

Oakbridge Community Services Association

Board Meeting • 2020 Apr. 22 • Minutes

1. Call to Order and Quorum Count

Meeting called to order at 7:07 PM over Zoom link supplied by President Darwin.

7 Board members on line: Mark Allen, Kraig Bodie (Vice-President), Abigail Darwin (President), Brent Denton, Brian Shah, Laura Schweitzer (Treasurer), and Jordan Speicher; also on line: Richard S. Russell (Secretary)

2. Adoption of the Agenda

Without objection, accepted as distributed.

3. Courtesy to Guests

Introductions of members and guests: Gonzalo Sanchez was not signed in.

4A. President's Report

Abigail had no report.

4B. Treasurer's Report

(1) February. Laura reported that our balance as of Feb. 29 was \$15,976.49, with revenue of \$7,800. Checks written:

- Feb. 5, Check #1179, \$1,130 to Lawn Care Plus for snow removal
- Feb. 20, Check #1180, \$174.94 to Madison Water Utility for sewer and water

(2) March. Our balance on March 31 was \$19,143.55, with revenue of \$4,810. Checks written:

- Mar. 3, Check #1181, \$898 to the insurance company for liability coverage
- Mar. 17, Check #1182, \$570 to Lawn Care Plus for snow removal
- Mar. 24, Check #1183, \$174.94 to Madison Water Utility for sewer and water

4C. Secretary's Report

(1) Status of unpaid dues. On March 2 our bookkeeper reported that 29 households hadn't paid their 2020 dues (\$130). We sent Dues Letter #2 to them.

As of this past weekend, we were down to 16 noncompliant households. Richard mailed reminder letters to all of them on Monday. We also followed up with e-mailing messages to 3 of the households for which we had e-addresses and to 8 more via private message over NextDoor. The rest we had no electronic way of reaching.

All the letters (but none of the electronic messages) contained the line about contacting us if they were having financial difficulty and wanted to set up a payment plan. We'll see if anyone does.

(2) NextDoor update. We have 185 neighbors signed up, representing 123 of our 145 households. Richard just sent out invitation letters to 13 of the households who hadn't recently been invited to join.

(3) Minutes of in-person Board meeting of Feb. 19 were distributed; suggested change about the snow-removal bid of "frightfully expensive" to "significantly more expensive than our current service" approved; minutes as revised approved unanimously.

Minutes of Feb. 23-29 virtual meeting, as distributed, also approved unanimously.

(4) Planning for 2020 Oakbridge Directory. Richard noted that this was about the time in 2019 when we started hand-delivering directory survey forms to our 145 households. Rather than do it in person for all 145 this

year, he proposed to use the addresses we collected last year to e-mail out a turn-around form that already shows what we currently have on file for each household and just asking them to e-mail back either confirmation that it's still accurate or any updates that might be needed. That'll still leave us with about 75 that would need to have a paper form dropped off, but that would be less work than last year.

Last year we provided 3 ways to return the forms: mail them back to Richard, drop them off in person at his house, or put them in a box at the July 4 celebration. Richard said that that seems like a reasonable approach again this year.

Abigail didn't want anyone to walk around handing out forms, due mainly to COVID concerns, and recommended doing a notice on website, NextDoor, and Facebook page. This met with unanimous approval.

4D. Architectural Review Board Report

(1) Action on applications, appeals, and complaints. Brian reported that we received an architectural review application from 7962 W. Oakbrook Cir. (AJ and Elin Soundararajan) but hadn't for what appears to be planned construction at 7938 West Oakbrook Circle (Nick and Morgan Neumann). Kraig had contacted Nick and found out that there was no significant construction involved, just roping out an area for a playset for his kids.

(2) Reminder to neighbors. Yesterday Brian posted a reminder on NextDoor that property changes need to be run by the ARB.

4E. Social Committee Updates

(1) Activities. Jordan said they're considering rebranding themselves as the social distancing committee, as there's not much going on.

(2) Spring leaf raking. Jordan was leery of

having groups of people show up any time soon to do this. Mark noted that some property owners adjacent to the common areas were raking there as well as their own yards. Kraig said we could just rely on the regular lawn mowing to mulch the leaves. Consensus was to let it slide for this year.

(3) July 4 celebration. Should probably hold off until June 1 to decide whether to hold the annual July 4 celebration. Mark said that, as a benchmark, if we can't get into city parks by June 1, we probably shouldn't hold it.

5A. Amending Architectural Change Application (ACA) to mention building permits

Richard had e-mailed a proposed change to the ACA to remind applicants that they needed to separately request permission from the city for any substantive changes they intended to make to their property. After some tweaking, the following language emerged:

Applicant understands that the City of Madison also has requirements and restrictions and hereby confirms that all applicable building permits will be secured before undertaking any work on the property.

Brian moved, Abigail 2nded, to approve the addition; adopted unanimously.

Abigail pointed out that we should probably have this form posted alongside all our other official documents at <https://oakbridge.community/covenants-and-by-laws/>

Jordan noted that it was already available under the "Architectural Review" tab but he will put it in both places for user convenience.

5B. Amending welcome letter

(1) Requesting e-mail addresses. Richard had e-mailed a proposed change to the welcome letter asking people to notify him (as Secretary) of their e-mail addresses. After some wordsmithing, this language emerged:

In order to help keep you up to date, shortly after you're done moving in, please e-mail our secretary to introduce yourself and provide us with your e-mail address:

RichardSRussell@tds.net

You may e-mail the entire board all at once at:

board@oakbridge.community

Jordan suggested that it would be better long-term to use a standard alias for the Secretary (something like secretary@oakbridge.-community) that could simply be forwarded to the current incumbent. Final approval of the above language held off until Jordan could research whether it would be possible to create such an alias.

(2) Neighborhood directory. Richard had also proposed adding a paragraph about the neighborhood directory to the letter, but discussion of the exact wording started to bog down, and it was decided that it would be better to rewrite it outside the meeting, since we were already putting off the document revision based on the paragraph above.

5C. Filing liens against delinquent dues-payers

Abigail stated that her intention was to start filing liens on June 1. We're legally required to have them filed no later than 6 months after the initial letter went out, which gives us a July 12 hard deadline.

Kraig offered to help with scanning if needed for the lien filings. Several suggestions were offered for optimizing the process. Brian has Acrobat software for merging PDFs

5D. Good Neighbor Program

Abigail asked whether we wanted to have another presentation from the Madison Police Department. Discussion postponed until May by unanimous consent.

5E. Removing trees in common areas

One tree has been removed, but there are still 3 dead ones that need to be dealt with. Ron Hay knows which ones they are, but nobody really wants to go out looking at them now due to COVID. Kraig said the dead trees are large and would probably require professional removal, but they don't look like they're ready to fall over. Discussion postponed until May by unanimous consent.

5F. Proposed revisions to Architectural Control Rules (ACR)

Richard had e-mailed out Version 7.9 of the proposed ACR revisions. There was extensive discussion of many aspects of it.

Cross-references to other documents were suggested to be moved to footnotes.

Brent suggested replacing the term "structure" with "building construction".

After getting only as far as Page 3 (out of 12), the Board decided to refer the document back to the Architectural Review Board for further study and revision. Referred by unanimous consent.

5G. Public hearing for input on ACR revisions

Abigail noted that there was no point trying to schedule a public hearing until we had a formal proposal to put before them. Issue postponed by unanimous consent.

5H. May Board meeting date and medium

Abigail suggested we meet again via Zoom on our next scheduled date, May 20. Adopted without objection.

5J. Other Business

none

6. Announcements

none

7. Adjournment

Meeting adjourned at 9:03 PM.

Respectfully submitted,
Richard S. Russell, Secretary