

**OAKLEIGH HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS  
MINUTES  
DECEMBER 1, 2008**

**Call to Order:**

The meeting was called to order at 7:40 PM

Board members present: Davidson, Boland, Keck. Simmons, Williams.

**Minutes:**

Minutes of the November 3, 2008 Board Meeting were reviewed and approved as written. Wayne moved/Keith seconded. Approved unanimously.

**Financial Report:**

Don proposed that appropriate action be taken in regard to the three homeowners whose annual assessments are in arrears by over \$1,000.00:

<i>[Name &amp; Address withheld]</i>	\$1,324.00
<i>[Name &amp; Address withheld]</i>	\$1,121.00
<i>[Name &amp; Address withheld]</i>	\$1,121.00

Wayne moved/Don seconded:

That notices be sent by the Oakleigh HOA attorney to *[names withheld]* indicating that all overdue assessments must be paid within sixty days or legal action will be taken by the HOA to enforce payment, plus all legal expenses incurred by the Association.

That, in view of the delay in identifying him as the owner of the property, Working Solutions send *[name withheld]* a notice of past due assessments that must be paid within sixty days to avoid further penalties.

That Working Solutions send a letter to all homeowners whose assessments are currently in arrears notifying them that all charges must be paid by December 31 or all privileges of membership will be revoked, including the right

to vote at the annual HOA meeting and the use of the common areas & facilities.

Approved Unanimously.

The Board also agreed to file a lien on the *[names withheld]* properties for non-payment of Assessments.

Reserve Funds:

Don moved/Keith seconded that no funds may be removed from the Reserve Funds without the approval of the Board of Directors. Approved unanimously.

2007 Audit:

The audit was signed by Barco & Keith. Don will send the signed copy to the Auditor (John Houseal), and make a copy for the official HOA file.

### **ACC Report:**

Wayne reported that nine ACC requests had been approved as follows:

*[Name & address withheld]* To remove dead pine trees from rear & side of their yard.

*[Name & address withheld]* To install play set in back yard.

*[Name & address withheld]* To install additional set of steps from deck to back yard.

*[Name & address withheld]* Fallen pine tree has been removed & another tree has also been removed; damaged fence has been repaired. To replace removed trees with evergreens.

*[Name & address withheld]* infested pine trees removed from back yard. To re-landscape back yard per landscape plan submitted to ACC.

*[Name & address withheld]* To remove overgrown Maple tree from front yard and replace it with a dogwood.

*[Name & address withheld]* To replace rotted wood around three front dormers and master bedroom windows in rear.

*[Name & address withheld]* To remove Bradford Pear and replace it with an ornamental tree.

*[Name & address withheld]* To remove tree in front yard which is interfering with sprinkler system and neighbors driveway.

*[Name & address withheld]* To replace front door and add a storm door.

Don moved/Keith seconded that *[name & address withheld]* be fined \$100.00 for the displaced gas lamp that has not been replaced for several months. The size of the fine is based on his disregard of previous fines for parking a trailer in his driveway.

Don will instruct Working Solutions to sent a letter to *[name & address withheld]* informing them that the black mail box in front of their house must be replaced within thirty days in order to avoid fines and other penalties.

Report on residents who cut down trees without ACC approval:

Wayne reported that the issue with the *[name & address withheld]* has been resolved.

Keith reported that the *[name & address withheld]* are willing to take any further action the ACC/BoD recommends to resolve the issue. Wayne will follow up.

Kevin reported that he was unable to talk with *[name & address withheld]*

Don moved/Kevin seconded that Working Solutions send him a letter notifying him that he has violated the Covenants by cutting down the tree without approval; that he must remove the remaining tree stump completely; that he must remove all the debris from the cut down tree from his property within thirty days; and that he must make no further modifications to his property or landscaping without ACC/DoD approval. A fine of \$100.00, will be assessed for the violation, but will be held in abeyance for thirty days. If the issue is not resolved within thirty days the fine will automatically go into effect. Approved unanimously.

**2009 Annual Meeting & Budget for 2009:**

The agenda for the Annual Membership Meeting was agreed upon;  
also the final proposal for the 2009 Oakleigh HOA budget.  
The 2009 Annual Meeting is scheduled for January 27, 2009.

**Maintenance Issues:**

The Board agreed to replace damaged Windscreens on Tennis Courts at a cost of \$875.00.

The Board agreed to install the gas lamp purchased by *[name withheld]* for the property at *[address withheld]* asap. Don will arrange for installation.

Board agreed to do all maintenance work on the list prepared by Don

(copy attached) after January 1, 2009. Don will add to replace bulb and/or ballast in light over Volley Ball Court to list.

The entrance light on Lost Mountain Rd. is out. Keith will replace bulb or sensor as needed.

Keith will ask roofer for a written estimate to replace hail damaged roof on Club House.

**Covenant Re-Write:**

Don & Wayne reported that the task is almost completed. There is only one more article to write. They expect to have it completed shortly after the January BoD meeting. A special Board meeting will then be scheduled to review the document. It will also be sent to our attorney for review, and for drafting the legal introductory language that will be needed for Court filing, plus Appendix A.

Don & Wayne will also meet with Gerri Schwartz to discuss the procedures to be followed in submitting the document to the membership for approval.

The Board will announce the revised Covenants at the Annual HOA meeting on January 27. Don & Wayne will discuss the necessity for the revised Covenants and explain the procedures for their consideration and adoption by the membership.

Copies will be sent to all voting members as soon as possible thereafter; and two open hearings will be scheduled for membership input and discussion of the revised Covenants.

Barco suggested that the By-Laws be amended at the upcoming Annual HOA Meeting to reflect the changes in the Covenants regarding fines and penalties. Discussion tabled until next meeting.

**Volunteers Needed:**

New a Block Captain needed on Oakleigh Valley Dr. to replace Stacy Gray. Don will try to find someone asap. Need an additional Club House key person. Will ask for volunteer at Annual HOA Meeting.

Need someone to do New Members packets. Will ask members at Annual Meeting if they want to continue this program. If so, will ask for a volunteer. If no one is willing to do it the program will be dropped.

**Contract for Use of Common Areas & Facilities:**

Don moved/Keith seconded that the Contract for Use of the Common Areas & Facilities be approved. Approved Unanimously.

**Yard of the Month:**

Barco suggested that the Yard of the Month Award be extended to include an award for the Best Holiday Decorations (Halloween & Christmas). Barco will discuss it with the Michelle Le Blanc.

**Natural Gas Issue:**

The Board agreed that the selection of a natural gas provider is the individual homeowner's responsibility. Each homeowner is free to choose whatever natural gas supplier he/she wishes if an optional service is available.

**Adjournment:**

Don moved/Keith seconded that the meeting be adjourned at 10:40PM. Approved Unanimously!