

Oella HOA Board of Directors Meeting
Monday March 15, 2010, 7:00 pm, Westchester Center

Attendees:

Board members: Dean Gray, Raina Rath, Amanda Lauer, Marcia Ames, Raina Rath, Anne Altemus, Shari Youngblood

Residents: Dan Hood, Toni Mullin

Called to order at 7:10 p.m. by Vice President Anne Altemus and the meeting commenced. February meeting minutes were approved as amended. Secretary Lauer suggested that Director Youngblood take over the position of Recording Secretary; V.P. Altemus moved, Secretary Lauer seconded, and Director Youngblood as Recording Secretary was voted on and unanimously approved.

Treasurer's Report:

- Treasurer Hall was not present at the meeting; therefore, his input will be discussed via e-mail and at the April meeting.

ARC Update

- Director Ames noted that all current members have indicated an interest in remaining on the ARC.
- Current members: Olivier Gandou (Design Engineer); Raina Rath (Attorney/Real Estate Professional); Charles Wagandt (Developer); Steve Appler (Builder); Marcia Ames (ARC Organizer).
- Director Ames noted that there are presently three community members who have expressed an interest in joining the ARC: Resident Pat Hogan, Resident Don Drehoff, and Resident Pam Donegan. General discussion concerning the applicants ensued. Director Ames pointed out that, because all of the ARC's current members are interested in serving another term, the ARC already has enough members. As it stands, scheduling meetings, etc., for the group is sometimes complicated. However, the ARC agrees that adding an additional member would be acceptable if the new member has something significant to contribute to the committee.
- Vice President Altemus asked about guidelines concerning the composition of the committee. President Rath noted that the Board appoints the members and there is no real limit on the number of members it can have. In general, the Board considers a manageable group size and the contributions of each member when deciding whom to appoint.

- Director Ames pointed out that, logistically, it would be best to cap membership at four, and certainly not beyond five, as there are serious issues when it comes to scheduling meetings.
- Vice President Altemus stated that given the volunteers who have expressed interest, Pam Donegan is both an Architect and has past experience serving on the Architectural Review Committee.
- Director Ames noted that the ARC currently does not have a qualified Architect and that the addition of one (i.e. someone with a good understanding of what is involved in the putting up of a fence, addition of a room, etc.) would prove extremely useful.
- Resident Dan Hood asked about the procedure for allowing or disallowing people who have expressed an interest in joining the committee. Vice President Altemus explained that the first question is whether or not the committee needs more people at any given time; it is not necessary – and is generally even counterproductive – to populate the group with additional people simply for the sake of doing so. She added that the group recently sought volunteers because there had been some criticism that too many Board members are also members of the ARC.

[7:25 p.m. – President Rath joined the meeting]

- President Rath mentioned that she is, in fact, flexible concerning her membership on the ARC. She has been serving up until this point because the committee needed members with real estate experience, but if an additional (non-Board) member is added, she will step down if necessary but would also be happy to stay if needed.
- Vice President Altemus stated that the ARC can make a recommendation based on the committee's preferences (i.e. the current composition of the group, the contributions of proposed members, etc.), and that the Board will then consider the recommendation.
- Vice President Altemus also stated that – concerning the three new volunteers – she feels strongly that anyone with a longstanding issue, such as Resident Drehoff's, should resolve that issue before joining the ARC. She knows Resident Pat Hogan less well, but because Resident Pam Donegan has both architectural expertise and past experience on the ARC itself, she supports her as a candidate. Vice President Altemus noted that whatever the decision, it needs to be communicated back to the other two volunteers via Alan Mangan.
- Director Ames stated that there had only been one request to the ARC so far this year, a request by Steve Appler to renovate a rental property, which was approved. There have also been two complaints: (1) Laundry hanging in plain view. Director Lauer noted that laundry is not really an ARC issue and that it would best be resolved

by asking Alan Mangen to send a letter if it were indeed a recurring problem. Vice President Altemus noted that the letter would need to be a blanket statement to all homeowners, as there is more than one homeowner hanging laundry out to dry. (2) 736 Oella Avenue has installed a plastic tent/greenhouse on their rear (river-facing) deck and the homeowners need to be told that they must seek permission from the ARC, who will then consider whether the tent is allowable.

- Concerning the ARC membership, Vice President Altemus indicated that if the core group is a good one, then President Rath should consider staying on as a member. Perhaps Resident Donegan could come on as an advisor, and it is up to the ARC to determine whether there is a need for her as a full member. President Rath stated that there is definitely a need, as Resident Donegan is very experienced.
- Discussion of correspondence via ACM ensued. President Rath indicated that Resident Don Drehoff should have received a letter from the Board; Director Ames pointed out that a violation letter to someone in Long Brick Row (concerning oil in the parking lot) had been sent out, but that an address had not been included. Vice President Altemus asked if perhaps the Board should request a proof of all outgoing correspondence from ACM.
- DECISION: The Board agreed to contact Resident Donegan concerning her interest in serving on the ARC in order to determine whether she would prefer a full-time appointment or to instead come on as an advisor.
- Director Lauer noted that ARC appointments need to be made official and that it might be useful to note on the website a list of members' expertise, etc.
- President Rath made a motion to reseal the existing five ARC members. A vote was taken and resealing the current members was unanimously approved. A decision was made to revisit the topic if six members proves to be too many.

HOA Landscaping and Common Areas

- Master Landscaping Plan - Director Lauer presented the laminated display boards and noted that she has a CD to send to the community's webmaster to be posted on the HOA's website. The display boards include a plant palette suggesting plantings for different areas in the community; a butterfly garden around the well on Spring Street; a recommendation to let the lot behind the antique store "naturalize"; improved plantings around the Oella sign; and suggested regrading behind Short Brick Row, with a mulch path through the woods. Director Lauer noted that this has been an issue since the 1990's and that she would like to see this done first, if the budget can be found.
- A resident asked how much the entire project would cost, and Director Lauer replied that she was given no pricing, as Stone Hill (the firm hired to complete the display

boards) does not actually do the work; rather, they are consultants who can make recommendations as far as landscaping firms are concerned.

- Vice President Altemus mentioned three pines which were put in by the outhouse, but which didn't survive, and suggested the possibility of trying again with a replanting. Director Lauer stated that she would like to expand that bed in general, to control traffic and to screen the Mill. DECISION: Secretary Youngblood will store the display boards at her home.
- Vice President Altemus noted that the outhouses up by Pleasant Hill have not received much attention in the past. Director Lauer noted that the Pleasant Hill open spaces were too small to be included in the overall plan, but that Stone Hill is suggesting various plantings for these areas. She also added that the Pleasant Hill outhouse vicinity has a history of plant poisonings.
- Director Lauer noted that, fortunately, there was not too much damage to landscaping due to the back-to-back snowstorms. PROBLEMS: Timber Point – a sweet gum tree; turf sliding. Lillies Lane – flattened bushes.
- Vice President Altemus stated that Kurtis will not be billing under his company name anymore. Checks should now be sent to his personal account. Alan needs to be told that "Neighborhood Lawn" should no longer be named on checks; "Kurtis" should be named.
- Vice President Altemus stated that, in terms of snow removal, we have a signed contract with Kurtis' company, and will continue to send checks to "Neighborhood Lawn" for snow unless he requires an amendment to the contract, or a new contract altogether.
- Director Lauer noted that at April's Board meeting, the Board will need to go over the expenses that can be cut. She also noted that she recently investigated Mill Race Trail and that it is in better shape than it was last year; hopefully, it will not need to be trimmed until midsummer.
- Director Lauer brought up paving issues. Vice President Altemus agreed that we need to focus more on paving. Long Brick Row, for example, has holes and is cracking.
- President Rath provided an update on the tour funds. Lisa had promised an update in 30 days, but we haven't gotten an answer in terms of the dedicated project – she promises to have an answer in a few days. Lisa herself has no problem with the idea of using the funds for another project; the House and Garden Pilgrimage must be notified, however, that it will be used for a different project than originally planned.
- 2010 landscaping expenses – Treasurer Hall was absent from this meeting; it was agreed that the Board should await his return before deciding which items to cut. It

will not be possible to cut enough to cover the entire cost of the snow removal expenses (shortage), but a few things can be cut to help with that.

Guidelines Committee Update

- Richard Wagner has now provided a draft. Discussion ensued concerning how to disseminate the draft to the community and how best to get a copy to everyone for commentary. Should a letter be sent to every resident when it becomes available on the HOA website?
- Vice President Altemus noted that while every resident should have the right to a hard copy, providing a hard copy to every resident would be quite an expense. Director Lauer asked if perhaps residents could be charged per page, given budget constraints. Vice President Altemus contemplated the fairness of asking residents to pay for copying and mailing charges.
- The possibility of sending it to residents on a CD versus hard copy was discussed.
- Resident Mullin asked if, once completed, everyone in the community will get a copy, to which Vice President Altemus replied that they should; it should be an addendum to the Blue Book.
- President Rath requested that all Board members read the guidelines and get comments out to the ARC Guidelines committee ASAP.

Board Action Items

- President Rath noted that today (03/15/10) was the business deadline for filing taxes. She noted that Alan Mangen had sent an e-mail stating that the amount in the HOA's checking account had dropped to approximately \$285.
- Vice President Altemus noted that she had not yet received her parking sticker.
- To date, snow removal costs total approximately \$12,000, which is a great deal more than originally budgeted. Vice President Altemus noted that a special assessment needs to be considered. Resident Mullin stated that she would prefer an assessment versus cutting certain expenses (Mutt Mitts, for example).
- Resident Hood noted that Attorney Susan Rapaport classified snow removal as a maintenance expense. Vice President Altemus noted that those residents who have a parking lot that needs to be maintained do have an added assessment to their annual dues, and that it goes into the parking reserve. She added that a special assessment for those who pay a parking assessment should be considered, though there are some who do not pay the assessment but who use those areas.
- Resident Hood asked about HOA property that everyone has the right to use (i.e. landscaping) and noted that those funds come out of the annual assessment, but if

not everyone has the right to use the parking lots, why must everyone pay? Director Ames noted that HOA owns all of the parking lots.

- Director Lauer noted that Short Brick Row, Long Brick Row, and Spring Street (and, potentially, Old Stone Row) all need their parking space numbers repainted. Greenwood Towing quoted a price of \$100 to redo it.
- Resident Hood noted that the sign has been knocked down at Spring Street.
- President Rath noted that it would be worth it to talk to Susan Rapaport in order to get a better idea of the various assessments and what they can be used for. Resident Hood asked about a previous letter from Attorney Rapaport in which she stated that snow removal cannot be paid for by the Limited Assessments and that it must come from the Annual Assessment. President Rath added that she will get clarification; the question was not posed to Attorney Rapaport in terms of the various assessments.

Old Business

- President Rath noted that as far as the Charles James Circle encroachments are concerned, Attorney Susan Rapaport has drafted the letters but they have not yet been sent. She feels that since the letters are asking for the removal of structures and that that could be considered a sanction, the homeowners deserve a 'heads up' letter that they are coming.
- Director Ames noted that the homeowner at 811 Charles James Circle is entitled to a retaining wall, but she must put it on her own property. The deck was already there (but encroaches a bit onto HOA property, as well); if the deck weren't there, she would have room for her own retaining wall.
- Vice President Altemus noted that the curb needs to be fixed in Charles's parking lot.
- President Rath added that the survey issue is still a spot of contention; some feel strongly that nothing should be allowed to be built on HOA property, while others think that easements should be granted. In spite of the language in the letters which demands that the structures be removed within a certain time frame, President Rath feels the Board can and should be more reasonable in giving time to the homeowners as far as compliance. She also noted that the decision should come from the Board, not the ARC.
- Resident Dan Hood has been very involved in the community and past Board meetings and expressed an interest in serving on the Board during the February meeting. Discussion ensued, and it was decided that the Board would appoint Resident Hood if the current Board members were in agreement. Vice President Altemus made a motion to appoint Resident Hood; Director Ames seconded the motion; Resident Hood was appointed to the Board by unanimous vote, with a term effective immediately.

- 2010 Nominating Committee – Current members are Amanda Lauer and Dean Gray. Resident Kelly Drehoff expressed interest in serving on the committee at the February meeting. The Board voted unanimously to include Resident Drehoff on the committee, and she will be informed of the decision.
- Director Lauer would like to form a long-range planning committee. Issues to be tackled would be structures to be replaced, how to get funding, etc. She would like to create a committee to come up with a 5-year plan. Vice President Altemus commented that there is a basic plan already in place. Director Lauer would like to have something formal and in writing, so that community members can access it and see where the HOA's funds (i.e. their yearly dues) are going. Director Lauer noted that the tentative committee is now comprised of herself, Resident Toni Mullin, and Resident Dan Hood. Resident Don Drehoff has also expressed interest in joining the committee. MOTION: A motion was made, seconded and approved to form the Long-Range Planning Committee.
- Vice President Altemus noted that the reserve study should be a component of the long-range plan and that it will prove very useful when it comes to implementing a schedule. President Rath agreed, and noted that otherwise the HOA simply paid for a reserve study that wouldn't get utilized. Director Lauer mentioned that there has also been talk of rewriting the CC&Rs and that it could potentially be worked into the plan. Since it would be a very costly project, it would be beneficial to work it into the long-range plan so that it may eventually get completed, and budgeted for.

New Business

- President Rath asked if the gum tree issue had been resolved. Resident Mullin replied that it had not.
- President Rath stated that traffic calming is now becoming more of an issue. Vice President Altemus stated that she will draft a letter, asking the county to revisit the topic and will then ask Alan Mangan to send it on behalf of the Board. President Rath noted that she will look to see if an easement has been recorded for the Mill.
- President Rath will contact the county concerning some non-operational fire hydrants.
- Resident Mullin noted that the Treasurer's report has not been getting posted, and that she would like to be able to access it online. Director Lauer responded that ACM switched to an online-only way of accessing management reports, and that it is their own document management system; the Oella HOA Board did not have any control over the change. She added that if someone would be willing to extract the relevant pages, she will send them to the HOA's webmaster (James) to be posted on the

HOA's website. Director Hood volunteered to extract the necessary pages and to save them as pdf files to be posted online.

- Director Gray mentioned an e-mail from Alan Mangen concerning 947 Oella Avenue (Spring Street), whose owner also owns two parking spaces. The homeowner has been incorrectly assessed parking fees (totaling more than \$800) since 2003. The homeowner has agreed to resume paying the normal quarterly dues in April if the HOA will agree to stop assessing for the parking.
- Director Lauer noted that Alan Mangen needs to be notified of Resident Dan Hood's appointment to the Board.
- President Rath noted that the homeowner at 947 Oella Avenue has overpaid by \$860, but the HOA also needs to know how far he/she is behind on regular dues. The Board needs to know how much the homeowner owes the Board before a decision will be taken. The issue is the amount owed to the Board + \$450 for the cost of collection against \$860.

Meeting adjourned at 9:15 p.m.