

Oakbridge Community Services Association

Board Meeting • 2019 Dec. 5 • Minutes

1. Call to Order and Quorum Count

Meeting called to order at 7:03 PM at Madison College West Campus, 8017 Excelsior Dr.

5 Board members present: Abigail Darwin (President), Ron Hay, Laura Schweitzer, Jordan Speicher, and Jeff Wilson (Treasurer); 2 absent: Kraig Bodie (Vice-President), Brian Shah; also present: Richard S. Russell (Secretary)

2. Adoption of the Agenda

Without objection, accepted as distributed.

3. Courtesy to Guests

Introductions of members and guests: Mark K. Allen, Brent Denton

4A. President's Report

(1) Meeting with Deputy Mayor. Abigail was scheduled to meet with new Deputy Mayor Linda Vakunta yesterday, but Linda, after rescheduling a couple of meetings, completely forgot about this one. Another meeting is scheduled in her office in 2 weeks. The meeting is intended to build a working relationship between our neighborhood and the city.

(2) Winter snow removal. Abigail says that our contractor, Mark Griesbach of Lawn Care Plus, is geared up for this season's snow removal thru April 1. Abigail asked for a bid for services to be rendered after then. She also proposed to ask Alt for a bid, since they had submitted one 2 years ago. Ron pointed out that Alt had used bladed equipment instead of a snowblower last time we contracted with them, and all agreed we wouldn't use them again. Other possibilities include

Barnes and a few others that Ron will look up and forward. New requests for bids will go out in January.

(3) Potential contact at city may be able to help revise governing docs. Abigail says she met a city official at a neighborhood roundtable in November and learned that the city would like to make neighborhood-association governing documents less restrictive. She is in the process of trying to arrange a meeting with him to see if they've got any good advice for us.

(4) City-wide e-mail list for neighborhood association leaders. Abigail added that at the same meeting she met the head of another neighborhood association who put her in touch with the moderator of a city-wide list-serv for neighborhood leaders, and she has signed up for it.

4B. Treasurer's Report

(1) Financial condition. Our balance as of Dec. 5 was \$7570.71. Checks written since the previous report:

- Nov. 25, #1171, \$77 to Jeff Wilson for purchase of stamps for mailing
- Dec. 2, #1172, \$159.64 to City of Madison for water and sewerage
- Dec. 3, #1173, \$20 to Richard S. Russell for directory printing

Jeff challenged USBank on the \$62 for "analysis service" they tried to charge us for looking up our own cleared checks. They apologized and refunded it.

Jeff has already acquired the stamps for mailing the dues letters in January.

(2) Transition of duties conversation. Abigail asked whether Jeff's successor would get

the login for our bank account. Jeff had already been a customer of USbank and was able to just use his own personal login for the OCSA business account. We'll probably need a new account for the new Treasurer.

Laura explained that homeowner associations can choose whether to pay taxes on either their regular income or their investment income, and OCSA had opted to pay on investment income, since we don't have any. She added that her previous condo association used Summit, but they gave a lot of hassle every time there was a change in authorized users. She recommended UW Credit Union for lack of hassle.

Jeff, Laura, Abigail, and Richard will be meeting this coming Sunday to discuss details of transitioning Treasurer duties after Jeff leaves the Board in January.

Our bookkeeper, Julie Roach, handles all the income and check writing; the only thing our officers do is sign the checks.

Kraig Bodie arrived.

4C. Secretary's Report

(1) NextDoor update. On Nov. 8 Richard sent to Board members a list of 4 people who were on NextDoor but apparently don't live in Oakbridge. They seem to have ties to the neighborhood, though, based on common family names to known residents. Richard would like to send notices to the 25 unrepresented households with the dues letters. Other Board members suggested it would be easier to just invite everybody, and this was agreed to.

We received notice of 2 new NextDoor members (including Brent).

There were a couple of complaints about inappropriate postings. NextDoor "leads" (moderators) in the area are asked to

vote on whether they're OK or not.

(2) Minutes of Nov. 7 meeting distributed and approved by unanimous consent.

4D. Architectural Review Board Report

Action on applications, appeals, and complaints. Kraig reported that there had been nothing to review since the previous Board meeting.

4E. Social Committee Updates

(1) Christmas caroling. Jordan will post a date for neighborhood singers to participate in caroling in the neighborhood.

(2) Snowman contest. He'd also like to have a snowman contest. It was also suggested that we might use Haen Park for a snow-sculpture contest. Several ideas for prizes were offered.

(3) Landscaping. Greg Wagner trimmed all the dead perennials out of our sign area, and the Board expressed its gratitude.

5A. Craft 2020 annual dues letter and insert

The Board reviewed the wording of the 2019 dues letter with a view toward updating it. For 2020, we are proposing \$130 as the amount of the fee. The due date must be at least 31 days after the letter is mailed (est. Jan. 15). Abigail asked whether we should move the due date to as early as possible to get the dues flowing in sooner. However, the Board decided to use the memorable Feb. 29, 2020.

It was agreed that the letter should mention that the Board has chosen to spread out over 5 years the estimated \$15,600 (pre-interest) charge for the sidewalk repair of the common areas.

The letter will be presented as coming from

the Board as a whole, rather than any specific officer. The letterhead will show the official OCSA address, 7846 W. Oakbrook Cir.

Jeff will also send the draft (plus last year's follow-up letters) to everyone. And he will also send around language for the insert that will encourage people to follow our on-line means of communication.

5B. Approve 2020 budget

Jordan had put together a spreadsheet of anticipated expenses for 2020, including:

- \$8,263 for lawn care (up 9%)
- \$2,088 for water/sewerage (up 9%)
- \$919 for insurance (up 3%)
- \$3,465 for curb & gutter work
- \$3,625 for sidewalk repair (1st of 5)
- \$503 for other expenses (up 3%)
- **\$18,863 TOTAL**

It was recognized that the 2 large unknowns in the budget are the amount of snow that has to be plowed and the expected increase in the rate for lawn mowing and snow plowing. The existing buffer appears to be adequate to cover any reasonable increases.

Laura will prepare a comparison between 2019 actual and 2020 anticipated revenues and expenses but will wait until 2019 is in the books to nail down the first column. The exact figures for 2020 will be approved via e-mail off Laura's numbers.

The expenses of \$18,863 divided by our 145 households works out to \$130 each.

5C. 2020 annual meeting

(1) Finalize agenda. Meeting convenes at 6:30 and begins with intros and overview. We will ask Ald. Skidmore to speak for 20 minutes but allow 30 in case it runs long. Realtor Wendy Dalgety will speak from 7:05 to 7:25. Elections, 7:25-7:55. Budget and dues, 7:55-8:25. Conclusion, 8:25-8:30. Takedown,

8:30-8:45.

(2) Post a reminder on NextDoor, including final agenda. Abigail will take care of this, with copies to Jordan and Jeff for the websites they maintain.

(3) Volunteers to work the registration/ballot table. Kristen Speicher and Vicki Wilson may be able to help; additional residents will also be asked to help.

(4) Prepare budget and financial-statement handouts. Laura will prepare something suitable for posting to our 3 websites and projecting on screen at the annual meeting. Richard will prepare blank ballots and signage for the registration table.

5D. Discuss status of finding prospective board members

Mark and Brent expressed an interest in running. Mark has already turned in a statement of candidacy, and Brent was given a blank one to complete.

5E. Other business

none

5F. Future meeting dates

(1) Meeting among annual-meeting volunteers. Abigail will arrange for this meeting.

(2) Jan. 15 Board meeting. Hopefully at the Ashman library. Richard will try to set it up.

(3) Public hearing regarding changes to Architectural Control Rules. This will be scheduled after the ARB completes its recommendations and Abigail has a chance to review them.

(4) Date to go to bank to remove Ron and Jeff as signers and add Laura. TBD

6. Announcements

none

7. Adjournment

Meeting adjourned at 8:56 PM.

Respectfully submitted,
Richard S. Russell, Secretary