

***Oak Ridge Improvement Association
Board Meeting Minutes
Wednesday, May 5, 2025
And Zoom Call***

1. Call to Order

- The meeting was called to order by Eric Coronis, President, at 6:30 pm.
- All board members were present: Eric Coronis, Lisa Murray, Marilyn Henderson, Brian Johnston, Ed Kolb, and Wendy Wells.

2. Approval of Minutes

- The minutes from the March 26, 2025 Board Meeting were reviewed. A motion to approve was made by Eric Coronis and seconded by Brian Johnston.
- The minutes from the April 16, 2025 Annual Meeting were reviewed. A motion to approve was made by Ed Kolb and seconded by Marilyn Henderson.
- Both Motions passed unanimously, 6-0.

3. Financial Update

- Marilyn Henderson reported that three homeowners are delinquent on their 2025 annual dues, and a fourth homeowner is on a payment plan.
- The 2025 Proposed Budget as of May 5, 2025 was reviewed. Marilyn noted that the Reserve Fund summary is included at the bottom of the budget. The total balance across all accounts is currently \$61,548.
- Marilyn met with First Bank, which recommended setting up automatic \$5 monthly transfers into each account to prevent closure due to inactivity. These transfers have been initiated.
- She also reviewed the HOA's annual insurance policy, which covers the pool, pump house, sports court, and other common property. The insurance company will conduct a walkthrough in June 2025.
- Ed Kolb reviewed all Treasurer transactions through April 2025 and confirmed that all were in order.

4. Pool Repair Status and Project Updates

- Brian Johnston provided an update on remaining items from the Pool Repair Project, which he and Nathan Randall will oversee. Tasks include removing concrete blankets, installing a new handrail and ladders, and other pre-filling preparations.
- Lisa Murray met with an electrician who identified immediate safety concerns, short-term needs, and long-term project considerations. A detailed list was shared with the Board.
- Brian also obtained bids from four fencing companies for pool fence replacement, new gates, and the split rail fence above the sports court.
- The Board discussed options for storing concrete blankets during the pool season, including onsite or offsite storage units. Cost analysis is ongoing.

5. Pool Opening and Projects

- The pool area will be open for setup on Saturday, May 17, 2025, including furniture arrangement, cleaning, painting, and more. Lisa Murray and Brian Johnston will coordinate these efforts. Further details will be emailed to homeowners.
- The 2025 Pool Rules, Member Waivers, and Guest Waivers were reviewed. As the Member Waivers have not been updated in several years, the Board discussed procedures surrounding Guest Waivers. Ed Kolb will review and recommend final revisions.
- Brian Johnston will manage pump house activities, including cleaning and refilling the sand filtration system, once the pool is filled.
- The Operating budget will fund:
 - Three high-priority electrical repairs
 - Resurfacing the diving board and painting operational hours
 - Installing an additional camera and spotlight
 - Constructing a new Trex-style seating area by the baby pool
- Pool Repair Project funds will cover:
 - Rear steps from the pump house
 - Fire extinguisher and enclosure
 - Water hydration system or fountain
 - New barbecue grill
- Additional projects include parking lot grading and the installation of motion lights along the pathway from the parking lot to the pool area.
- Wendy Wells provided an update on the Pool Cleaner position; interviews will be conducted this week. The Board discussed various options for lawn maintenance. A homeowner raised liability concerns related to the HOA owning and operating equipment. The Board will explore third-party services instead.
- Lisa Murray outlined plans for social events at the pool, including music and HOA-sponsored gatherings. Two homeowners have volunteered to coordinate a murder mystery evening. Additional volunteers are encouraged.

6. HOA Policies and Procedures

- Ed Kolb presented three policy documents:
 - Board Member Conflict of Interest Policy
 - Reserve Fund Policy
 - Reserve Fund Investment Policy
- The Board agreed to add language to the Conflict-of-Interest Policy addressing the "appearance of impropriety."
- In reviewing the Reserve Fund Policy, the Board discussed setting threshold amounts and earmarking funds for future needs, prioritizing safety and operational issues related to the pool.

- Ed recommended developing a Reserve Project List as an addendum, detailing expected lifespan and replacement costs to assist with future budgeting and homeowner awareness.
- For 2025, the Board agreed to:
 - Proceed with replacing the split rail fence along Oak Ridge Drive, not to exceed \$3,000 (Motion: Eric Coronis; Second: Lisa Murray; Passed: 6–0)
 - Address the three most critical electrical issues and obtain specific bids
- A motion was made by Marilyn Henderson and seconded by Lisa Murray to approve the Reserve Fund Policy and Reserve Fund Investment Policy as submitted, and the Conflict-of-Interest Policy with the discussed revisions. The motion passed unanimously (6–0).

7. Other Items

- A homeowner requested an update on covenant enforcement (e.g., trailers, trash cans, old vehicles). The Board agreed to send a reminder email and, if necessary, follow up individually with violators.
- The Board continued discussion from the Annual Meeting regarding a community Facebook page or chat group. Lisa Murray has drafted a private Facebook group and is developing usage guidelines. Further discussion is planned.

There being no further business, a motion to adjourn was made by Marilyn Henderson and seconded by Brian Johnston. The motion passed 6 to 0 and the meeting adjourned at 8:41 pm.

Submitted by Wendy Wells
Oak Ridge Improvement Association
Secretary

Homeowners (via Zoom): Keith McNeill (21 Oak Ridge Drive), Chuck Barton (24 Oak Ridge Drive)

Attachments:

5-5-25 Oak Ridge HOA Board Meeting Agenda
March 26, 2025 and April 16, 2025 Oak Ridge HOA Board Minutes
Oak Ridge HOA Proposed Budget for 2025 as of May 5, 2025