

OAKTREE PARK CABANA CLUB

Meeting minutes

Meeting date: March 21, 2016

Minutes issued: April 3rd, 2016

Board members present: Julie Herndon, Helga Mispelblom, Darren McCardle, Teddie Page, Linda Ross, Kevin Wollenweber

Bookkeeper: Frank Ross

Regrets: Peter Bakas

Homeowners present: homeowner from Crestview crt & Karen Gayraud

The meeting convened at Frank Ross house, 1273 Salvatore Dr

Meeting Agenda:

- Review and Discussion of Procedurals
- New business

Meeting started at 7:30 pm

Meeting minutes approved

Agenda -Review of Discussion of Procedurals

Teddie presented a written report on “Agenda format of HOA Board Meetings”

Sources:

-Davis-Stirling.com, Adam Stirling, professional law association

<http://www.davis-stirling.com/> Board meetings

- CA Civil Code,

Chapter 6, Association Governance, Article 2, Board Meeting # 4900-4955

- Berding & Weil Association, HOA Attorney (spoke with Emily, associate)

Forum Presentation

Homeowner questions:

Q: How did we come up with the number for the Non-HOA renters that we are allowing to use the pool

Board: Open only to swim team members that are invested in Oaktree pool. We will open it up to about 10 families for this first year to see how it goes.

Homeowner is worried that we are going to be like crossgates and get too many non vested families in here.

Board: Next year we are going to have security cameras and card access on our gates so we can monitor better who comes and goes.

Q: There sometimes are kids in the pool without adult supervision. Went there last week and there were 14 year olds at the pool and she told them they couldn't be at the pool without an adult. Kids were rude. What can the board do.

Board: Once we figure out where the kids live, we can talk to their parents or send a letter. Also next year when we have security/card access we will know exactly who they are and we can not grant them access if it keeps happening.

Q: CCR: about maintaining your front yard? There are 3 houses on her street that don't maintain their yards. Two are rental houses. (6097, 6087,6077)

Board: We will send out a friendly letter making them aware of their yard

Q: The extra July assessment: Are we allowed to make payments?

Board: Absolutely but the board doesn't want to advertise it as we need to pay vendors in advance.

Homeowner left the meeting

New Business

1. Status of Non-Hoa families interested
 - 1.1. So far we only have 1 family interested
2. Southbay pool rental for April/May
 - 2.1. Called it off due to staffing issues at Southbay. Coaches no longer are able to drive to Oaktree. Will be interested next year again.
3. March Newsletter
 - 3.1. Most have been delivered. Just need Ostenberg delivered
 - 3.2. Darren will take care of it
4. Construction
 - 4.1. ADA Surveyor came out to do measurements and made some suggestions on how to make changes most efficiently
 - 4.2. Back entrance will no longer be an entrance
 - 4.3. Front entrance will become main entrance and ADA compliant- eliminates need for railing
 - 4.4. ADA compliant bathroom between ladies bathroom and office

- 4.5. Sidewalk to Crestview entrance needs to be widened.
- 4.6. We might not need parking lot. If not, we can use the space for an enhanced BBQ area and more pool space
- 4.7. Some sketches will come in a few weeks
5. Landscape project
 - 5.1. Are we going to continue with it or wait until construction?
 - 5.2. Darren and Frank will meet with the landscaping company and talk about construction and if it makes sense to move forward now.
 - 5.3. Remove the walnut tree during construction so the grass area will be bigger. We can add drought resistant grass.
6. Website
 - 6.1. Residents are looking for info but can't find it.
 - 6.2. Action: Board will talk to Isa/Janice to see if they are interested in setting up the website. Helga offered to keep it up once it is set-up
7. Bookkeeper replacement
 - 7.1. Hiring out to outside company is not feasible. Our HOA is too small for that.
 - 7.2. Karen Gayraud offered to take over for Frank Ross's position as a bookkeeper. However she does not have the HOA expertise
 - 7.3. If something comes up, we can hire an HOA lawyer
 - 7.4. Board suggested to hire a consultant to see what the HOA needs to do on a yearly basis
 - 7.5. Teddie will make contact with a consultant and Darren will call
 - 7.6. There are also websites available with info. The treasurer should look into this as well
8. **Vote:** Karen Gayraud as a new bookkeeper - transition until May

Motion: Pass

Action: Part of the bookkeeping transition, Darren McCardle as president will accompany Karen Gayraud and Julie Herndon to the bank to transfer everything over to Karen Gayraud.

Payroll will have to overlap for April. Karen will take over May 1st.

Vote: Increase pay for bookkeeper from \$400 to \$500 a month

Motion: Pass

9. Pool manager for this summer
 - 9.1. Dan Johnson willing to do it again
 - 9.2. We need to create a job description for pool manager
 - 9.2.1. Seasonal
 - 9.2.2. Sick time?
 - 9.2.3. Pool covers?
 - 9.2.4. Position starts 4/23-8/31

Action: look if we need to have sick time for seasonal part-time pool manager

Action: Can someone make some keys?

Next Board meeting 4/26 at 7:00 p.m. at the Oaktree Park Cabana Pool (weather permitting)

Meeting adjourned at 9:06 pm