

# Oakbridge Community Services Association

## Board Minutes • 2026 Jan. 6

### 1. Call to Order and Quorum Count

The administrative session, held via Zoom, was called to order at 8:27 PM by President Denton.

There were 6 Board members in attendance, constituting a quorum: Mark Allen, Valeria Davis-Humphrey, Brent Denton (President), Rachel Robillard, Laura Schweitzer (Treasurer), and Jacob Specht; absent: Brian Strobel; also attending: Richard S. Russell (Secretary), Brian Shah (Webmaster).

### 2. Adoption of Agenda

Accepted without revision.

### 3. Courtesy to Guests

*3A: Introduction of Members and Guests.*  
Guests: none

*3B: Remarks by Guests.* none

### 4. Business

*4A: New Board Member Investiture.* No elections had been held, so the Board got to appoint the 3 members and unanimously named Rachel Robillard, Laura Schweitzer, and Jacob Specht.

*4B: Election of 2025 Officers.*

1: President. Brent indicated a willingness to serve again. Accepted unanimously.

2: Vice-President. Rachel indicated a willingness to serve again. Accepted unanimously.

3: Treasurer. Laura indicated a willingness to serve again. Accepted unanimously.

4: Secretary. Richard indicated a willingness to serve again. Accepted unanimously.

*4C: Changing Official Bank Signers.* This proved to be unnecessary.

*4D: Appointment of ARB Members.* Brent appointed himself, Mark, Kraig Bodie, Brian Shah, and Jacob; no objection.

*4E: Appointment of Committee Members.*  
Brent appointed:

1: Social Committee. Valeria and Rachel; no objection.

2: Landscaping Committee. Ron Hay, Laura, Jacob, and Brian Strobel; no objection.

3: DCR Revision Committee. Himself, Mark, Valeria, Richard, Brian Shah, and Brian Strobel; no objection.

Rachel departed.

*4F: Schedule for Dues Letters.*

1: Electronic Payment. Brian Shah talked about how to use Stripe to accept member dues and noted that the \$3.18 Stripe fee would be paid by the members, not the Association. Stripe needs an Employer Identification Number (EIN) for our account. Laura said she'd send it to him.

2: Dates. Dues of \$115 per lot were set at the Dec. 2 meeting, which means we have 6 months from that date in which we can legally file liens for non-payment, so the drop-dead date for liens would be June 2. We have 4 stages of letters that go out in increasing levels of insistence: initial, reminder, warning, and overdue. The latter says that liens will be filed within a week if payment is not received. Richard proposed the following schedule:

- initial: Jan. 11
- reminder: Feb. 11
- warning: Mar. 11
- overdue: Apr. 11

Due date should be Feb. 28, with any necessary liens being filed by April 20. These dates were accepted by unanimous consent.

3: Determining Contents. Richard noted that the text of the initial letter would need to be revised to provide detail on how to pay by Stripe. Brian Shah said he would forward suggested wording, and Richard said he'd incorporate it into last year's letter and send the text to everyone for comment.

4: Envelope Stuffing. Richard will have the initial mailing of a 145 letters printed by Fri. Jan. 9, dated Jan. 11 and solicited assistance in stuffing the envelopes over the weekend and mailing them. Mark, Brent, Valeria, Laura, Brian Shah, and Jacob agreed to help.

*4G: Board Session Dates and Media.* Brent suggested March 17 at 7:30 PM via Zoom; no objection.

*4H: Other Business.* none

## **5. Announcements**

none

## **6. Adjournment**

Meeting adjourned at 8:54 PM.

Respectfully submitted,  
*Richard S. Russell*, Secretary