

# **WOODCREEK HOMEOWNER'S ASSOCIATION, INC.**

## **General Meeting Minutes for July 13, 2004**

July 14, 2004

1. The meeting was opened up by the president at 7:40 pm.
2. The following members of the Board of Directors were present:

President – David Gregg  
Vice-President – Nancy Campbell  
Secretary-Treasurer – Dave Bergman

3. The 30 lots represented are listed on the last page.
4. The Secretary-Treasurer read the minutes from the April 13, 2004 meeting. The minutes were moved, seconded, and accepted into the record. He reported a June 30, 2004 funds balance of \$12,057.89. Also, he reported on the status of collecting this year's homeowners' dues. As of the meeting, there were still eight liens outstanding for 2004 dues, three liens for 2003 dues, and three liens for 2002 dues. There were six lots owing only 2004 late fees.

### 5. OLD BUSINESS:

a. Since our water hoses and hose reels were stolen, no one has been watering the new trees along 12th Ave SE. As this was the second time our hoses have been stolen, discussion centered around installing an inexpensive PVC pipe irrigation system vs replacing the hoses and reels. The costs are being looked into for the board of directors to review. (OPEN)

b. No action was taken on the recommendations provided by last year's Architectural Control Committee (ACC). The Board must still seek legal advice before going any further with the ACC's recommendations. (OPEN)

c. The President discussed the Parks and Recreations grant submission for our park. The grant was turned down. However, the city is looking at still putting in cement sidewalks for the walking paths along the creek later this year. (OPEN)

d. The association's directors and officers policy is still on hold until the association has received non-profit corporation status from the IRS. The Secretary-Treasurer submitted the paperwork to elect non-profit tax status in May and is awaiting a ruling by the IRS. (OPEN)

### 6. NEW BUSINESS:

a. At the request of the board, the Secretary-Treasurer provided a list of annual expenditures detailing the need to raise our annual dues. The association will notify all

lot owners by certified mail of the vote on the proposed dues increase at the October 12, 2004 meeting. In the event a quorum isn't met at that meeting, a second vote will be held within 30 days. (OPEN)

b. The association will participate in the annual Norman Night Out being held on Tuesday, August 3<sup>rd</sup>, 2004. The clubhouse will be open from 5:30-9:00 pm. The Secretary-Treasurer is sending out postcard notifications to all Woodcreek residents and/or lot owners. The President is requesting city representatives stop by the clubhouse to meet residents and address their concerns. As soon as we know the city representatives' visiting schedule, we will post the approximate times they will be in the area on the clubhouse front door or on our website [www.woodcreek-hoa.com](http://www.woodcreek-hoa.com). Refreshments will be provided. (OPEN)

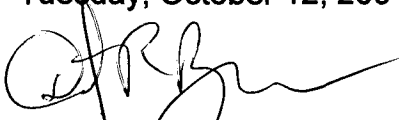
c. As a result of a lot owner's request for the association to fix their broken fence along the association's property along 12<sup>th</sup> Ave SE, the board determined the best answer to who is responsible for a fence on the property line between two owners is one of neighborly courtesy—both should share in the maintenance or repair costs. While the association won't enter the "middle" of a fence issue between two lot owners, the association has developed a plan to resolve issues where the association shares a property line with a lot owner and negligence isn't suspect. At the request of a lot owner regarding the costs of repairing a shared fence:

1) The board will request the lot owner obtain three quotes for repair and recommend which quote they prefer to use.

2) The board will review the lot owner's request and work towards a satisfactory resolution to obtain the necessary work.

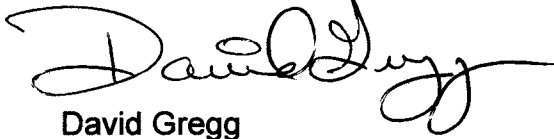
3) In order to protect the association from being billed for 100% of the work, both the board and the lot owner will remit their 50% cost share to the contractor selected.

7. The meeting adjourned at approximately 8:40 pm. The next meeting will be on Tuesday, October 12, 2004 @ 7:30 pm in the clubhouse.



David R. Bergman  
Secretary-Treasurer  
Woodcreek Homeowner's Association, Inc.

Approved/Disapproved.



David Gregg  
President

Woodcreek Homeowner's Association, Inc.

**Lots Represented at General Meeting – July 13, 2004**

1609 Briarcreek*	1735 Concord Dr*	1608 Sumac Dr*
1704 Briarcreek*	1617 Hazelwood Dr*	1609 Sumac Dr
1717 Briarcreek*	1705 Hazelwood Dr*	1612 Sumac Dr*
1721 Briarcreek*	1716 Parkridge Dr*	1617 Sumac Dr*
1336 Concord Ct*	1809 Parkridge Dr*	1716 Sumac Dr*
1609 Concord Dr*	1824 Parkridge Dr*	1628 Woodcreek Ct*
1700 Concord Dr*	1833 Parkridge Dr	1324 Woodcreek Dr*
1705 Concord Dr	1841 Parkridge Dr*	1404 Woodcreek Dr*
1715 Concord Dr*	1229 Sumac Dr*	1408 Woodcreek Dr*
1719 Concord Dr	1604 Sumac Dr*	

\* Denotes Representation by Proxy

# WOODCREEK HOA 2005 ANNUAL EXPENDITURE FORECAST

Prepared 7/14/04

Amount	Description
\$ 100.00	Garage Sale (Includes Post Card Mailing & Newspaper Ad)
\$ 100.00	Norman Night Out (Includes Post Card Mailing & Snacks)
\$ 148.00	Cleaning of Clubhouse Carpet (\$74 * 2)
\$ 600.00	Cleaning of Clubhouse (\$50 * 12)
\$ 110.00	Clubhouse H&AC Maintenance Contract
\$ 5,600.00	Landscaping Contract (\$350 * 16)
\$ 1,360.00	Weed & Feed Lawn Care Contract (\$272 * 5)
\$ 38.00	PO Box Rental
\$ 100.00	Web Hosting
\$ 1,300.00	General Liability Insurance Policy
\$ 600.00	Property Insurance Policy
\$ 1,600.00	Directors & Officers Liability Insurance Policy
\$ 250.00	CPA Services
\$ 2,000.00	Legal Services
\$ 300.00	Landscaping Supplies - Club House
\$ 300.00	Landscaping Supplies - Front Entrance
\$ 400.00	Clubhouse Maintenance & Repair
\$ 600.00	Postage & Shipping
\$ 250.00	Printing Services
\$ 550.00	Supplies (CH, Meeting, & Office)
\$ 100.00	OK Franchise Tax Return
\$ 450.00	Property Taxes - Clubhouse
\$ 20.00	Property Taxes - Front Entrance
\$ 700.00	Utilities - Clubhouse Electric
\$ 300.00	Utilities - Clubhouse Water & Sewer (\$25 * 12)
\$ 60.00	Utilities -Front Entrance Water (\$5 * 12)
\$ 3,000.00	Annual Improvements to HOA Property
\$ 5,234.00	20% (Operating) Treasury Reserve Required by Bylaws
\$ 2,550.00	Capital Expenditure Reserve (\$10 * 255) <b>for 2005-2008 only</b>
\$ 28,720.00	Annual Revenue Needed Beginning in 2005
	255 # of Lots in Woodcreek Additions 00, 02, 03, 04, 05, 06, 07, & 08
<b>\$ 112.63</b>	<b>Annual Lot Dues Needed Beginning in 2005</b>
\$ (63.00)	Less Authorized Annual Lot Dues for 2004
\$ (3.15)	Less Authorized 5% Annual Lot Dues Increase
<b>\$ 46.48</b>	<b>Additional Increase in Annual Lot Dues beginning in 2005</b>

**NOTES:**

- 1) Landscaping Contract incorporates existing mowing contract.
- 2) Lien Fees associated with non-payment of dues aren't included because they are assessed against the delinquent lot owner.
- 3) Annual Improvements to HOA Property include sprinkler systems, fencing, new carpet, patio cover, etc.
- 4) Captial Expenditure Reserve required to cover long-term Maintenance & Repair costs associated with Front Entrance brick walls and fence, Clubhouse structure, etc. to prevent lengthy special assessment process.