | <input type="checkbox"/> CHECK TIRES FOR POOLING WATER, BEE HIVES |
| <input type="checkbox"/> CHECK FOR ANY CRACKED TOYS THAT MAY POSE A PINCHING HAZARD | <input type="checkbox"/> CHECK FOR BROKEN SUPPORTS/ANCHORS |
| <input type="checkbox"/> CHECK FOR LOOSE NUTS, BOLTS, AND CAPS OR PROTRUDING BOLTS WITH SHARP EDGES AND NO CAPS | <input type="checkbox"/> CHECK FOR LACK OF LUBRICATION ON MOVING PARTS. |
| <input type="checkbox"/> CHECK FOR SPLINTERING WOOD ON PLAY EQUIPMENT, PICNIC TABLES, AND WOODEN FENCES | <input type="checkbox"/> CHECK FOR POOR DRAINAGE AREAS |
| <input type="checkbox"/> CHECK FOR PROTRUDING NAILS ON PLAY EQUIPMENT OR FENCES | <input type="checkbox"/> CHECK FOR CHIPPING OR PEELING PAINT ON ALL TOYS, EQUIPMENT, AND BUILDINGS |
| <input type="checkbox"/> CHECK FOR RUSTY EQUIPMENT AND TOYS ACCESSIBLE TO CHILDREN | <input type="checkbox"/> CHECK FOR SHARP EDGES AND POINTS ON TOYS, FENCES, PLAY EQUIPMENT, ETC |
| <input type="checkbox"/> CHECK THE CHAINS ON SWINGS TO SEE THAT THEY ARE SECURELY ATTACHED | <input type="checkbox"/> MONITOR FENCE FOR THORNY PLANTS OR BUSHES THAT MAY BE ACCESSIBLE TO CHILDREN'S REACH |
| <input type="checkbox"/> CHECK FOR VANDALISM (BROKEN GLASS, TRASH) | <input type="checkbox"/> CHECK TO SEE THAT ALL GATES ON POOL FENCES ARE LATCHED |
| <input type="checkbox"/> MONITOR SAND AND PLAY AREA FOR ANIMAL FECES, POISONOUS PLANTS, MUSHROOMS | <input type="checkbox"/> CHECK TO SEE THAT ALL SELF LATCHING DEVICES ON GATES ARE FUNCTIONING PROPERLY |
| <input type="checkbox"/> CHECK THE ENERGY ABSORPTIVE MATERIAL UNDER AND AROUND THE PLAY EQUIPMENT, RAKE IF NECESSARY | <input type="checkbox"/> CHECK TO SEE THAT THERE ARE NO CONTAINERS OF STANDING WATER, WHICH COULD POSE A DROWNING HAZARD |

SIGNATURE AND POSITION OF STAFF MEMBER COMPLETING SELF INSPECTION

DATE OF SELF INSPECTION