

# Oakbridge Community Services Association

## Board Meeting • 2019 June 6 • Minutes

Meeting called to order at 6:00 PM in Room 122 of Madison College, 8017 Excelsior Dr.

Present: Board members Kraig Bodie (Vice-President), Abigail Darwin (President), Ron Hay, Laura Schweitzer, Brian Shah, Jordan Speicher, and Jeff Wilson (Treasurer); Secretary Richard S. Russell; and no guests.

### 1. Welcome and introductions

Not needed.

### 2. Adoption of the Agenda

Without objection, adopted as distributed.

### 3A. Secretary's Report

Minutes of May 7 meeting were distributed. Correction: Item 1, ¶4, city letter was dated March 22, not January 9. Minutes approved as corrected, unanimous consent.

### 3B. Social Committee Report

(1) 4th of July. We reconfirmed with the city about our plans. Jordan Speicher will post notice on website with copy to Abigail Darwin for NextDoor and Jeff Wilson for Facebook. Jeff has the yard signs and will put them up about a week in advance. Several members volunteered to provide tables, ice chests, grills, hot dogs, paper plates and cups, etc. Potluck contributions are also encouraged. Probably good to plan for 100 hot dogs this year, since July 4 is on a Thursday and people won't have left town for a long weekend.

Should we put out a box for donations? General feeling was probably not, because we had already had an increased assessment this year.

How about a suggestion box? General feeling was that there are already plenty of avenues for communicating with the Board.

Fire department will show up at 11 AM, so people doing setup and prep should probably get there by about 10:15–10:30.

Event will be at the Oakbridge Neighborhood sign, which has been spiffified with new flowers (thanks to Ron Hay and Greg Wagner) and solar-powered lights (courtesy of Jeff Wilson) illuminating it at night.

How do we inform new neighbors about association news, including availability of NextDoor? Realtors typically provide prospective purchasers with all the restrictions and covenants, but it's not clear whether they also hand out our info sheet. Was that "Intro to Oakbridge" ever approved by the Board? Not yet, but Jeff Wilson will submit it for review prior to next meeting. After approval, we'll post it on the neighborhood website and hope Realtors will start distributing that, too, to prospective buyers.

(2) Garage Sale. Still on for Aug. 16-17. Jordan Speicher will get signs from Ron Hay for lawn insertion ahead of time. We have previously publicized on Craigslist, NextDoor, and newspapers. We won't do newspapers this year, since that's a cost item.

### 4B. Neighborhood Logo (moved up from business)

Discussion postponed from previous meeting moved to this spot on agenda to permit Jordan to participate. Abigail Darwin moved, Brian Shah 2nded, to have a neighborhood logo. It might be used on stationery, website,

flags, etc. It's possible that we could have a contest that kids could participate in; this might raise awareness of OCSA among our residents.

Abigail moved to postpone to the next meeting; Ron Hay 2nded. Adopted, unanimous consent.

### **3C. Legal Updates**

Abigail Darwin had written to the city on May 16 about our request for how we would like to pay our special assessments. We haven't heard back from them as to whether that would be acceptable. Ron Hay estimates we'd get the bill for curb-and-gutter work this year but the one for sidewalk work not until next year, but nobody's really sure. Should we follow up to find out if the city's even considering our request? We really need to have a time frame to enable us to plan. It's not clear whether the 1st payment (on the installment plan) would be due on the same date as the entire amount (if we paid in full right away).

Abigail Darwin moved that she should call the city engineer and find out what the normal payment procedure is and, if possible, what our particular schedule would be. And what would happen if we couldn't afford to pay when it's due? Laura Schweitzer 2nded. Adopted, unanimous consent.

### **3D. Architectural Review Board Report**

The ARB has started working its way thru the Architectural Control Rules with a view to bringing them up to date. There are 2 different procedures for amending the ACR (1 in the Bylaws, the 2nd in the Restrictions and Covenants), and the ARB would prefer to use the easier one, but hesitates to do so without Board approval. Abigail Darwin has come up with a tentative proposal to resolve the contradiction via a Bylaw amendment

and will formally propose it at the next meeting. The ARB fully intends to present all proposed changes to the community for comment and the Board for approval. The next ARB meeting is June 20, and the expectation is that the complete list of proposed changes to the ACR will be available after that.

There was also one approval for a back-yard patio for stationing a charcoal grill.

Ron Hay expects to need to take down the tree on the island on Oak Glen Court and will run that past the ARB fairly soon.

### **3E. Treasurer's Report**

The Association's bank account has \$12,389 in it. There were 2 outgoing checks during May, \$159 to city for water and sewer and \$280 to Lawn Care Plus. Abigail Darwin added that today we also sent out another check for \$527.50 to Lawn Care Plus.

### **3F. NextDoor Report**

Richard S. Russell has replaced the late John Fiorello as the NextDoor Lead (their title). Two other leads were identified as Carol and Chris, but Richard hasn't yet figured out who they are. Ron Hay said that Carol was undoubtedly Carol Hay, and Richard will try to figure out who Chris is. We are currently listed by NextDoor as having 172 households (instead of the correct 145), with 175 people participating. Richard will try to reconcile the NextDoor household count with reality.

### **4A. Neighborhood Directory**

Motion postponed from previous meeting automatically on the floor. Abigail Darwin moved, Ron Hay 2nded, to amend Paragraphs 2 and 7 as indicated:

(1) OCSA will sponsor an Oakbridge Neighborhood Directory in 2019 on a trial basis. If it's deemed to be successful, it can be reauthorized for future years.

~~(2) The board authorizes the spending of as much as \$350 for the production of the directory, but all publicity about the directory will encourage voluntary contributions to offset this cost. The normal method of distributing the directory will be via PDF file e-mailed to the addresses provided by each resident, but anyone requesting a paper copy will be able to get one for \$5.~~

(3) Each Oakbridge household will be invited via a customized survey form to submit information for the directory in these areas:

- Adults (including name, address, personal phone, and occupation)
- Kids (including name and age)
- Household Phone Number
- Pets (including name and species/breed)
- Interests
- One Fun Fact about Your Family
- Services Willing To Perform (including lawn mowing, leaf raking, weed pulling, snow shoveling, dog walking, baby sitting, and other)

(4) Forms will be hand-delivered to each Oakbridge address in June with a target date of July 4 for return. A table will be set up at the July 4 picnic where they can be turned in, but the form will also say that they can be mailed or hand-delivered directly to the secretary.

(5) Only people who return a form will be listed in the directory. People may return a form indicating that they want a copy of the directory but don't want any information about their household listed in it.

(6) Only people who return a form will receive a copy of the directory.

~~(7) The directory will be generated only in paper form so it can't easily be copied for commercial or political~~

~~purposes.~~ The target date for distribution is July 31.

(8) The cover of the directory will explicitly say that it's copyrighted by OCSA and not to be duplicated or used for commercial or political purposes.

Amendment adopted, unanimous voice vote.

Discussion involved whether hand-delivered survey forms (stuck in doors) might compromise personal privacy if they could be seen by anyone who just happened to walk up to the door. It was pointed out that, at this time, the survey forms contained no personal information other than the address and names of the owners, which were already matters of public record. Could the forms be placed in mailboxes? No. US Postal regulations forbid that. It would be good to publicize via normal channels that the forms are coming. Abigail Darwin said she'd draft such a notice for NextDoor. Jeff Wilson will post it on NextDoor, and Jordan Speicher will post it on our website.

It was suggested that we could have blank forms at the July 4 picnic so people could fill them out there and Richard Russell said he'd do that. Also, it should be possible to set up an on-line form that people could complete via their own computers.

Richard explained that, in the future, each form would contain all the information collected this year, so the only thing the householders would have to do is indicate changes. Next year, to assure complete coverage, we could send out the forms via US mail with the annual assessment letter. Motion adopted, unanimous voice vote.

Richard then distributed packets of 18 forms each to the Board members for distribution.

#### **4B. Neighborhood Logo**

Moved to "Reports" section.

#### **4C. Bylaw Amendments**

Abigail Darwin distributed a tentative proposal for amending the OCSA Bylaws to make it easier to amend our governing documents in the future by making the Bylaws unequivocally the master document — superior to both the Declaration of Covenants and Restrictions and the Architectural Control Rules — and contain all the provisions for amending both itself and the other 2. (Amending the Bylaws currently requires a  $\frac{2}{3}$  vote of the Board.)

She also proposed streamlining the process for providing official notice to our members by permitting the use of electronic notices instead of solely printed paper notices.

She said that this was the Board's official 15-day advance notice that the formal Bylaw-amendment proposals would be introduced at the July meeting.

#### **4D. Next meeting**

Sunday July 28, location TBD, 6-8 PM.

#### **5. Adjournment**

Meeting adjourned at 8:13 PM.

Respectfully submitted,  
Richard S. Russell, Secretary