

Northwood Lake Estates Homeowners Association

May 12, 2020

13357 Stephens Road, Piedmont, OK 73078

AGENDA

I. Welcome and Quorum Determined

II. Consent Docket (Minutes and Financials)

III. Reports

- A. Architecture and Construction
 - 1. Tinhorn Approval – Email Vote
 - 2. Shop Approvals – Email Vote and New
- B. Treasurer
- C. Roads
- D. Lake and Dam

IV. Old Business

- A. Security
- B. Cameras
- C. Consolidated Covenants
- D. Spillway Repairs
- E. Dam Repairs
 - 1. Riprap
 - 2. Overflow Pipe
 - 3. Seepage Area
- F. Dock Repairs
- G. Spillway/Road Acquisition
 - 1. Communication
 - 2. Engineering
 - 3. Insurance
- H. Landscaping

V. New Business

- A. Email Votes
 - 1. Security
 - 2. Gate Repair
- B. ATVs
- C. Communication to Residents
- D. Spillway/Dock Area – Behavior Issues/Signage/Calling-No FOB
- E. Violation Letter Process

VI. Executive Session

- A. N/A

VII. Adjourn

Council Attendees: Trisha Parker, Stacey Burris, Titian Burris, Chris Hendrickson, Jeff Johnson, Kyle Taylor, Elaine Hayes, Johnnie Tate Resident Attendees: Cole Robichaud, Bob Deily

MEETING MINUTES

I. Welcome and Quorum Determined

Kyle Taylor called the meeting to order at 7:05 pm. A quorum was determined.

II. Consent Docket (Minutes and Financials)

Reading of the minutes was waived. There were no additions or corrections noted. Trisha Parker made a motion to accept the consent docket and was seconded by Johnnie Tate. There were no objections and the motion was approved.

III. Reports

A. Architecture and Construction

1. Tinhorn Approval – Email Vote
 - i. We received a request from the Oden's for a tinhorn on 14301 Chapel Dr. This will improve waterflow and protection of the road. This was approved via email.
2. Shop Approvals – Email Vote and New
 - i. An application for a 750 sq ft shop with 10 foot side walls for 13600 Oak Hill Drive was submitted. The homeowner has two lots. He is not installing any plumbing. The floor will be cement. The setbacks are over the 25 foot requirement. The color will be light tan similar to the siding on the house and they are putting a brick wainscoting around it to match the house. The application was approved via email.
 - ii. Replacing an existing shop at 13658 Oak Hill Drive. Prefab structure all within guidelines. The application was approved.
 - iii. A dock approval was submitted by the owners of the island. The covenants don't give us the authority to approve a dock that extends more than 20 feet into the water therefore the submitted request was denied. They are revising their plans.
 - iv. A homeowner reached out about an above-ground shelter from the Wallers. It is located behind the house. There are no covenants against an above-ground shelter. The council has no concerns.
3. We need to follow up on the violation letter submitted on the property at Alma & Marie. They had a timeline to adhere to based on construction of a shop. Baurichter is the homeowner.

B. Treasurer

- a. Checking is \$59,420. Road Assessment is \$130,749. Savings is \$19,026.
- b. Grand total is just over \$209,000.

C. Roads

- a. Chris has reviewed and determined the worst areas. LaCresta from Chapel to Deer Creek is pretty bad. He is going to begin work there.
- b. Chapel from Frisco to Elizabeth is also in bad shape. They've done some work there, but need to do more.
- c. Hopefully in the next 4-6 weeks progress will be made.
- d. They have filled a lot of potholes over the last month.

D. Lake and Dam

- a. The spillway drains need to be emptied.
- b. Kyle spoke with a hydrogeologist in the neighborhood who suggested we cut a channel in front of the area to help keep waterflow moving.
- c. We need to see if we can get a dumpster for a lake clean-up day. There are lots of submerged logs and other trash that needs to be dealt with. If we can't get a dumpster we can get a burn permit. Johnnie is going to check on the dumpster.

IV. Old Business

A. Security

1. Our security guard is charging \$35 per hour.
2. Titian made a motion for up to 40 hours over the next month. Jeff seconded the motion and the motion was approved.

B. Cameras

1. Cameras are both up and running.
2. Kyle needs to get the unlimited cellular plan put in place.
3. Once that is in place the council can have access to the images.
 - i. Kyle, Josh and Jeff will likely have access.
 - ii. It needs to be noted that there is no way to control user permissions on these cameras. Anyone who has access can change settings, etc. The council agreed that we should limit the number who have access, but definitely have more than one person. This will be discussed further.

C. Consolidated Covenants

1. Kyle still needs to review one final time before final approval by initial review looks good.
2. Stacey has the current consolidated covenants posted.

D. Spillway Repairs

1. We can't do much now until the lake level drops.

E. Dam Repairs

1. Riprap – no further discussion
2. Overflow Pipe – no further discussion
3. Seepage Area – still very wet. It isn't getting bigger, but it's still very wet.

F. Dock Repairs

1. Josh Layman, Chris Hendrickson, Bill Roberts and Les fixed the dock.
2. Special thanks from the council to all who helped. This saved the HOA a lot of money.

G. Spillway/Road Acquisition

1. Communication
 - i. Kyle reviewed the proposed letter to be posted/sent to HOA members.
 - ii. The council made a few adjustments, but overall approved the content.
 - iii. The communication will be sent very soon.
2. Engineering
 - i. DW Converse will be the engineering firm to help us with surveys and platting of the land recently acquired.
3. Insurance
 - i. The acquired land has been added to the insurance policy and NWLE Land Acquisition LLC has been added as an additional named insured.
 - ii. Elaine made a motion to approve the \$32.86 for the additional premium cost. Jeff seconded the motion. There were no questions and the motion was approved.

H. Landscaping

1. Chris proposed another two finish mowings behind the dam before the next meeting at a budget of up to \$300. Titian made a motion to approve. Trisha seconded the motion. There were no questions and it was approved.
2. Chris will look into the skid steer option for the steep part of the dam. We'll get a new quote.
 - i. As a reminder, at the last inspection the engineer had negative comments about the ruts/erosion created by mowing with a tractor. He recommended against this. The council discussed that it would be worth it to pay a little more for the proper equipment to be used to stay compliant with our inspection requests and to ensure safety of the person performing the job.
3. Titian is looking to use a new landscaping company for tree-trimming. Jeff has volunteered to take over management of the tree trimming.

V. New Business

A. Email Votes

1. Security
 - i. Since the April meeting was cancelled, the council approved up to 32 hours of security for the period between the April and May meeting via email.
2. Gate Repair
 - i. Trisha made a motion for up to \$800 for gate repairs. Johnnie seconded and the motion was approved.
 1. Please note that \$679 will be recouped from the party that damaged the gate.
 2. The balance is for lock repair that was a pre-existing need.

B. ATV's

1. The council is receiving an increased rate of complaints about ATV activity in the neighborhood, which is against covenants.
2. We need to post signage regarding no ATV activity in the common areas. Chris will look into a concrete-etched option that will hold up to expected vandalism. This is an important recommendation from our insurance agent and carrier.
3. We will be talking to our security officer about helping us enforce the covenants regarding ATV activity.
4. Trisha will post on Facebook that ATV activity is against covenants.
5. This will be included in the newsletter again.
6. Kyle will start to develop a security protocol to help manage calls from our security officer.
7. Trisha will contact our insurance agent to get guidance on verbiage for signage.
8. It was discussed that our security officer should be managing trespassers with the strongest possible action.
9. The council will continue to work on the best ways to manage this and to prevent this activity in the future.

C. Communication to Residents

1. We had a complaint from a resident regarding information that is posted on the Facebook group and is not disseminated by the HOA Council. The council reviewed the posts and deemed them not HOA announcements, therefore not required to be disseminated via email as well.
2. We had a complaint from a resident regarding face to face communication and Facebook posts targeting specific residents. There was also a resident complaint regarding too much control of certain members of the council. This was discussed and it was decided to direct all complaints to the Council as a whole, for group discussion and resolution.
3. Council members discussed that they are receiving calls directly from residents and would like to reiterate with the Council that all complaints should be reviewed and resolved by a quorum of the Council and not by an individual member.
4. The council agreed that we will not increase paper mailings as that results in a large expense to the HOA.
5. Kyle suggested we start posting the agenda a few days before each meeting on the website and directing people to check there for regular updates. We need to continue posting minutes as quickly as possible.

D. Spillway/Dock Area – Behavior Issues/Signage/Calling-No FOB

1. Kyle talked to one of our security providers. They have a 24/7 service they can offer a service where someone can come out and pop the lock if something happens with a FOB at the lake. The fee is \$200 per month, no contract. This needs to be further discussed.
2. Right now, Josh has his number posted on the gate for help. The council discussed that we should not be asking Josh to manage this on his own. Hopefully we won't have any further issues with the lock, but if we do we have to find a solution that doesn't encroach on Josh's personal time. This was tabled until next meeting to evaluate the activity and possible solutions.

E. Violation Letter Process

1. Kyle proposed a form letter for us to utilize to notify members of covenant violations. This is very similar to what HOA Services is already using.
2. These letters will be brought to the council for approval and discussion regarding how much of a wide-spread issue it might be.
3. We will ask residents to submit any responses or questions via email vs. a phone call.
4. This service is a part of our retainer agreement with HOA Services so no additional cost is expected at this time. If the volume of violation letters increases substantially we may incur an additional fee, but this will be discussed on an ongoing basis.

F. Subcommittee formation

1. The council agreed that we are interested in forming subcommittees to help the council with specific projects. Kyle will compile a list of projects for review.
2. Titian would like to have a summertime cookout at the boat dock to help stimulate relationship building in the neighborhood. We need a party subcommittee.

G. Newsletter

1. The newsletter has to be printed and ready to be stuffed by the end of the month. Trisha is taking responsibility for completion of the newsletter in publisher and will collect content. Content is due to Trisha 5/20. Final file due to Stacey 5/25.

H. Budget

1. The proposed budget is due by the June meeting.
2. Final approved budget due at July meeting.

I. Annual Meeting

1. We are going to hold off on determining a date for the annual meeting until we know more about how COVID-19 develops.
2. We expect the annual meeting to occur in July.

J. Resident Questions

1. Cole asked if there were any recommendations on how to control erosion along the shoreline. The council suggested plantings, rip rap or concrete bags to help manage. There was some discussion about considering pumping the lake out some to drop levels to allow repairs to the spillway and for lakeside lot owners to have a management period in Winter. We're hoping lake levels will decrease a bit on its own this year to facilitate repairs needed on the spillway as well.

K. Lake Incident Lawsuit

1. For record keeping purposes, the total amount paid from the 7/9/2016 claim that was reported on 7/20/18 was \$34,929. This was for legal fees only as no judgment was made against the HOA. This was covered by our insurance policy. The claim was closed as of 9/2/19. This item was kept in executive session due to the sensitive nature of the issue, but needs to be recorded now that it is closed.

VII. Adjourn

Johnnie Tate made a motion to adjourn. Stacey Burris seconded the motion. The meeting was adjourned at 10:08PM.