

# Oakbridge Community Services Association

## Board Meeting • 2020 Feb. 19 • Minutes • Draft A

### 1. Call to Order and Quorum Count

Meeting called to order at 7:05 PM at Ashman Library, 733 N. High Point Rd.

7 Board members present: Mark Allen, Kraig Bodie (Vice-President), Abigail Darwin (President), Brent Denton, Brian Shah, Laura Schweitzer (Treasurer), and Jordan Speicher; 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: none

### 4A. Appointment of Architectural Review Board (ARB) Members

Abigail nominated Mark to serve on the ARB, and Brian seconded. Passed unanimously. One seat still open.

### 5A. President's Report

Abigail had no report.

### 5B. Treasurer's Report

(1) OCSA tax return. Laura has prepared our tax returns for 2019, and Abigail just signed them. They will be mailed tomorrow.

(2) Financial condition. Laura reported that our balance as of Jan. 31 was \$6,931.07. January dues revenue was \$2,990. Checks written since the previous report:

- Jan. 9, Check #1177, \$280 to Lawn Care Plus for snow removal
- Jan. 20, Check #1178, \$159.64 to Madison

Water Utility for sewer and water

(3) Dues collection. There were 74 unpaid households as of end of January. This is not unusual, since many people wait until the last minute to send them in. Our letter to 22 Crossbridge Ct. bounced. Apparently Donald and Joan Gray no longer live there. Access Dane says the current owner is Adam Sinderman, as of Jan. 19 last year. Richard will re-send dues letter #1 to the current owner.

Richard read this language from the Declaration of Covenants and Restrictions (DCR):

**5.7 Effect of Nonpayment of Assessments: Remedies of the Association.** Any assessment not paid within 30 days after the due date may upon resolution of the Board bear interest from the due date at a percentage rate no greater than the current statutory maximum annual interest rate, to be set by the Board for each assessment period. The Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property in the same manner, and subject to the same requirements, as a foreclosure of mortgages on real property in Wisconsin, and there shall be added to the amount of such assessment actual costs and attorney's fees incurred to collect the assessment.

Abigail explained that we had not established any interest charges when we set the annual dues, and it's probably too late to do it this year.

Laura mentioned that we pay taxes based on our investment income, which heretofore has been zero but may increase if we charge interest.

Kraig asked whether we could just charge a flat penalty fee. It doesn't seem that the DCR

allows that but we **can** charge for actual expenses incurred in pursuing the debt.

Brent suggested posting a due-date reminder on our various websites, and all agreed this would be a good idea.

### **5C. Secretary's Report**

(1) NextDoor update. We have 176 neighbors signed up, representing 119 of our 145 households. Richard just sent out postcard invitations to 11 of the households who hadn't recently been invited to join.

(2) Minutes of Board meeting of Jan. 12 were distributed; request to expand "NA" to "neighborhood association"; Brent wanted it noted that he had expressed interest in filling the 1-year vacancy; with revisions, approved unanimously.

### **5D. Architectural Review Board Report**

(1) Action on applications, appeals, and complaints. Brian reported that the ARB had received an inquiry about installing a fence to confine his dog and was told that the ACR did not allow them, but invisible fences were OK. He was told that he could appeal to the Board if he disagreed with this judgment, but we haven't heard anything more from him.

(2) Discuss current status of revising the Architectural Control Rules (ACR). Richard distributed the Feb. 6 proposed revisions as drafted by the ARB. There was extensive discussion of the schedule for revising them.

### **5E. Social Committee Updates**

Nothing much has happened this winter due to crazy mixtures of snow, cold, and thaws.

### **6A. Snow/lawn care bids**

Kraig reported that hardly any of the 6 services he contacted were willing to send us

bids. Even our current service hasn't responded. The one bid that did come in (Barnes) was frightfully expensive. Our current service is good thru March 31. Kraig wanted to discuss the issue electronically once we get 3 bids. We should probably have a contract lined up by March 15.

### **6B. Business insurance discussion**

Mark reported that our current liability policy, thru Auto-Owners Insurance (via Neckerman Agency) costs \$898 annually. 3 big companies — State Farm, American Family, and Farmers — provide homeowners' association insurance. 4 other big companies — Allstate, GEICO, Progressive, and Esurance — do not. Farmers in particular covers cyber liability standard. We do not appear to have any personally identifiable information that isn't generally available to the public. Mark pointed out that, unless we destroy paper checks that are sent to our bookkeeper, they contain bank-account numbers. Abigail suggested we stick with our present policy and re-evaluate for next year's budget whether we want to add umbrella coverage. The Board will discuss this electronically before March 1.

### **6C. Discussion of proposed changes to Architectural Control Rules (ACR)**

Richard distributed copies of the Feb. 6 proposed revisions as drafted by the ARB and explained in general terms what the proposal was intended to accomplish.

Abigail moved, Brian 2nded, to reserve a meeting room on Sat. Apr. 25 in case we need it for the public hearing. Kraig asked that we hold it as early in the day as possible. Consensus was to book the room for 9 to 11:30 but announce to our members that it would start at 9:30 and run until 10:30. We will keep the room an extra hour in case there are a lot of public comments. Brian also wanted to receive electronic comments sent to ARB by midnight the day before. Adopted

unanimously.

**6D. Discussion of revising Architectural Review Application form to include language re: building permits**

Abigail suggested postponing this to the next meeting. No objection.

**6E. Discussion of amending welcome letter to request email addresses**

Abigail suggested postponing this to the next meeting. No objection.

**6F. Approve language and timing of 2nd/3rd dues-request letters**

Richard distributed copies of 2nd and 3rd dues-request letters that had been sent out last year, updated to reflect 2020 conditions. Abigail suggested that everyone react to this via e-mail. No objection.

**6G. Discussion of date for lien filings against delinquent dues-payers**

Abigail suggested postponing this to the next meeting. No objection.

**6H. Set March Board meeting date**

Abigail moved, Brian 2nded, to hold it the 3rd Wednesday in March (the 18th). Approved unanimously.

**6I. Discussion about whether to set up all future 2020 meeting dates in advance**

Richard had suggested meeting on the 3rd Wednesday of each month except June, July, and August. That would be March 18, April 15 (possibly April 22 to avoid tax day), May 20, Sep. 16, Oct. 21, Nov. 18, and Dec. 16. Abigail recommended adopting this schedule with April 22 instead of April 15, with any need for a June meeting put off until we saw how much time the ACR revision would take.

No objection.

**6J. Other Business**

none

**7. Announcements**

none

**8. Adjournment**

Meeting adjourned at 8:45 PM.

Respectfully submitted,  
*Richard S. Russell*, Secretary