

**Oaktree Park Cabana Club  
Home Owners Association  
Board of Directors Meeting Minutes**

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Meeting Date: Oct 26, 2009  
Minutes Issued: 11/1/09  
Status: Draftv1

**In Attendance**

*Frank Ross*                      *Kevin Wollenweber*      *Beverly Phillips*                      *Gordon MacKean*  
*Terry Thomson*                      *Jean Lamarca*

**Regrets**

*Jeff Smith*                              *Paul Donati*                              *John Greene*                              *Bill Herndon*

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Agenda:

1. [Introductions](#)
  2. [Open discussion about managing expenses and revenue with Jean Lamarca.](#)
  3. [Ratify September Meeting Minutes](#)
  4. [Pool update](#)
  5. [Financials](#)
  6. [New Business](#)
  7. [Adjourn](#)
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- 1) The meeting was convened at 7:10 pm. As we had a visitor to the meeting we ran through brief introductions.
- 2) Expense and Revenue discussion with guest homeowner. Jean is a long time resident of Oaktreepark and she wanted an opportunity to discuss concerns and options over the pool operation, expenses and potential opportunities for additional revenue.
  - Initial concern is over the size of the assessment and the rate increases and concern that this it is not contained
    - We discussed how the Reserve study was used to model our ‘likely’ expenses and that allowed us to calculate the assessment and rate increase. We did acknowledge that it is only a model and that we could see deviations from it (like the resurfacing this year) that could impact the HOA budget.
  - Concern over guarding (over the years).
    - Jean has observed in the past that the guards are not always as attentive as she would expect them to be and that based on what she has seen she has

- felt that she would not leave youngsters under the supervision of the guards.
- She highlighted that this is an expense that should perhaps be reviewed for its value. We did discuss that we had adjusted the hours this year in an attempt to improve the quality of guarding while managing expenses.
  - *Ed. note, the board has received letters of appreciation in past years for incidents were the guards have provided assistance to swimmers in trouble*
- Observation that the pool area does not appear to have the ‘traffic’ that it has had in previous years and that it doesn’t seem to be as ‘family oriented’ as it has in the past.
    - There wasn’t much concrete discussion regarding this point. It was really highlighting an observation.
  - Opportunities for increasing revenue to offset future expenses. The question was ‘Had the board really considered opening up to outside memberships?’ John Greene had a previous action item to look into this, so what was the status of that investigation.
    - The board highlighted that this has been reviewed and discussed at previous meetings and at prior Annual General Meetings but it has not had adequate support to be voted on.
    - It would be necessary for someone to ‘volunteer’ to help organize support and vote on the concept, and also to help administer the function (payment collection, distributing and retrieving keys etc).
    - Jean indicated that she might be able to help out by instigating how other cabana clubs operate.
    - Guest memberships at other cabana clubs are lower cost than our dues. We didn’t know the details on this but someone pointed out that there are likely restrictions on the benefits that guests do receive (restrictions in access etc). It was also noted that with the guests will come increased load on the pool, which will increase cleaning and supply replacements – we might need to hire someone as a pool manager if the load increases.
  - What about selling the property and having a developer build a home and distribute the revenues?
    - This would likely result in very little return for the 156 HOA members once legal and builder expenses were taken into account. Again, this has been discussed at General Meetings in the past but has never had much support.
  - Question about the CC&R and proxies – What are the rules regarding proxies and why aren’t the CC&Rs posted on the web?
    - **Action** - Gordon MacKean : post the CC&Rs to the web
    - **Status : Open**

*Jean Lamarca left the meeting at this time.*

### 3) Open actions from past meetings

- **Action:** Terry: get details from M&C on how we can be 10k behind in assessments if only 18 people owe July.
  - **Update 10-26:** This is a function of the latency in financial reports being generated one month behind (ie on Oct 26 we are reviewing the September

statement) and the financials are confusing because we use the Cash Accounting method and to show receivables we need to move to the Accrual Accounting method.

- **Status: Closed.**

4) Review/Accept 9/28/2009 Minutes

- Motion to accept the minutes: Frank Ross.
  - Passed – all in favor

5) Pool update:

- Kevin was to follow up on Genie on the schedule for the work. There was an observation that it looked like work was starting.
- Need to place some info on the web so people understand the work being done.
  - **Action** - Gordon MacKean : post the photos that Frank sent out (and take some more of the more recent work) on the website.
  - **Status : Closed**
- If the lights are busted/leaking we should replace with LED type lights.

6) Finance update. Terry passed around the financial report from M&C. Again, because they can't show receivables and the report is only up to end of September its not clear how much of the assessment has been collected.

- There was a discussion and general agreement that we should move to accrual based accounting method at the start of 2010.

6) New Business and Misc. Issues

- **Action** - Gordon MacKean : Provide updates to web site (in addition to the CC&R action above):
  - 'Members Area' is ambiguous, changed to 'Board Members'
  - Put a map of the HOA area on the web site
  - **Status: Closed.**
- We need to generate a note that highlights what are the likely expenses over the next 3 years. We also discussed that a 'note from the president' to summarize the year might be a good way to frame this. Painting the building is something that we likely can't put off.
- We need to follow up with Jeff to see if there was any additional expense with the cleanup of the tree damage that occurred after the last storm.

7) Next Meeting Dates:

- *Monday, November 30<sup>th</sup>, at 7:00 pm. This date is tentative and will be convened if there is remaining 2009 business.*

8) Adjourn - The meeting adjourned by 8:35 pm

Respectfully Submitted,  
Gordon MacKean  
Secretary