

Oakbridge Community Services Association

Minutes • Board Meeting • 2021 Nov. 3

1. Call to Order and Quorum Count

Meeting called to order via Zoom at 7:02 PM by President Denton.

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

2. Adoption of the Agenda

Without objection, accepted as distributed.

3A. Introductions of Members and Guests

Brian Shah arrived during the meeting.

3B. Remarks by Guests

none.

4A. President's Report

Nothing much to report.

4B. Treasurer's Report

(1a) September financials.

- *Deposits:* \$0.
- *Expenses:* Check #1202 for \$175 on Aug. 29 for Porta-Potty rental for the July 4 picnic; #1203 for \$844 on the 16th to Lawn Care Plus; #1204 for \$198.81 on the 17th to city treasurer for water/sewer; #1205 for \$1,397.88 on the 22nd to Kraig as reimbursement for tree removal; #1206 for \$12,093.94 on the 22nd to city treasurer for sidewalk repair of the common areas.
- *Cash on hand* at end of month: \$12,160.68.

(1b) October financials.

- *Deposits:* \$0.
- *Expenses:* Check #1207 for \$675.20 on the 12th to Lawn Care Plus; #1208 for \$198.81 on the 16th to city treasurer for water/sewer.
- *Cash on hand* at end of month: \$11,286.67.

(2) Draft budget for 2022. Incl. Board ideas.

	<u>2021 Act.</u>	<u>2022 Proj.</u>
Cash Balance, 1/1	16,329	9,850
<u>INCOME</u>		
HOA Dues Rate	(130)	(110)
HOA Dues Amount	18,595	15,950
Interest Income	0	0
TOTAL INCOME	18,595	15,950
<u>EXPENSES</u>		
Lawn Care	3,714	4,085
Snow Removal	4,140	4,200
Water/Sewer	2,355	2,450
Insurance	905	932
Bank Fees	0	0
Office Supplies	25	111
Liens	20	20
Web Fees	0	132
Property Taxes	0	0
Income Taxes	0	0
Legal Fees	0	50
Landscaping Maint.	1,636	4,000
Annual Filing Fee	10	10
Sidewalk Assessment	12,094	0
Curb & Gutter	0	0
Community Events	0	500
Miscellaneous	175	175
Bookkeeping	0	250
TOTAL EXPENSE	25,074	16,915
NET INCOME	-6,479	-965
Cash Balance, 12/31	9,850	8,885

4C. Secretary's Report

(1) Minutes of Sep. 8 Board meeting were distributed and approved without objection.

(2) Minutes of Oct. 22-23 Board action were distributed and approved without objection.

(3) NextDoor update. Up slightly to 198 neighbors in 149 households.

4D. Architectural Review Board Report

(1) Action on applications, appeals, and complaints. Kraig reported no action.

(2) Tree pruning. Kraig reported Boley TLC will do the work over the winter.

4E. Social Committee Updates

(1) Halloween festivities. Jordan reported that the 2-hour time block for treat-or-treating seemed to work well — not too long, not too short.

(2) Leaf raking. Should set a date and time for leaf raking. Laura said that city leaf pick-up dates for our area will be Nov. 7 and 28. We'll go with the 14th, with 21st as a rain date.

4F. Webmaster Report

Jordan reported that everything's up to date.

4G. Facebook Report

Abigail reported that somebody else will have to take over Facebook editorial duties after she leaves the Board in January.

5A. Budget for 2022

Abigail moved, Brent 2nded, to adopt the budget as proposed by the Treasurer. Adopted without objection.

Kraig departed.

5B. Future Meetings

Next meeting on Dec. 1 at 7:00 to discuss only preparations for annual meeting and mailing of dues letters, agreed upon by consensus.

5C. Policy on Dues Delinquency

Richard had drafted a policy on dues delinquency and submitted it to the Board via e-mail for commentary. He incorporated comments received and proposed the following language, which was moved by Mark and 2nded by Abigail.

OCSA Policy on Dues Delinquency

(1) In accordance with §5.2 (i), (j), and (k) of the Bylaws, the Board shall determine the amount of the annual general assessment on each Oakbridge property at its first meeting of each calendar year and set a due date of no less than 60 nor more than 120 days after such action.

(2) The Secretary shall send a written:
(a) dues notice to the owner of record of each Oakbridge property, no later than 10 days after the dues amount has been established.

(b) reminder notice to any such owner who has not yet paid her or his dues, no more than 15 days before the due date.

(c) delinquency notice to any such owner who has not yet paid her or his dues, within 10 days after the due date.

(3) If an owner remains delinquent 30 days after the due date, the President shall file a lien against the property for the amount of delinquency plus the filing fee for the lien plus postage costs.

(4) The Association shall not charge interest on any portion of the liened amount.

(5) If an owner subsequently pays to the Association the full liened amount, the President shall ensure that paperwork to discharge the lien is fully prepared and sent to the owner no more than 21 days thereafter. It is then the owner's responsibility to file the lien-discharge paperwork.

(6) Nothing in this policy shall be construed as prohibiting the Association from seeking any relief permitted under law.

Mark moved, Brent 2nded, to postpone the motion. Adopted without objection.

Mark moved, Abigail 2nded, to adopt the following language and present it to the annual meeting. Adopted without objection.

OCSA Policy on Delinquent Dues and Liens

(1) In accordance with §5.7 of the Declaration of Covenants and Restrictions, the OCSA Board has decided that in 2022 and subsequent years, it shall begin adding actual costs incurred to collect the annual assessments to liens placed on households in the Oakbridge Neighborhood. As of 2021, actual costs to file a lien in Dane County Circuit Court were \$5, and additional collection costs included the cost of postage to mail subsequent collection letters to late dues-payers. These actual costs may be added on to the amount of any lien, and the entire amount shall be due and payable to fully discharge and satisfy the lien.

(2) If an owner subsequently pays to the Association the full amount to discharge and satisfy the lien, the Board shall ensure that paperwork to discharge the lien shall be fully prepared and provided to the owner thereafter to file. It shall be the owner's responsibility to file the lien discharge paperwork in the Dane County Circuit Court.

(3) Nothing in this policy shall be construed as prohibiting the Association

from seeking any relief permitted under law.

5D. Advance Notice of Who Will Be Running for the Board Next Year

Abigail will not be running for re-election; Laura will. Mark would retire if there were a candidate lined up for his seat. Tiffany's resignation will create a half-term vacancy. The Board decided to advertise the opportunity throughout the neighborhood, and Brent will reach out to several people who have already expressed some interest in serving.

6. Announcements

Richard will be having his hip replaced on Jan. 18, which may affect the desired date of the annual meeting.

7. Adjournment

Meeting adjourned at 8:44 PM.

Respectfully submitted,
Richard S. Russell, Secretary