

OHA January Board Meeting – January 25, 2022

6:30 pm via Zoom Call - Lydia Sheehan Zoom host

Attendees:

Board Members: Paul Baker, Lydia Sheehan, Andrew Eich, Danna Hemline, Erika Osbeck, and Tina Eades.

Advisory Council Members: Brad Cotton, Nikki Lewis, Sharon Baker, and Kevin Holmes

Residents: Susan Wood

Not in Attendance: Board Member Sandy Dorrell

The meeting was called to order at 6:30

Paul gave words of thanks to Danna for taking minutes for the November 30 Board meeting. To Lydia, for serving as host for this Zoom Board meeting. And to Steve Ambrose, Nikki Lewis, and others, for their good work developing a new welcome packet.

Paul asked for approval of the November Board minutes. Tina motioned to approve the minutes; Lydia seconded. The minutes were unanimously approved.

Lydia presented the Treasurer's Report.

Treasurer's Report:

- a. Updates on Dues
  - Three liens have been paid off since the November Board meeting. One home was sold, and two others paid their dues, minus the late fees and interest. Lydia has billed them for these differences.
  - There are 4 homes that have not paid their 2021 dues. A lien has been placed on each.
- b. Lydia provided the list of checks written since November. Some were written to pay for work completed in the last fiscal year. Lydia asked about the bill for the removal of the two dead trees. Erika has given Growing Grounds our PO Box. The bill should be received shortly.
- c. Lydia advised once the tax accountant has completed work on our 2021 taxes, she will provide those documents, any outstanding bills, dues owed, and bank statements to the CPA who will be doing our Financial Review. All this information should be ready to hand off in approximately a month.
- d. Lydia spent 2 hours on a Zoom call with our CPA regarding Quick Books. It will need to be tweaked to make it work for us. We can access information from the Assessors database, such as the name(s) of the person who purchased a home and the property address. This does not provide us with email or phone numbers. It helps tremendously when residents return the questionnaire provided to them with their dues to help keep our records up to date.

There is a "customer notes" field that Lydia feels could be used for storage lot information, i.e., boat or trailer specifics, license plate records, etc.

Quick Books also has 3 log-ons, which will allow multiple users access to help

keep the information up to date. Lydia has sheets from the year before and this last year to be entered. She would welcome help getting this information updated. Erika indicated she would be happy to assist.

It is almost time for the bi-annual billing for approximately 32 people who request to be billed twice a year. Lydia will make a flyer to show how they can pay on-line. The ultimate goal is to have this option accessible on the website.

She also mentioned the Board members are incorrect on the website. Paul will get David involved and see if we can get the website updated moving forward.

Action Item #1 – Paul asked for approval of the bid from Penn Landscaping for the restoration of the park playground. The cost is \$1,500 to deliver 6 cubic yards of playground grade mulch and cultivate/grade the rest of the mulch to provide more cushion. Danna asked if someone was going to address the suggestion to shorten the swing chains. Paul advised he would contact Mike Hoff to take care of this task. Tina motioned to accept the bid and Danna seconded. The bid was unanimously approved.

Action Item #2 – Approval of two Commons drainage projects. Paul motioned that these two projects be approved. Kevin Holmes has assumed a new role created by the Advisory Council – managing restoration projects in the Commons areas. Two drainage problems were initially investigated by David Lamb. David met with Paul and Kevin to discuss these problems and David recommended a contractor (Brian Szarek) to provide bids for these two projects. After the bids were completed, Paul visited the sites. He then visited the sites a second time with Kevin. Paul visited the sites a third time with Brad Cotton. All investigators of the sites support the need to have the contractor renovate the drainage problems for a total of \$8,900. One project is the west side of the subdivision, behind Yew and Ivey Court. The creek drainage systems are broken and in need of repair. The goal of this project is to restore it back to the original structure. The second project is at the end of Lake View. It needs a better drainage system, a catch basin and new pipe that goes to the creek. Palm Court dumps into this as well.

Danna asked which part of the budget this falls under. Paul explained there is \$3,000 in the Commons budget line. The additional funds will be taken from the Contingency Fund. This fund had \$30,000 before the end of last year.

Andrew asked the status of the Timberview Court project. Paul indicated McLean County Asphalt has completed the work. The inlet is prepared to work as designed, minus flood conditions. Paul would like a Flood Committee created to review options to address this issue.

Lydia asked Paul to explain who David Lamb is. David works for the city. He is the Chief Arborist and an expert in landscaping designs.

Andrew seconded the motion to approve the two Commons drainage projects. The projects were unanimously approved.

Paul asked Brad if he had anything to add. Brad thanked Kevin for all his work.

Danna talked about the culvert in between the two neighbors behind her. When she and her family moved in, we had a lot of rain and there was a lake behind their house, in the neighbor's yard. She feels everyone in the neighborhood will be glad these projects are being done. Paul indicated there are 21 different drainage sights. Kevin advised these projects are 2 of the

21. Timberview Court was another. Kevin indicated many – over half of the 21 - can be done by volunteers.

Information Items: Spring Garage Sales – Erika has been in contact with Catherine Givens who oversees Fox Creek and works with Pepper Ridge to coordinate the same weekend. There are three potential weekends - April, May, or June 11-12. Paul suggested the later date vs. earlier dates due to COVID and warmer weather would work best.

Andrew asked if they advertise in the paper. Erika said last year we used Next Door. Danna mentioned Facebook is another avenue. Lydia indicated last year she and Paul pitched in for the newspaper ad. Signs at each entrance of the subdivision were a big help. Erika feels a future goal could be a map of the homes participating. Tina suggested adding information of items being sold at the home (children's clothes with sizes available for example) could also be helpful.

Welcome Committee – Nikki has created the stationary and when Paul gives his approval, we can start using it. Steve has been working really hard on the welcome packet. Lydia has given Steve the addresses and buyers for closing letter requests that she used to give to Darla as well as any updates that become available.

Paul asked for an update on the renovation of the website. Tina indicated she, Danna, and Nikki had a very productive meeting. Danna and Nikki have great ideas on how to update our website, with a cost less than was originally expected for a project like this. The updates should help make our website much more user friendly and appealing. The next step is to meet with Paul to discuss these options.

Andrew asked if the "open meeting act" is something the Board needs to be concerned with. With the fire department, they were informed by their attorney their meetings had to be recorded and a permanent record kept. The board minutes aren't enough if this act is something we need to be following. Paul will investigate if this applies to us. Andrew advised there is a line item in our budget for legal expenses.

Meeting adjourned at 7:39. ❖❖