

## **Country Place Home Owners Association (HOA) Board Meeting Minutes November 5, 2018**

The quarterly Board Meeting of the Country Place HOA was held on Nov. 5, 2018 at 7:00 pm at the Southgate Baptist Church Family Life Center with all five Board members present. Two members of the community were present. Board President, Mr. Lennarson called the meeting to order. Mr. Bivens reported that printed Minutes from the previous meeting were available for those present. Time was allocated to read the minutes silently. There was no comment and the minutes were approved.

Ms. Sanders presented the Financial Report with Aria's Balance Sheet and Profit & Loss Budget Performance Sheet for Sep. 2018 (Attachments 1 & 2). Mr. Vieta requested that the P & L Budget Performance Report be changed to cover the past 3 months instead of the past month. It was noted that Ms. Coleman would be reimbursed for purchasing new HOA Meeting yard signs and Mr. Lennarson would be reimbursed for attending NACOK Legal Issues 1 & 2. The Annual Financial Review for 2018 is tentatively scheduled for Jan. 21, 2019. The Budget for 2019 will be presented at the Annual Meeting, Feb 4, 2019. Mr. Lennarson requested that Ms. Sanders would investigate the possibility of placing HOA Cash reserves in an interest earning account.

Mr. Lennarson indicated that election of Board members will occur at the Annual Meeting. The filing period for candidates will be from Dec. 15, 2018 to Jan. 15, 2019. Proxies will be mailed to all the homeowners and a quorum of the membership will be required. If a quorum is not present, then a second meeting will be scheduled for Feb. 12, 2019 and whatever members are present at that time shall constitute a quorum.

Mr. Lennarson expressed concern over the unusually high water bill for the SW 134<sup>th</sup> St irrigation system. Mr. Coleman believes the high water consumption was due to excessively programmed sprinkling and that this problem has been resolved. Mr. Coleman also reported that Rain-A-Matic had performed the credit work that had been negotiated in association with previous repairs. Concerning the Common Area B irrigation system, it was agreed that the system can be abandoned in place and the associated electric meter can be removed.

There was much discussion about the requirement for the water meter at the Wagon Boss Rd Common Area B. The monthly cost is around \$20, but the sprinklers have not been used there for 2 years. Mr. Lennarson suggested we table the matter until the next meeting. He will contact the City of OKC to ascertain the cost of removing the water meter, in case the HOA decides to have the sprinkler system permanently disconnected.

Mr. Lennarson suggested a Covenants Committee be formed, per HOA by-laws. Mr. Vieta expressed an interest to head the committee. There was discussion concerning adding plats to the HOA web page.

Mr. Lennarson mentioned that a homeowner backing up to SW 134<sup>th</sup> St. had reported a broken fence post. It was decided to make another survey of the fence on SW 134<sup>th</sup> St and repair broken fence posts. Also, Ms. Coleman presented three "S.W. 134<sup>th</sup> Street Frontage Fence Proposals" (Attachment 3) for fence maintenance going forward. Mr. Lennarson asked the Board members to review the proposals and prepare to meet to discuss them.

Mr. Lennarson observed that there was no known committed interest in putting up holiday lighting for the HOA. Mr. Vieta volunteered to be the Point of Contact in case there arose any such interest.

Mr. Lennarson indicated that Rob Green of Ideal Homes is still working to transfer ownership of Common Areas A and C to the HOA. Prior attempts at the transfers have been rejected due to errors in the documents.

Mr. Lennarson mentioned that there were expressed concerns about late night youth gatherings at the playground. Mr. Bivens agreed to look into possible signage that could be installed to prohibit such gatherings.

A member of the community suggested the use of social media or e-meetings to conduct the election of Board members. Utilizing this method would require a change to the HOA Declaration, Article IV, Section 3, Para. e., and the Bylaws, Para. 2.8 – 2.11.

A member of the community requested the job descriptions of vacant committee chair persons. The role of the Nominating Committee is found in the Bylaws, Para. 3.4, Covenants Committee is found in the Bylaws, Para. 5.2. The role of the Architectural Control Committee is found in the various Protective Covenants of the Country Place Addition.

No other business was discussed.

Respectfully submitted,

Robert G. Bivens

Date: 2019-02-03

Country Place POA  
**Balance Sheet**  
As of September 30, 2018

	<u>Sep 30, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
First Fidelity Bank	33,706.78
Total Checking/Savings	33,706.78
Accounts Receivable	
Accounts Receivable	-508.24
Total Accounts Receivable	-508.24
Total Current Assets	33,198.54
Other Assets	
Security Deposits	200.00
Total Other Assets	200.00
<b>TOTAL ASSETS</b>	<b>33,398.54</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	374.03
Retained Earnings	18,661.17
Net Income	14,363.34
Total Equity	33,398.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>33,398.54</b>

**Country Place POA  
Profit & Loss Budget Performance  
September 2018**

	Sep 18	Budget	Jan - Sep 18	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Finance Charges	0.00	0.00	1,538.14	500.00	500.00
HOA Dues	0.00	0.00	45,467.29	40,788.00	40,788.00
Late Charges	0.00	0.00	958.00	500.00	500.00
Legal Fees	0.00	0.00	437.50		
Lien Fees	0.00	0.00	1,949.00	500.00	500.00
Returned Check Charges	0.00		35.00		
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>50,384.93</b>	<b>42,288.00</b>	<b>42,288.00</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>0.00</b>	<b>50,384.93</b>	<b>42,288.00</b>	<b>42,288.00</b>
<b>Expense</b>					
Charitable Contributions	0.00	0.00	0.00	50.00	50.00
Filing Fees					
Lien Filing Fees					
Lien Filing/Release Fees	0.00	0.00	1,691.00	1,200.00	1,200.00
<b>Total Lien Filing Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>1,691.00</b>	<b>1,200.00</b>	<b>1,200.00</b>
Filing Fees - Other	13.00		91.00		
<b>Total Filing Fees</b>	<b>13.00</b>	<b>0.00</b>	<b>1,782.00</b>	<b>1,200.00</b>	<b>1,200.00</b>
Insurance					
Directors&Officers Insur	1,772.00	0.00	1,772.00	1,922.00	1,922.00
Liability Insur	2,875.78	0.00	2,875.78	2,982.00	2,982.00
Property Insurance	0.00	0.00	1,911.00	1,916.00	1,916.00
Insurance - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Insurance</b>	<b>4,647.78</b>	<b>0.00</b>	<b>6,558.78</b>	<b>6,820.00</b>	<b>6,820.00</b>
Maintenance					
Monthly Lawn Maintenance	1,350.17	0.00	12,151.53	16,800.00	16,800.00
Pond Maintenance	269.00	0.00	1,883.00	2,700.00	2,700.00
Tree and Debris Maintenance	0.00	0.00	0.00	500.00	500.00
<b>Total Maintenance</b>	<b>1,619.17</b>	<b>0.00</b>	<b>14,034.53</b>	<b>20,000.00</b>	<b>20,000.00</b>
Management Fee	404.00	0.00	3,638.00	5,500.00	5,500.00
Postage and Printing	38.01	0.00	490.76	1,000.00	1,000.00
Professional Fees					
Accounting	0.00	0.00	30.00	150.00	150.00
Legal	40.00	0.00	40.00	500.00	500.00
<b>Total Professional Fees</b>	<b>40.00</b>	<b>0.00</b>	<b>70.00</b>	<b>650.00</b>	<b>650.00</b>
Repairs					
Entry Landscape Repair	0.00	0.00	5.16	1,000.00	1,000.00
Fence Repair	0.00	0.00	570.00	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
<b>Total Repairs</b>	<b>0.00</b>	<b>0.00</b>	<b>7,059.39</b>	<b>2,600.00</b>	<b>2,600.00</b>
Special Events	0.00	0.00	0.00	250.00	250.00
Taxes	0.00	0.00	100.00	18.00	18.00
Utilities					
Electric					
14008 Wagon Cir #FNTN 3038411-9	27.97		251.67		
14209 Wagon Boss Rd 129888938-5	14.24		128.10		
2302 SW 134 SPKLR 661879-7	0.00		528.97		
Electric - Other	0.00	0.00	0.00	1,600.00	1,600.00
<b>Total Electric</b>	<b>42.21</b>	<b>0.00</b>	<b>908.74</b>	<b>1,600.00</b>	<b>1,600.00</b>
Water					
14209 Wagon Boss Rd 25010158011	0.00		104.30		
2302 SW 134 St. 250101127937	0.00		1,266.78		
Water - Other	0.00	0.00	0.00	2,600.00	2,600.00
<b>Total Water</b>	<b>0.00</b>	<b>0.00</b>	<b>1,371.08</b>	<b>2,600.00</b>	<b>2,600.00</b>
<b>Total Utilities</b>	<b>42.21</b>	<b>0.00</b>	<b>2,279.82</b>	<b>4,200.00</b>	<b>4,200.00</b>
<b>Total Expense</b>	<b>6,804.17</b>	<b>0.00</b>	<b>36,011.28</b>	<b>42,288.00</b>	<b>42,288.00</b>
<b>Net Ordinary Income</b>	<b>-6,804.17</b>	<b>0.00</b>	<b>14,373.65</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Income/Expense</b>					
Other Expense					
Other Miscellaneous Expense	10.31		10.31		
<b>Total Other Expense</b>	<b>10.31</b>		<b>10.31</b>		
<b>Net Other Income</b>	<b>-10.31</b>	<b>0.00</b>	<b>-10.31</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-6,814.48</b>	<b>0.00</b>	<b>14,363.34</b>	<b>0.00</b>	<b>0.00</b>

## **S.W. 134<sup>th</sup> Street Frontage Fence Proposals**

1. HOA assumes complete responsibility of the fence along frontage of S.W. 134<sup>th</sup> Street.
  - a. Maintain the current aesthetics of the existing fence. (type, posts, stain, etc.) approximately \$80,000 every 10 years to the HOA.
  - b. Replace fence per the Country Place Covenant. (6-foot dog ear with metal posts). Approximately \$42,000 every 10 years to the HOA.
2. Each property owner on S.W. 134 Frontage would be responsible for their own fence per Country Place Covenant. (6-foot dog ear with metal posts). HOA would assume responsibility of the difference between basic fence as spelled out in proposal 1b and the current aesthetic fence called out in proposal 1a. Approximately \$40,000 every 10 years to the HOA.
3. Each property owner to be responsible for maintain and replace their own fence at such time as needed. The Country Place HOA Covenants has enforcement authority to ensure compliance. The fence required would be per the covenants consisting of 6-foot dog eared panels with smooth side facing outward.

**\*\*\*Proposals 1a, 1b, and 2 should be required to be replaces all at one time\*\*\***

**\*\*\*Recommend if Proposal 1a, 1b, or 2 gets approved to have a responsible funding mechanism in place to cover the long-term cost of projects moving forward\*\*\***