

OAKWOODS HOA BOARD MEETING  
JANUARY 5, 2023  
LOCATION: WENDELL NIEPAGEN GREENHOUSE

Board Members in Attendance: Erika Osback, Jeff Stromberger, Lydia Sheehan, Terry Jackson, Mary Cotton, Karen Pitts, and Tina Eades

Residents in Attendance: Paul Baker, Brad Cotton, Kevin Holmes, and Steve Ambrose

Meeting called to order at 6:32.

Approve Secretary Minutes:

- Terry motioned to approve the December Board Meeting minutes. Mary seconded the motion. The vote was unanimous.

Treasurer's Report:

- Lydia wrote one check to McLean County Asphalt for the work done this past October.
- She has moved 1/2 of the dues collected to the Road Fund.
- She has also moved \$5.00 to the Emergency Fund that had gone dormant.
- Jeff suggested moving some of the funds we have available into a high interest-bearing account. Lydia will check into this.
- One resident has paid off their lien!
- Erika had made a Facebook post, asking for anyone in the subdivision that is a notary to contact the Board. There are two residents, but they both will charge us. We were hoping to avoid charges. The discussion was then around whether we could have a member of the Board become a Notary, but we felt that could be a conflict of interest.
- There is one resident that paid 1/2 of their dues in September and set up a six-month reoccurrence, so in March of 2023, the 2022 dues would be paid up. Unfortunately, that schedule will not allow the dues to be up to date ever, plus the resident is incurring monthly late fees and interest. Lydia sent an email to the resident explaining the situation. They will make monthly payments to get caught up.

- Lydia will be meeting with Jamie Klawitter regarding QuickBooks on Friday. The issue is QuickBooks is set up for a business. It doesn't recognize the five accounts we have.
- She will need to check all homeowners set for electronic billing and the next recurring transaction to make sure the names are correct and residents haven't moved.

#### Repair of Oakwoods Sign at the Juniper Entrance:

- Karen brought this topic to the Board. The sign is in need of paint and the landscape is in rough shape. Kevin Holmes agreed this could be added as a project to the March 18 neighborhood clean-up day. The plan is to paint the sign, add a weed barrier, rock, and solar lights. The sign sits on a 22 x 14 easement and is not located in anyone's yard.

#### Food Trucks for 2023 – Choose Dates

- It was decided that once a month was sufficient so people don't get burnt out on the idea. Food trucks will be scheduled every third Thursday of the month, from April thru October.

#### Discuss Parent/Toddler swing as voted on in August, 2022:

- This idea was given to the Board by Sandy Dorrell. Jeff and the Playground Committee researched the cost to install this type of swing. The bid to add this free standing structure is \$3,863.00. A member of the Playground Committee frequents parks with playgrounds all over town and she felt those type of swings were not being utilized. Their recommendation is to take this topic off the table.

#### Update regarding Financial Manager position:

- Paul Baker reviewed the history of this topic and how it came to where it is now. Oakwoods HOA had its first official annual audit last summer. One of the recommendations was to assign someone to help with the Treasurer's role as there were too many responsibilities for a volunteer position. Over the last few months, Paul, who is the Chairman of the committee, along with Lydia, Terry, Erika and Tina, met to develop the tentative draft given to the people in attendance of this Board meeting to review. Paul indicated there will be no

standard salary; this person will be paid by the hour; there will be an independent contract agreement; this person will keep a log of the tasks completed, and payments made will be reported to the Board.

- There are several reasons why this position is needed now vs. in the past. The task of billing for the HOA association dues is a lot more complex than in prior years. Paper used to be the only option to bill and pay. Now there is paper, as well as electronic billing and payments. QuickBooks is now the tool utilized. Lydia spent countless hours learning this new system, even though it's a difficult system for our types of needs.
- On the OHA Financial Mgmt. System: 2023 document, #14 is an added item, "Update Mail Chimp for email tree". It's important to make sure people know they're a member of the Association.
- Jeff asked what type of checks and balances would be in place to verify the hours spent on a certain task. Paul indicated this topic is one the committee will be reviewing.
- Paul envisions the position would be busy in May through September. The Financial Assistant would be labor intensive regarding people who don't pay, partial payments, etc. with communications and coordinating payments.
- Each October, the Treasurer will be required to report on wherever we're at with dues. This information will be obtained from the Financial Assistant.
- In November, the FA will be responsible for the liens placed on homes

#### Open Forum:

- Kevin Holmes asked the Board to get the word out about the March 18 Clean Up Day and "advertise" it as much as possible. Erika will create a Facebook post and Tina will send out an email.

Meeting adjourned at 7:38.