

**ORTEGA BLUFFS (OB) HOMEOWNER'S ASSOCIATION, INC. (HOA)  
BOARD OF DIRECTORS (BOD) MEETING  
APRIL 12, 2018 10:00 a.m.  
CAM OFFICE**

**BOD in attendance:** Tera Beene, Greg Reese, Kathleen Mcfarland  
**CAM Rep:** Bob Woods  
**RESIDENTS in attendance:** Vickie Boudreaux, Robert Cornish, Cesar Hernandez,  
George Williams, Sue Williams

**MEETING CALLED TO ORDER AT 10:00 am.**

**RESIDENT FORUM (3 minutes per resident):**

Vines have been removed from a street light pole on the last block of Ortega Bluff Parkway.

The Eighth Amendment to Declaration of Covenants, Conditions, and Restrictions Ortega Bluffs Article 5, 5.6 Fences identifies the construction and maintenance of fences.

Question concerning the dock to the left of the house at the end of Ortega Bluff Parkway. **This property is privately owned.** A home is not on the property but it does have a dock on McGirts Creek. **The dock is not available for use by the OB residents.** Tera will contact the owner and request that they post a "No Trespassing" sign on the property. Bob will follow up with a letter to the property owner.

**FINANCIAL REPORT:**

CAM provided BOD budget spreadsheets (as of March 31, 2018) for review.

Popular-Operating Account:	\$108,908.60
Popular-Money Market Account:	\$171,523.73
Total:	\$280,432.33

## **ARCHITECTURAL CONTROL (ARC) APPLICATIONS TRACKER:**

CAM provided BOD the ARC report for review.

The ARC Committee met prior to the BOD meeting. Tera reported that the ARCs in the electronic system have been reviewed by the committee and they are up to date. Bob mentioned that CAM has received two new ARCs. Tera said they have been approved by the committee. Note: one has been approved with contingencies.

The ARC Committee has formulated a plan of action to improve the ARC review/approval process. Upon receipt of the ARC, the ARC will be reviewed by the committee within 48 hours. Approval is required by all three ARC members. Tera is responsible for ensuring that the final approval of the ARC is documented in the electronic system.

## **VIOLATION TRACKER:**

Collection Accounts have been closed with the exception of one account.

CAM provided BOD Violation Tracker Report for review. Currently, there are fourteen violations in Stage 3 status. If the homeowner fails to respond to a Stage 3 letter, the BOD turns the violation documentation over to the HOA Attorney for action. Very expensive.

Note: As indicated in November 9, 2017 OB BOD Meeting Minutes, reviews of lawns would not occur until April 2018 (the start of the planting, etc. season).

## **OLD BUSINESS:**

**OB entrance cameras.** We have the invoice/warranty information from the contractor. BOD would like to know how many days/months before the video is overwritten on the hard drive. Resident asked "how much storage does the hard drive hold? How many megabytes, terabytes, etc.?" Bob will contact contractor to provide information in writing.

**Committees.** BOD needs volunteers to serve on the following committees:

Hospitality, Ponds/Cleanup, Common Areas Landscaping, Newsletter, Holiday Luminaries.

Discussion concerning members needed for each committee. Need 2-4 members for each committee. Motion by Tera to combine the Ponds/Cleanup and Common Areas Landscaping committees. Seconded by Kathleen. Each committee will report to the BOD.

Action needed to clarify function of each committee and POC/email address so BOD can publicize this information to the community either via the Newsletter or letter. Greg volunteered to prepare a draft of this information for discussion at next BOD meeting. Until we get volunteers for the Newsletter committee, a letter may be sent to the community concerning the need for volunteers. Tera will contact the OB residents who previously published the OB Newsletter to see if they have a newsletter template. Vickie Boudreaux volunteered to be on the Newsletter Committee.

Discussion concerning suggested content of OB Newsletter. Continue discussion at next BOD meeting.

- President's Corner
- Community Happenings
- Trending
- Items for Sale
- Hospitality (new homeowners)
- BOD's Corner
- Resident Business Owners support

**OB front entrance irrigation system.** Training for Tera and Kathleen re: changing timers/testing system. Action by Greg to contact contractor and Bob will contact Hoffman's Lawncare and Landscape (HHL).

**OB Parkway or entire community litter pickup.** BOD received the second estimate from the contractor. It is very confusing. We need to go back to contractor to ensure the estimates cover the scenarios that we previously identified. Discussion to clarify scenarios. Motion by Tera to send letter to contractor. Seconded by Greg. Bob will send letter to contractor requesting estimates for each scenario listed below and to identify type of equipment contractor will use to perform services:

- Entire OB Parkway (street areas)
- Entire OB Parkway (street areas) and three ponds
- Entire OB Parkway (street areas) and fourteen ponds
- OB Parkway (street areas) from front entrance to Donegal Court

**OB Front Entrance Beautification.** Continued discussion re: recommendations from residents. Motion by Tera to include OB Front Entrance beautification costs in OB HOA Budget. Seconded by Greg. Motion by Tera to put mulch around crepe myrtles. Seconded by Greg.

**Grind out tree stump on island front entrance.** Action by Bob.

**Plant small sago palms on two front entrance islands.** Palms should be equally placed between existing trees, etc. Estimated cost \$1500. Action by Bob. Tera would like to be involved in discussions with HLL.

**Fertilize/Pest Control.** Action by Bob to get estimates for services.

Motion by Tera to include Spring Shrubs/Plants Replacement (OB front entrance) as an annual agenda item for future January BOD Meetings to allow for sufficient time to replace shrubs/plants, etc. Seconded by Kathleen.

**Speeding Sign.** Greg discussed locale, mobility, and functionality of sign. The sign has a lock and the sign messages can be changed. In addition, the sign is mobile and can be moved to different locations in the community. The sign is heavy and at a minimum needs at least two individuals to move and mount the sign at different locations. The BOD is concerned about liability issues concerning the movement of the sign. The BOD needs to further review and discuss. A mounting pole is also needed at any location to display the sign. The cost of one pole is \$300 (includes cementing into ground). Greg recommended two locations to periodically mount the sign: 1) corner of OB Parkway and Bristol Bay Lane (side of OB Parkway entering from front entrance), and 2) black fenced common areas on OB Parkway (side of OB Parkway exiting the community).

Motion by Greg to accept location of two mounting poles. Seconded by Tera.

**Electrical/Lights at OB front entrance marque.** Bob will take for action.

**Spring Community Garage Sale.** May 19, 2018, 9 am to 3 pm.

**Ponds Cleanup.** May 12, 2018, 9 am to Noon.

**Amendments Typo errors.** Bob provided BOD document with typo errors corrected. BOD to review document. Kathleen volunteered to review document and report back at next BOD Meeting.

#### **NEW BUSINESS:**

**BOD Meeting schedule and start time.** Discussion to meet monthly and in the evening. For the time being, the BOD will meet monthly to expedite the completion of community items; and, the meeting will commence at 7 pm at the CAM office allowing residents more flexibility to attend BOD meetings.

**OB HOA Annual Meeting.** The 2019 meeting will start at 7 pm to accommodate residents in the community.

**Pressure wash front entrance sign.** Bob will take for action.

**ADJOURNMENT:**

Meeting adjourned at 12:10 pm.

Recorder: Kathleen Mcfarland