

# Forest Park LOA

## Board Meeting

January 17, 2011

Attendees: Norb Hattendorf, Brian Hoag, Michael O'Day, Steve Hehnen, Fred Dunlap, Doug Tiefel - Allan Orendorff – Property Manager

Meeting called to order at 5:00 PM

Agenda items are as follows:

- Approval of December 1, 2010 meeting minutes
- December 2010 Financial Report
- Sawmill Update – Letter from City of Lafayette
- 2011 Dues Review & Invoicing Date
- Annual Meeting/2011 Budget Date Selection
- Review Plans for Trailridge Island
- Signage Upgrades
- Cover for Water Backflow Valves

Motion to approve December 1, 2010, 2010 meeting minutes – Brian Hoag, 2<sup>nd</sup> Michael O'Day – Approved unanimously.

The annual meeting date is now set for Thursday February 24, 2011 at the meeting room in the Cottages clubhouse, starting at 5:30 PM. The property manager will prepare the notification documents and mail to all owners. Included in the mailing package will be details regarding the planned entrance garden changes, notification of entry sign improvements along with a preliminary (revised) drawing of the Trailridge Island area. The cost for the improvement could be phased over several years.

The Board reviewed 3 different renderings from Lamas Landscaping to rejuvenate the Trailridge Island. Two drawings left space for parking (2 & 4 spaces) and one rendering had no parking. There was a high level of detail done on all three renderings. Pricing ranged from just over \$18K to just under \$33K depending on the extent of the refurbishment. Although impressive, the designs and scope of work are well beyond what the LOA is willing to spend. Further, the Board believes that there is not a need to provide extra parking in the island area.

The Board would like to see a master plan type of design that could start with approximately \$5K this year, with the ability to upscale the design further in subsequent years. Items the board would like to see are as follows:

- possible multi year approach
- common gathering place, partially shaded
- concrete tables/benches that cannot be moved
- flower beds

A water feature and pergola was shown in one design and the Board concluded that a) these are very expensive additions and b) these are items that will require regular maintenance. The Board determined that these are concerns we would like to avoid. Low on-going maintenance should be incorporated into any design. Water is already supplied to plants in the island; therefore we can add plants and gardens without concern for our ability to water them.

The property manager advised that there are no changes in property building sizes, therefore the dues allocation by property, will be the same as in 2010. We can send out bills at any time. Last year invoicing of the members was done on February 23<sup>rd</sup>. The Board suggested we invoice members after the annual meeting.

Discussion ensued regarding the potential of splitting large business account payments over the year. A minimum threshold of \$5K would qualify the member to participate in a multiple payment schedule. The Board requested that the property manager draft a proposal for review and comment by the Board.

Doug Tiefel provided an overview of a plan to cover the backflow valves in the park. The structure will provide some added protection from the elements along with the ability to better handle cold spells in the fall, should we need to continue watering late in the year. The project is estimated to cost approximately \$1K - \$1.2K. Brian Hoag presented a motion to take \$1K from reserves to pay for the project – 2<sup>nd</sup> by Norb Hattendorf. Vote called for. Fred Dunlap opposed the expense. All other board members approved the expense and the motion passed.

Doug Tiefel discussed the status of our entry signs. The signs have deteriorated significantly due to exposure to the sun. They have faded to the point where it is difficult to read and something needs to be done. Doug contacted John Dobie of BSCS Signs who will provide several conceptual drawings to present to the Board for a fee of \$500. The design fee will be applied against the construction cost.

Discussion was held and the Board decided to pursue a low cost solution of painting the sign for now. This could be used as an interim transitional step instead of purchasing completely new signs this year. Doug will contact the sign company for a proposal.

The property manager forwarded a copy of the response by the City of Lafayette regarding the proposed sawmill project expansion to the east of Forest Park. The City of Lafayette was in agreement with the LOA that the sawmill was not compatible with the Forest Park development. Further investigation by the property manager confirmed that the applicant has withdrawn the application. This means that the owners of the sawmill would need to file a new application if they wanted to move forward with an expansion in the future.

Year end financials were discussed a decision was made to use a third party firm to review the 2010 books instead of members of the Board. It was suggested that we can use Bottom Line Business Solutions to review our books. Estimated cost for the service is around \$100. The property manager will arrange for the audit.

The property manager advised the Board of a new requirement to register the LOA with the Department of Real-estate (DORA). Unfortunately this is a very new requirement and the State has yet to determine the fee. It is expected that the process and fee structure will be in place by the end of February. The Board recommended that the LOA be registered as soon as feasible.

Motion to adjourn – Norb Hattendorf, 2<sup>nd</sup> Steve Hehnen

Meeting adjourned at 6:15 PM.