

# OAKWOOD MANOR HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING FEBRUARY 21, 2023

CALL TO ORDER: The meeting was called to order by Mike Woodruff at 1:00pm Tuesday February 21, 2023 in Oakwood Manor Clubhouse, 3330 Fruitville Road, Sarasota, Florida 34237

DETERMINATION OF QUORUM: Present at the meeting were; Mike Woodruff, Marcia Berkey, Paul Knaus, Frank Dawes, Tony Calvino, Judy Cowan, Sharon Rump, Chris Turner

CONFIRMATION OF PROPER MEETING NOTICE: President Mike Woodruff confirmed the meeting notice was posted on February 18, 2023 in accordance with the by-laws of the Association at least forty-eight (48) hours prior to the date of the meeting.

APPROVAL/DISPOSAL OF MEETING MINUTES: A motion was made by Mike Woodruff, seconded by Tony Calvino to approve the November 15, 2022 Board meeting minutes. Each director voted in favor; motion passed unanimously

## OFFICERS AND DIRECTOR'S REPORTS:

Judy Cowan – 1) Decorating committee – Barb Priest and Vicki Goodrich have stepped down – thank you for all your hard work. Going forward committees sponsoring events will handle their own decorations. Volunteers will be asked to help decorate clubhouse and gazebo for holidays. 2) A dance/entertainment coordinator is being created to act as resource for bands and dances set up. 3) Pickleball club has been dissolved, donating their funds of \$980 to help offset costs of exit button at back gate. 4) Men's club elected new officers; Paul Reimann, Pres, Stan Kozenewski, Vice Pres, John Jones, Treas. Soup night is set for Friday March 31 at 4pm. 5) Reminder for Oakwood's Got Talent days set for March 25, 27, 28. 6) St Patrick's day dance March 17 and Park Picnic is March 15. Richard Evans (read by Chris Turner) – 1) Update on ISS – Committee and volunteers met with ISS and received instruction on new set top boxes. Each has installed their boxes and working through the kinks before the broad distribution begins. 2) Hurricane after action report – draft report underway, still need to interview management, staff and more residents. Concentrating on what worked and what didn't work for the Association. If interest in speaking please contact Richard. 3) Office software (TOPS) being looked at for upgrade. Cost quoted in 2022 were \$1547 setup and \$563 monthly. Need to get updated quote. Monthly cost expected to be lower than current expense. Upgrade would bring more features for owners and easier accounting activity. All files would need to be converted.

Chris Turner – no report

Sharon Rump – Reminder that deadline for Acorn is this Friday 2/24 by noon.

Tony Calvino – AV team still actively working on upgrading of equipment, pulling cables etc. Getting closer to completion. Note front TVs working today.

Frank Dawes – January financial overview. Net operating loss of \$29,338 for January. Heavy expenses for No real estate commissions, annual tree trimming, repair shuffleboard hurricane damage, reserve study and hot tub heater.

Paul Knaus – update on Maintenance building – expect to meet with engineer within the next week.

Marcia Berkey – Just under \$1m in sales so far this year. Reminded everyone about challenges of for sale by owner. Sellers are required to notify office if they are selling. (not happening), Buyers are uninformed and expecting a quick closing. Our office staff are not realtors and are not able to go through the legal process with the buyers and Angela is licensed and is the person that would lead buyers through the process. Also, the “blue book” is supposed to convey with the home and buyers sign that they read and understand what it means to buy into our community. It continues to cause undue frustration on the buyer and the office staff.

Mike Woodruff – The board did a deep dive into the beer and wine license and what is and isn't allowed. Marty's pool party was in violation due to his tip jar as any exchange of funds regardless is in violation. The board met with Marty to review the guidelines so any future pool events are in compliance.

For reference, the history of the beer and wine license was secured about 8 years ago as the parties sold tickets that included beer and wine. In order to not risk fines etc. the license was applied for. Under the license, no outside alcohol can be brought to an event that sells tickets that include alcohol. Additional restrictions are all alcohol must be purchased from a distributor. Our license covers the clubhouse and verandas only. In the research we uncovered many violations. Our license expires as of March 31 and the board will decide on whether to renew or let the license lapse. If lapse all event will be bring your own bottle for all social activities. For the activities for the remainder of March residents need to police themselves.

Annual meeting follow-up - Signage will be installed prohibiting golf carts on sidewalk by shuffleboard courts. No location will be used for motorcycle parking inside of gate. Christmas lights on boulevard trees will not be year-round. Already many are burnt out, tree trimming would require taking down and putting back up - renting a lift to take up and down cost \$800 each time. Street light at the bridge and Laurel Oak is being replaced.

Manager's report – Reserve advisors presentation – feel free to ask any questions. Tree removal and trimming completed in January. Perimeter fencing contractor should begin repairs in the next few weeks. Did research on pedestrian gate for west entrance. Masonry estimated at around \$30k, can't get any firm bids as companies are 12-18 months out for future work. Will revisit end of the year to see if can get a bid. Summer work schedule is being developed.

OLD BUSINESS:

**Clubhouse railing:**

**A motion was made by Mike Woodruff, seconded by Marcia Berkey to enter into a contract for a walkway railing in front of the clubhouse for a cost not to exceed \$5000.**

Discussion: confirmed the length would be another 6 feet to encompass the incline before it levels out. Both sides. Dick Potts asked if we can do ourselves with Home Depot materials for much less money. Also asked about adding an awning.

**8 directors voted in Favor – the motion passed unanimously**

**NEW BUSINESS:**

**Exit button at west side gate: A motion was made by Mike Woodruff, seconded by Marcia Berkey to enter into a contract for a pedestal exit button at the west gate for a cost not to exceed \$2800.**

Discussion: confirm that the pickleball funds of \$980 will help offset, will look the same as the front gate pedestal. Is not for returning into the park. Entrance costs and timeline will be discussed later as more pricing information is known (per manager's report)

**8 DIRECTORS VOTED IN FAVOR – THE MOTION PASSED UNANIMOUSLY**

**Finance Committee: A motion was made by Mike Woodruff, seconded by Tony Calvino to ratify the establishment of a finance committee with the following members: Nancy Williamson, Frank Dawes, Elaine LaForge, Al Kohl.**

No discussion

**8 DIRECTORS VOTED IN FAVOR – THE MOTION PASSED UNANIMOUSLY**

**Treasurers pay: A motion was made by Mike Woodruff, seconded by Tony Calvino to pay the Association Treasurer the sum of \$500 per month for performing the duties of Association Treasurer.**

Discussion: Long overdue. Thank you, Frank

**7 DIRECTORS VOTED IN FAVOR, 1 ABSTAIN (Frank Dawes) – THE MOTION PASSED**

**Beer and Wine license: A motion was made by Mike Woodruff, seconded by Frank Dawes to renew the beer and wine license up for renewal on March 31, 2023**

Discussion: various residents want to NOT renew, less liability. Opens up for people to BYOB to functions without violation. Many residents did not realize we were in violation by bringing their own alcohol. Questions regarding renewal cost and process if we let expire and want to renew – board did not have the answers. Several want to keep the license.

**Chris Turner made a motion to table the motion until March 21, 2023, seconded by Tony Calvino.**

**5 DIRECTORS VOTED IN FAVOR, 3 AGAINST – TABLE MOTION PASSED**

**OWNERS COMMENTS:**

Alta Miller- do renters get clickers to enter? No

Lori Reimann – Who is accounting firm for Audit and tax returns? Frank responded with

names.

When are revised by laws being distributed? Mike indicated he thought they were mailed – will check

Did property lines update project ever get completed? – Mike indicated no, is being revisited

Need to look at road signage in park – some outdated or missing

Speed monitor was discussed last year – is that still going to happen?

Resident directory – already outdated, maybe wait until after Annual meeting to publish

Resident information forms need updating – many have lost loved ones that are still on their forms

We have rules, but don't or can't enforce them – why do we have them

Dick Potts – consider looking at extra golf cart parking

Linda Short – too many bikes parking out of sun under veranda – need to use the bike racks. 3 wheeled bikes do not belong in rack

Paul Reimann – AED on wall in clubhouse – does anyone know how to use – some do and instructions are inside. Consider posting the info above the box

Greg Reynolds – Pins for lots never returned with results of survey – follow up?

Lloyd English – Any update or timeline at addressing the erosion of the east perimeter ditch – County says our issue, engineering firm needs to be hired. It is on the list

Carolyn Martin – has the beer and wine renewal invoice been received – not yet

Marty McSweeney – Can rules and regs, by laws and reserve report all be on members only site – yes

Apologized for any offense from him.

Asked if timing of board meetings can be evening instead of 1pm

Shirley Yoder – Landscape committee is ongoing to beautify the entrance. More flowers are needed and follow up to keep things looking good.

Stan K – Do all dog owners have papers on file – Bill indicates yes, If anyone suspects take picture, address info etc. and bring to office

Skip Mann – dogs are out of control, need to limit size and number

Vickie Woodruff – Call Angela or the office if you have a dog question – they will follow up to be sure all paperwork is on file – encourage everyone to use the system we have to confirm

Marty McSweeney – Levers for pool gate access – handicapped accessible? – per Bill for children and handicapped intended to require a second person for safety. Need handicapped button to access the shower rooms – is currently being addressed

**DATE OF NEXT MEETING MARCH 21, 2023 at 1:00 PM.**

**ADJOURNMENT: A motion was made by Chris Turner, seconded by Sharon Rump to adjourn at 2:42 pm, Each director present voted in favor; the motion passed unanimously**

**Respectfully submitted  
Christine Turner, Secretary**