

OLENTANGY THE CONDOMINIUM

Board Meeting – June 15, 2023

Minutes

Attendance: Derrick McPeak, Tony Mastriani, John Snedeker, Scott Zinn, Rick Blevins, Diane Mauk (PMM), and Doug Vaughn

Absent: None

Call to Order at 7:00 PM

- I. Approval of Minutes
 - a. Blevins motioned to approve May 18, 2023, minutes and it was seconded by Mastriani. Motion passed.

- II. Treasurer's Report
 - a. Zinn presented the financials as of May 31, 2023
 - i. Checking \$55,504
 - ii. Reserve Accounts:
 1. Kemba Money Market \$179,547
 2. Kemba Savings \$5
 3. Edward Jones CD \$150,000
 4. Edward Jones CD \$150,000
 5. Edward Jones CD \$100,583
 - iii. Total Assets \$635,638
 - iv. Increase in Reserve \$83,126
 - v. Total Owner's Reserve \$635,638

- III. Manager's Report (Mauk)
 - a. Financials (May 2023)
 - i. Income has a positive variance of \$11,020.
 - ii. Administrative expenses have a negative variance of \$2,426.
 - iii. Maintenance and repair expense has a positive variance of \$15,211.
 - iv. Utilities has a positive variance of \$31,109.
 - v. Increase in reserve is \$49,792 over budget, after capital expenditures. Total assets are \$635,638.
 - b. Receivable Report:
 - i. Total receivables are \$4,219 spread among 5 units.
 - ii. Total prepays are \$15,147.

- IV. Landscape Report
 - a. Updates
 - i. McPeak noted that the committee has removed a lot of dead and overgrown shrubs and material (33 in total). They have a large list of to-dos for the summer. McPeak noted at 4758 MT the committee removed overgrown scrubs and growth and replaced plants.

V. Business Approved Outside of Monthly Meeting

- a. Snedeker noted the board had the following items approved outside of the monthly board meeting:
 - i. Irrigation System Repairs (Front Entrance). Total Cost \$3,310.
 - 1. The repair was approved by all board members on 5/23/2023.
 - ii. Tree removal (4758 MT) ~\$1,052, 4 new Tree Installation ~\$3,136. Done by EMI.
 - 1. The quote was approved by all board members on 6/12/2023.

VI. Old Business

- a. Tennis Court Repairs – perimeter repaired; crack fill scheduled.
 - i. McPeak noted repairs done and crack filling scheduled. Mauk is working to confirm the date.
- b. Entrance Landscape – Install scheduled for June.
 - i. McPeak noted the front entrance updates would be started later in June.
- c. Rotted Wood Repairs
 - i. McPeak noted the following units have had exterior wood repairs completed (631 Unit E OT, 4819 Units H/I MT, and 652 Unit B OT) or are pending (673 OT & 649 OT Building).
- d. Fence Paining – Power Washed, Rain Delay
 - i. McPeak noted unfinished fences (installed in 2022) were power washed ahead of painting. Painting was delayed by rain and is currently scheduled to be completed on or around June 19th - 20th. Residents impacted will be notified ahead of work.

VII. New Business

- a. Fence Repair Big – Time & Material, Bailey’s Home Repairs, within \$20,000 budget
 - i. McPeak noted the board has received a bid for time and materials (\$115/hour). Bailey’s Home Repairs will bill the association within the budget amount of \$20,000. Mauk noted that PMM and the contractor are creating a list by building of each fence that needs repairs and ranking each fence. Fences in the worst condition will be added to the 2024 fence replacement list and no work will be done on them this year. Remaining fences will be repaired, based on ranking until budget is exhausted.
 - ii. Mastriani motioned to approve as presented. Blevins seconded the motion. Motion passed.
- b. Heiberger Concrete Bid \$15,276
 - i. McPeak noted the Heiberger bid included new work along with work not completed in 2022. Repairs include partial curb replacement near 600 Unit A OT, partial sidewalk replacement near 630 & 648 CH, 4819 MT, and 600 Units B, C, & J OT.
 - ii. Mastriani motioned to approve as presented. Snedeker seconded the motion. Motion passed.
- c. Heiberger Sidewalk Addition Request, Exterior Modification 600 OT \$5,216
 - i. McPeak noted a request to make 600 OT building more accessible by installing an ADA accessible handicap ramp was received. McPeak noted that the

association has cost savings in our budget to help cover this expense. This would be near 600 Unit B OT.

- ii. Blevins motioned to approve as presented. Mastriani seconded the motion. Motion passed.
- d. 655 D Prov, Sidewalk Addition Request, Exterior Modification
 - i. McPeak noted the board has received a request for exterior modification. The request was for the owner of 655 Unit D Prov to pay for the installation of a new sidewalk at the owner's expense. The work would be completed by Heiberger.
 - ii. Mastriani motioned to approve as presented. Blevins seconded the motion. Motion passed.
- e. 677 E Prov – Storm Door Replacement
 - i. McPeak noted an exterior modification request for a storm door replacement at 677 Unit E Prov. The door would be a Larson and meet the Association's guidelines.
 - ii. Blevins motioned to approve as presented. Mastriani seconded the motion. Motion passed.
- f. 595 G HB – Exterior Change Roof Dryer Vent
 - i. McPeak noted a request for a dryer vent to be installed through the roof of the unit. This would prevent the dryer from venting into the attic.
 - ii. Mastriani motioned to approve as presented. Blevins seconded the motion. Motion passed.
- g. Declaration & Bylaw Changes
 - i. McPeak noted the board talked to the association lawyer. McPeak noted the following recommended changes:
 - 1. The following items will be done through a board only vote. The wording would be provided by the lawyer.
 - a. Rule allowing owners to opt-in to receiving Email notices only for owner meetings (e.g., Annual Meeting).
 - b. Clarify how insurance deductible would be handled if there was a claim.
 - 2. Bylaws updates that would require 75% owner approval before they are enacted.
 - a. Allowing virtual owner meetings (annual and special meetings of the owners).
 - b. Provisions to allow for alternative voting methods (e.g., absentee, mail in ballot voting). This would not end proxy or in person voting.
 - c. Allowing email notices to board members for regular and special meetings.
 - d. Add amendment for board member qualifications. Would require that board members to have no pending lawsuits or disputes with the association; nor have current unpaid assessments.
 - e. Eliminate 35% quorum requirement. Voting would be done by the majority of those in person or by proxy. This would NOT

impact voting by owners on changes to bylaws or declarations that would require 75% owner approval.

3. Declaration updates that would require 75% owner approval before they are enacted.
 - a. Changing lease requirements to require that they are no less than a year.
 - b. Adding provisioning to allow owners to change number of board members and term.
 - c. Adding language to limit the number of units an owner could buy. The limit would be 1 owner occupied and 1 rental. Owners that own more than 1 rental at the time the amendment is passed would not be impacted as they would be grandfathered. However, they would not be able to buy more units for rental.
 - d. Adding a limit to the total number of rental units within the association.
 - e. Requirement that all owners have property insurance.
 - f. Allow collection of capital reserve contribution fee from new owners only. This would require all new owners to pay a “buy-in-fee” that would go directly toward the capital reserve. This is typically 2 times the monthly HOA fee. Would not impact existing owners.
 - g. Adding prohibition to sex offenders living in the community.
 - h. Adding provision to allow social activities and charitable contributions to be paid on behalf of the association (e.g., Donation to Boy Scouts when they help with cemetery).
- ii. McPeak noted that the lawyer would draft language for the changes noted above. Once the language is provided to the board, the associate would have an open meeting with the community and then start the owners voting process. Each change would be voted on individually and voting would be open until 75% of owners have responded. The lawyer fee would be ~\$2,500 excluding filing fees.
- iii. Zinn motioned to approve the lawyer to begin work on creating the language for the proposed changes noted above. Blevins seconded the motion. Motion passed.

VIII. Resident’s Comment

- a. A resident asked (during discussion on Heiberger bid) if the board had obtained 3 or more bids on the concrete work. Mauk noted the association and PMM have worked extensively with Heiberger over the years and their bid and timing were competitive. Snedeker noted the price of a relative’s concrete work, just obtained, was similar for less work.
- b. Several residents had questions and comments during discussion of the potential bylaws and declarations changes. Most comments were related to rental units. The board agreed to have a meeting with owners to discuss the proposed changes once they are written by the lawyer and prior to the start of owner voting.

- c. A resident noted they liked the amendments discussed and liked that the board didn't include a change to commercial vehicles.
- d. A resident had a question on exterior changes approved and who is completing the work. Specifically, does the board get information on who (vendor/contractor) is doing the work to ensure the work is quality. Mauk noted that PMM gets information on the work to be completed and the vendor / contractor. If there are any concerns PMM will work with the owner.
- e. A resident wanted clarification on the change to the quorum requirement of 35%. Snedeker noted that the change would allow for board avoid significant delays in the event a quorum could not be reached at the annual meeting. The change would not impact changes that would require a 75% vote of owners.
- f. A resident noted that when they first moved to the community, the building captains oversaw reporting on lighting outages / other repairs. They noted that it doesn't appear that it isn't happening. McPeak noted it would be good to have a building captain meeting.
- g. A resident noted that the recent changes to the newsletters have been great.
- h. A resident asked if an investment owner's vote could be diluted. The board noted that would not be legal, each unit had to have 1 vote.
- i. A resident noted they would like EMI to remove trash in the drainage ditch. Mauk noted that was the responsibility of the City of Columbus and EMI would not do that work.
- j. A resident said that the building captain system is working well. The building captains were used during the last annual meeting to gather proxies and the captains have been getting questions from owners in their building.
- k. A resident noted they didn't receive a welcome packet when they bought their unit a couple of years ago. They wanted to make sure there was a process for welcome packets to be sent. Mauk noted that once PMM gets the closing check, they start the process to send out a welcome packet.

Meeting adjourned at 8:11 PM

Abbreviation Legend

MT	Middletowne Street
OT	Olde Towne Ave.
HB	Hedgebrook Ave.
Prov	Providence Ave.
CH	Churchill Ave.
PF	Pennfair Street.
PMM	Patterson Merkle Management