

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

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Meeting Date: Mar 29, 2010  
Minutes Issued: 3/30/10  
Status: Issued

**In Attendance**

<i>Frank Ross</i>	<i>Beverly Philips</i>	<i>John Greene</i>	<i>Gordon MacKean</i>
<i>Jeff Smith</i>	<i>Bill Herndon</i>	<i>Kevin Wollenweber</i>	<i>Tim Gifford</i>

**Regrets**

*Paul Donati*

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Agenda:

1. Introductions
  2. Finance update.
  3. Pool Covers
  4. Pool Manager
  5. Lifeguards
  6. Cleaner
  7. Homeowners email/Spring Newsletter
  8. Pool Clean up
  9. Projects this year
  10. Landscaping
  11. Role of HOA board in neighbor disputes.
  12. 2010 Officers and members roles
  13. Adjourn
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- 1) The meeting was convened at 7:40 pm. Introductions were made as Tim Gifford was new to the board in 2010.
- 2) Long winded run through of finances:
  1. Checks 1242,1244,1245, and 1246 needed signing.
  2. should stick with accrual based accounting as our problem is because the budget was created by averaging expenses over 12 months as opposed to when we expect them to hit the books.
  3. February Financial report arrived today. I will request and post an electronic copy for the boards review.
  4. There is currently an issue that I am working with M&C regarding the reporting of past due accounts. We have reported \$59,031.61 (out of \$68,886.48 budget) in annual assessments and \$37,900.23 (out of \$31,200

budgeted) in special assessment. Yet we didn't approve any extra liens in the 2<sup>nd</sup> half of 2009.

5. IRS audit update – I have received another mail message saying thank you for your correspondence but we are very busy and haven't processed it yet. Please wait. So we wait.
6. State Compensation Fund audit. It really isn't an audit so much as a request for us to verify our address and to highlight if we are changing our employment profile (which we aren't). Effectively, they have waived the 2009 and 2010 audit where they would ask for a profile of each employee.
- 3) Pool Covers – John agreed to help set up pool covers teams. We discussed that managing them would be part of the pool managers duties.
- 4) Pool Manager: Tim agreed to work with John to help hire a pool manager. We agreed to review the job description and it was suggested that managing lifeguards be part of the duties. The group also recommended that the Manager NOT be a lifeguard. Also need to work quickly because all this needs to be done before the guards start and pool traffic picks up.
- 5) John and Tim to also help coordinate getting lifeguards set up. John will help get things rolling with the staffing but won't be available through the summer to administer so Tim will carry the hiring through to completion. Gordon to send out email/contact info for last years guards.
- 6) The board decided to keep the cleaning service for the bathrooms and pay the pool manager less than was previously paid.
- 7) Frank to generate a spring Newsletter. Needs to include:
  1. Job Opportunities – guards, pool covers, pool manager.
  2. Calendar of events
  3. Pool cleanup – need for help

This needs to go out before April 10<sup>th</sup>, and we should use email to reduce copy costs.

Gordon will create the hard copies and try to identify the homeowners for whom we don't have email addresses.

- 8) Pool Cleanup: Need to include notice in the newsletter that Frank is generating. Other assignments include:
  1. Gordon will bring a pressure washer.
  2. Gordon will get the additional table tops ordered from Tap Plastics.
  3. Gordon will arrange for trash pickup starting the Wednesday, April 21.
  4. Jeff will arrange for coffee, juice and a few dozen donuts or bagels or similar.
  5. Kevin indicated he could bring a second power washer (as did Frank).
- 9) Special Projects this year:
  1. Expansion Joint replacement. Gordon will try and find the contact name of the contractor that has helped with the decking in the past.
  2. Lighting. Gordon to work with Lance to see what is going to be involved with fixing light fixtures. About half are broken.
  3. Bill said he would tie off the gate at the pool (near the office entrance) as it doesn't latch now.
  4. Frank was coerced into arranging to have it looked at (he tried to deny arranging for the fixes last year but we called him on it!)
- 10) Landscaping. Jeff investigated the cost of replacing the two dead/dying Oak trees on Chrismara and Castello. For ~\$1600 we can get the old trees removed and replaced. All thought this was a great price for the removal and it wasn't worth the risk of waiting for the trees to fall. Decision to proceed.

- 11) The board discussed the role it should play in issues between neighbors that do not involve the common property and it was decided that the HOA board really has no business in areas not called out in the CC&Rs. Frank suggested that he provide a response to the one homeowner that has approached the board indicating that the board will not get involved.
  - 12) The 2010 Officers were nominated and elected to the new positions and all other project assignments were filled. The 2010 HOA Board of Directors includes the following Officers:
    1. Frank Ross – President
    2. Jeff Smith – VP
    3. Paul Donati – Secretary
    4. Gordon MacKean – Treasurer
- The other functional roles on the 2010 board will be filled as follows:
5. Bill Herndon – Special Projects (esp the emergency cell phone!)
  6. Jeff Smith – Gardner liaison
  7. Beverly Philips – Pool Party liaison
  8. John Green – pool covers labor
  9. Tim Gifford – Director of Pool Operations (pool manager manager)
  10. Kevin Woolenweber – Pool Service liaison
- 13) Meeting adjourned at 9:00

Respectfully Submitted,  
Gordon MacKean  
Treasurer