

# Northwood Lake Estates Homeowners Association

January 8, 2019

George Fina Municipal Building,  
314 Edmond Road, Piedmont, Ok 73078

## AGENDA

- I. Welcome and Quorum Determined
- II. Consent Docket (Minutes and Financials)
- III. Gate/Road Closure
- IV. Reports
  - A. Architecture and Construction
  - B. Roads
  - C. Lake and Dam
- V. Old Business
  - A. Oil Well
  - B. Voting
  - C. Boat decals
  - D. Budget
  - E. Insurance
- VI. Executive Session
  - Not Published
- VII. New Business
- VIII. Adjourn

Attendees (board): Stacey Burris, Josh Layman, Johnnie Tate, Elaine Hayes, Chris Hendrickson, Trisha Parker, Kyle Taylor, Jeff Johnson

Attendees (residents): Mike & Mary Smith, Laura Underwood,

Attendees (guests): Shaun Blankenship, James White

### I. Welcome and Quorum Determined

Elaine Hayes called the meeting to order at 7:05 pm. A quorum was determined.

## **II. Consent Docket (Minutes and Financials)**

There were no additions or corrections to the minutes from the December meeting. Reading of the minutes was waived. The monthly financial statement had been reviewed by Council members. There were no additions or corrections noted. [Johnnie Tate](#) made a motion to accept the consent docket and was seconded by [Josh Layman](#). There were no objections and the motion was approved.

## **III. Gate/Road Closure**

Construction will start in 1-2 weeks. It should take 2-3 weeks once construction commences. Per Shaun Blankenship and James White, the school will look at bus routes to figure out what will work best. For other communities where there is a gate, the gate is open during bussing times. It was discussed that keeping the gate open will not be possible as that defeats the purpose altogether. The change in bus route will lengthen the bus route a bit. In the mornings it's not that big of an issue. In the afternoons it will make a more significant difference. It may change the afternoon route by about 10 minutes. It may involve flipping the route which may change timing as well as drop off/pick up location.

Roughly 35 kids ride the bus on the north side.

There is a school policy against bus drivers having a fob. Drivers cannot leave the bus to access a Knox box.

There also is a policy against buses backing up a great distance, which complicates accessing that road in the event of a possible issue.

The gate vendor is going to ensure that the road is open during morning/afternoon bussing times while construction is underway. We just need to provide him with the times needed.

Josh explained the issues involved with the gate location and how we got to this position to help them understand.

The school needs at least two weeks advance notice on the road closure. They will work with us to make sure the kids and families are taken care of. They would prefer the closure happen during the summer. It was explained that our original intention was to have it installed this summer, but it wasn't possible. We will continue to keep them informed.

## **Resident Gate Discussion**

Mary Smith asked if a keypad was being considered. She stated that she spoke to OKC and was told a keypad could be utilized. Josh reviewed all the information again and explained he was informed it would not be allowed based on the width of the road. Beyond that, there were multiple discussions among the board members and residents about concerns regarding the lack of control a keypad provides because codes can be shared. The key fob was determined to be the best solution for controlling gate access and ultimately traffic.

It should be noted that toward the end of the meeting after executive session the board was informed that a resident took steps to attempt to have the permit for the gate revoked. Josh Layman had another round of phone calls and emails with city officials (Jeff Heinze and Councilman Greiner), everything was confirmed legal and we are approved to proceed.

### **Key Fob Rules**

The HOA accepted feedback from residents on the draft rules initially circulated. It should be noted that we received 208 total responses via Facebook, email and mail, which represents 62% of homeowners. We have received 17 signed forms back at the time of this meeting. Most have agreed to the terms with many requesting additional fobs for the household.

The rules were revised based on the feedback and sent to legal counsel for review. Winton's opinion is that the rules are reasonable with exception perhaps of the increased cost for proxy fobs which has been revisited. Winton was also pressed to provide clarity on procedure as it relates to a vote for the rules. His answer is pasted below. His official opinion is attached.

The procedure for adopting "rules" in NWLE is complicated by the covenants' use of the term "rules and regulations" to describe language within the covenants that is truly a covenant. Typically, the board may adopt rules governing the use of the common areas, but the covenant language pertaining to "rules" for the water areas read like covenants. So, the conservative approach would be to have the members approve rules proposed by the board, but I couldn't say that rules just adopted by the board would be unenforceable. Sorry for what may seem like a non-answer, but the existing covenant language isn't helpful.

We tried to remedy this a few years back with a comprehensive amendment, but it didn't pass.

Matthew L. Winton<sup>PLLC</sup>

**THOMPSON & WINTON<sup>PLLC</sup>**

#### **IV. Reports**

##### **A. Architecture and Construction**

- a. No report

##### **B. Roads**

- a. Chris attempted to fill some potholes over the holidays. The material was pretty frozen so it didn't work as well as hoped. They will try again when it warms up.
- b. A new house on Chapel is an issue. It was holding water terribly, so he cut the driveway to get the water to drain. It needs to be an inverted drive or have a culvert so it can drain or it will degrade the road. Kyle will inform the home owner.
- c. They will be brooming the roads soon to pick up excess gravel.

##### **C. Lake and Dam**

- a. We should look at getting sod installed soon on the back side of the dam per the inspector's direction.
- b. We should consider having an engineer to look at the drain to see if we could fill that drain and stop the leakage. Chris will reach out to a contact he has to see if he can give us a cost estimate to determine what it would cost to evaluate the leak and the efficacy of keeping the drain at all.
- c. Johnnie is working on the emergency action plan. The new plan is filled out, he just needs to secure all the necessary signatures for completion.

#### **V. Old Business**

##### **A. Oil Well**

- a. Nothing new. Johnnie will try to contact them again. They are not responding to Josh.

##### **B. Voting**

- a. We discussed previously the need for all members to actively vote on all issues. No discussion necessary. If there is an issue that is a conflict of interest we should just state that we abstain.

##### **C. Boat decals**

- a. Elaine needs to order decals. Chris made a motion to approve \$200 for the boat decals. Johnnie Tate seconded the motion. There were no questions and the motion was approved.

##### **D. Budget**

- a. Elaine suggested we need to start thinking about forming the budget. Jeff and Stacey said they would start on it in 3Q.

##### **E. Insurance**

- a. The insurance renewal will come up in March. We should get the renewal notice and bill in February.

**F. Bollards**

- a. Josh renegotiated the rate on the bollards needed for the gate. The cost is \$2,420. Josh made a motion to approve the cost. Kyle Taylor seconded the motion. There were no objections or questions and the motion was approved.

[Johnnie Tate](#) made a motion to move to executive session. [Chris Hendrickson](#) seconded the motion. There were no objections and the motion was approved at 8:06 pm.

**VI. Executive Session**

Not Published

**VII. New Business**

No new business

**VIII. Adjourn**

[Johnnie Tate](#) made a motion to adjourn. [Jeff Johnson](#) seconded the motion. There were no objections and the motion was approved. The meeting concluded at 9:43 pm.