

**MINUTES of Oakwood Meadows Homeowners Association**

**Meeting date: February 7<sup>th</sup>, 2014**

**Call to order:** An Executive Session meeting of the Oakwood Meadows Homeowners Association was held in South Lyon, MI on February, 7 2014. The meeting convened at 7:00, President Jim Smalley presiding, and Larry Wildt, Secretary.

**Members in attendance:**

Byron Brock  
Andy Holt  
Laura Leshok  
Roy Meadows  
Jim Smalley  
Leisa Thompson  
Larry Wildt  
Katie Wind

**Introduction of new members:**

N/A

**Approval of minutes:**

There were no prior minutes to approve as the minutes from the Annual Meeting of February 3<sup>rd</sup>, 2014 were not transitioned to the new board.

However, the following people were elected to Director Positions at the Annual Meeting.

Jim Smalley - President  
Laura Leshok – VP  
Byron Brock - Treasurer  
Larry Wildt - Secretary  
Andy Holt  
Curt Hutchinson  
Roy Meadows  
Leisa Thompson  
Katie Wind

**Officers' reports:**

**President**

- Discussion on what items were needed from the former board.

**Vice president**

- Discussion on what items were needed from the former board.

Secretary

- Discussion on what items were needed from the former board.
- Discussion of the critical need to Communicate out to members regarding the results of the annual meeting and the members of the new Board
- Discussion of the web site, OakwoodMeadows.org, being having its content deleted and the need to get the Website account information so that the web site can be made functional.

**Treasurer**

- Discussion on what items were needed from the former board.

**Board and committee reports:**

No committee reports

**Old Business**

N/A

**New business:**

- Transition of the Associations records to the new board. Each officer will reach out to the former officer and initiate the process of transitioning the electronic and paper records to the appropriate Officer.
- Discussion on the by-laws and how to reach out to the association members for their input before submitting them for a third vote
- Discussion on formalizing a process for reporting and handling alleged restriction violations
- Discussion on locations of where to hold the first and subsequent general membership meetings

*Motion:* Moved by Laura to update the Department of Licensing and Regulatory Affairs (LARS) documentation to reflect the current board members.

**Motion carried.**

Larry is looking into that update

*Motion:* Moved by Laura to table all alleged and current violations until March 18<sup>th</sup> 2014 when the process for handling them will be in place.

**Motion carried.**

**Announcements:**

No Announcements were made

**Adjournment:** The meeting was adjourned at 8:30.

Larry Wildt

Date of approval: February 11<sup>th</sup>, 2014

**Oakwood Meadows Homeowners Association**

**MINUTES of Oakwood Meadows Homeowners Association**

**Meeting date:** February 11<sup>th</sup>, 2014

**Call to order:** A Board of Directors meeting of the Oakwood Meadows Homeowners Association was held in South Lyon, MI on February, 11 2014. The meeting convened at 7:15, Vice President Laura Leshok presiding, and Larry Wildt, Secretary.

**Members in attendance:**

Byron Brock

Curt Hutchinson

Laura Leshok

Roy Meadows

Jim Smalley (teleconference)

Leisa Thompson

Larry Wildt

Katie Wind

**Introduction of new members:**

N/A

**Approval of minutes:**

*Motion:* Minutes from Feb 7<sup>th</sup>, 2014 were read and corrected. Move by Jim to accept and seconded by Byron. Motion carried.

**Officers' reports:**

President

- Lawyer's contacted to inform them of the new leadership of the Board of Directors

Vice president

Secretary

- Discussion of the critical need to Communicate out to members regarding the results of the annual meeting and provide contact information for the 2014 Board of Directors
- Discussion of the web site, OakwoodMeadows.org, having its content deleted and the need to get the Website account information so that the web site can be made functional.

## Treasurer

- Discussion of having a CPA review performed
- Formation of a Budget Review Committee
- Discussion on the Mailing of annual assessments; the assessments are due April 1st but without the mailing list or the PO Box how do we handle this fairly for the members.

## Board and committee reports:

No committee reports

## Old Business

Updates on the Transition Process with the former board members

- Current and Past Treasurer to meet at the bank to update access to the account
- Current and Past President to meet and transfer current documentation (IRS, invoices, - Contracts, insurance coverage, PO Box key, etc)
- Discussion on how to handle existing Committees as the signup sheets are not available to the board

Discussion on the progress for defining a process for reporting restriction violations

Discussion on the how to best proceed with the proposed By-Law revision

**New business:**

Lawn Mowing inquiry received from Eric Valeri of Valeri Lawn and Snow

Discussion and Planning for the First Board of Directors meet and greet

**Announcements:**

No Announcements were made

**Adjournment:** The meeting was adjourned at 8:30.

Larry Wildt

Date of approval: 2/18/2014

**Oakwood Meadows Homeowners Association**

**MINUTES of Oakwood Meadows Homeowners Association**

**Meeting date: February 18<sup>th</sup>, 2014**

**Call to order:** A Board of Directors meeting of the **Oakwood Meadows Homeowners Association** was held in South Lyon, MI on February, 17 2014. The meeting convened at 7:20, Vice President Laura Leshok presiding, and Larry Wildt, Secretary.

**Members in attendance:**

Byron Brock  
Andy Holt  
Curt Hutchinson  
Laura Leshok  
Roy Meadows  
Leisa Thompson  
Larry Wildt  
Katie Wind

**Introduction of new members:**

N/A

**Approval of minutes:**

*Motion:* Minutes from Feb 11<sup>th</sup>, 2014 were read and corrected. Move by Curt to accept and seconded by Byron. **Motion carried.**

**Officers' reports:**

President

- See Transition notes below

Vice president

- See Transition notes below

Secretary

- See Transition notes below

## Treasurer

- Current bank account balances
  - o checking – 569.60
  - o savings- 16,504.80
  - o Total **\$17,074.40**
- Mailing of annual assessments; the assessments are due April 1st and how do we handle this fairly for the members.
- See Transition notes below

*Motion:* Moved by Byron that due to the transition period for the new board, to change the due date for the annual assessments to April 30th. **Motion carried.**

## Board and committee reports:

No committee reports

## Old Business

Updates on the Transition Process with the former board members

- The PO Box key has been obtained
- Worked with Sharon to transfer the OakwoodMeadows.org web site from her Godaddy account to a Godaddy account setup for Oakwood Meadows. The site was transferred on 2/16/2014
- Received the membership list which included the members email addresses
- Banking information and access has been transferred to the treasurer
- Collected 4 containers of Association records.

Discussion and planning for the Meet and Greet

Discussion on the legal matters of the association

Laura provided details of her conversation with the Green Oak Township Supervisor, Mark St. Charles.

- Drains are owned, managed and maintained by Livingston County.
- There are no plans to improve the roads, for Mr. St. Charles to perform any future draft assessment work he will need a petition signed by 51 houses in the association.



**New business:**

- Laura will be the contact for the Lawn cutting bids
- Curt will be the contact for the Pond bids
- Discussion on the need to present Committee signup sheets for the Building Committee, Pond and Spring clean up day.

**Announcements:**

No Announcements were made

**Adjournment:** The meeting was adjourned at 8:45.

Larry Wildt

Date of approval: 2/23/2014

**Oakwood Meadows Homeowners Association**

MINUTES of Oakwood Meadows Homeowners Association

Meeting date: February 23<sup>th</sup>, 2014

**Call to order:** A Board of Directors meeting of the **Oakwood Meadows Homeowners Association** was held in South Lyon, MI on February, 23 2014. The meeting convened at 6:10, President Jim Smalley presiding, and Larry Wildt, Secretary.

**Members in attendance:**

Byron Brock

Laura Leshok

Jim Smalley

Leisa Thompson

Larry Wildt

Katie Wind

**Introduction of new members:**

N/A

**Approval of minutes:**

*Motion:* Minutes from Feb 18<sup>th</sup>, 2014 were read and corrected. Move by Byron to accept and seconded by Leisa. **Motion carried.**

**Treasurer reports:**

- **Current bank account balances**
  - Checking – 549.60
  - Savings - 16,504.80
  - Total **\$ 17,054.4**
- Discussion of spending in January and February 2104

**Board and committee reports:**

The membership member signup from the annual meeting are unknown to the board and we will need to have people resign up for the various committees.

## **Old Business**

### **Bylaws**

In the discussion of how to proceed it was decided that the Board will update with the revised bylaws as the starting point for the discussion

Set a May 31 target date of having the revised by-laws ready to present to the membership

**Discussion and planning for the Meet and Greet at Moose Ridge on March 6<sup>th</sup> from 6-8pm**

### **Discussion on the legal matters of the association**

- Current lawsuit
- Violation letters that were sent from the lawyer to members of the association
- What lien's are in effect

### **New business:**

N/A

### **Announcements:**

No Announcements were made

**Adjournment:** The meeting was adjourned at 8:45.

Larry Wildt

Date of approval: 3/1/2014

**Oakwood Meadows Homeowners Association**