



Birchwood HOA Board of Directors Meeting

Tuesday, June 2nd, 2020 @ 6pm

The regular meeting of the Birchwood HOA was called to order at 6:09pm 6/2/20 in Broken Arrow Oklahoma at the home of Tatum Adams.

Called to Order by Tatum Adams

Roll Call:

Present: Alana Hill, Doug Grenier, Matthew Archer, Nathanael Opperud, Tatum Adams, Jeremy Jones (via phone)
Aaron Burns **arrived** 6:26pm

Review Minutes of last meeting and approve

- FedEx Claim from Villas Gate completed
- Gazebo to be completed. No new deck work will be sought until fall.

Consider changes to ByLaws - Matt

- **Propose:**
 - **By-Law proposed changes are read aloud**
 - 3 Bid minimum for all work outside of regular maintenance
 - Every 3 years get new bids for companies hired for our neighborhood
 - Board votes on the 3 bids
 - Contracts require 2 signatures
 - Bank to enforce 2 signatures
 - All checks require 2 signatures as well as Check Slip attached
 - All voting board members are able to sign checks with Check Slip attached
 - Keep transaction records for 7+ years in a Physical Box
 - Retention Policy written out
 - Records of Email and Financial

Audit

- Board members suggest audit is done for past 3-5 years.
 - Forensic Audit Request
 - Communication about Audit and Price for our Community via Email/Letter asap
 - 3 Bids will be found and the Board will vote
 - Determine scope of Audit

Motions: Matthew Archer motions to do an Audit, Aaron Burns seconds that motion, All in Favor

Motions: Matthew Archer motions to postpone fence replacement to use funds for the audit, Nathanael Opperud seconds that motion, All in Favor

Aaron Status Report

- Pond cleaning has been done and will continue to be done, new contract signed.
- Fountain/Light will be cleaned out by that company.
- Gazebo work – will be put together in order to make useable and table for next year for more repairs, based on budget.
- Gazebo needs high quality primer and stain not paint

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Motions: Aaron Burns motions to finish current contract for Gazebo, then Table Gazebo to next, Matthew Archer seconds that motion, All in Favor

Alana Status Report

- Emails
- Closing Letters
- Mailchimp
- Mailbox
- Letter Logo coming
- Include email and mailing address to our letters and emails
- Form on Website for email sign up
- Yahoo and Gmail address
- Letter to City Hall – Curb painting and signs

Doug Status Report

- Accounting Review for April in progress
- April Close out in progress
- Full report for next week

Jeremy Status Report

- Social Media update in progress
- Logo accepted and being applied
- No changes for Private Neighborhoods
- Website needs to be updated

Matt Status Report

- Pool is Good
- Manage Gate Codes
- New Spring added to Pool Gate
- Special projects need to be put on hold for the Audit
- Maintenance and infrastructure discussion for Annual meeting
- Board member process research
- Back Ground checks for incoming Board members (free or low fee)

Code of Conduct re-written and applied as of June 2, 2020:

- Matt read all of new Code of Conduct aloud

Motions: Nathanael Oppenud motions to accept new Code of Conduct, Matthew Archer seconds that motion, All in Favor

Motions: Nathanael motions to have all new Board members and Committee members sign copy of Code of Conduct at time of approval to the board and every member annually at the Annual meeting, Aaron Burns seconds that motion, All in Favor

Tatum Status Report

- Annual meeting to be decided, most likely mid-end July
 - Dues
 - Maintenance
 - Neighborhood “Wish” List
 - Vision for our Neighborhood
 - Pool Key Card system
- Audit findings presented at Annual meeting
- Pool is good, Still under Phase II rules for Health Department
- Vendor Reports:
 - Lawn reports of Fertilizer and then mow, request a second fertilization
 - Gates at Villa repair (from FedEx truck) is completed
 - Gazebo contract about to close out
- City of Broken Arrow
 - Signs

- Curb painting for Waco Street

Other Business

- Monthly public meeting (2-3rd week of the month)

Motions: Matthew Archer motions to have a public meeting monthly, Aaron Burns seconds that motion, All in Favor

- Complaint Emails

Motion: Aaron Burns motions that Matthew Acher handles all Complaint emails, Nathanael Opperud seconds that motion, All in Favor

Dues

- Letters and emails went out on May 28, 2020
- Late fees for Dues, dollar amount as well as dates to be decided and reviewed during 2020

Tabled:

- ByLaws review in the near future

Adjourn to Executive Session



Birchwood HOA Board of Directors Meeting

Minutes from Meeting Tuesday, June 9th, 2020 @ 7PM

Tuesday, June 9, 2020 @ 7:10pm

1. Called to Order by Tatum Adams
2. Roll Call - Tatum Adams, Matthew Archer, Nathanael Opperud, Jeremy Jones, Doug Grenier, Alana Hill
3. Reviewed Minutes of last meeting
Motion to Approve previous weeks minutes – Matthew Archer moved to approve, Nathanael Opperud Seconded, All in Favor.
1. Review Unresolved issues from prior meeting
 - a. City Letter ready to be delivered to City Hall.
 - b. Social Media page updated and active
 - c. Logo “copy right” discussion
 - d. Internet/Webpage management changes to cut cost
2. Code of Conduct for HOA Board re-written and adjusted.
 - a. Motion to Approve Replacement of Code of Conduct – Tatum Adams made a Motion, Jeremy Jones Second, All in Favor.
3. Status Report from Tatum
 - a. Pool Gate is working, issue was found and resolved
 - b. Ash Tree Spray – looking for 3 bids for job to be completed.
 - c. Pool – COVID Phase II continues
 - d. Trail Washout discussion
4. Status Report from Matt
 - a. Code of Business Conduct was adjusted and approved by all
 - b. By-Laws reviewed and Tabled for next meeting
5. Status Report from Nathanael
 - a. Financial Statements will be presented next meeting for previous months of new Board
 - b. Dues Income/Payments are coming in and being processed weekly.
6. Status Report from Jeremy
 - a. Website is being created and Social media is being maintained and active
 - b. Private Neighborhoods reviewed
7. Status Report from Doug

8. Accounting Review will be presented next meeting
9. Financial Statements will be loaded to website when applicable
10. Status Report Alana
 - a. Closing Letters have been processed for upcoming closing
 - b. E-mails – system created for Board members to respond accurately to emails quickly
 - c. Mailchimp – creating campaigns and updating contacts as requested
11. General Discussion
 - a. Management Company costs review
 - b. Open Board Position Filled and New Position open
 - c. Motion to move Doug Grenier to open Board position – Matthew Archer made a Motion, Nathanael Opperud Second, All in Favor.
 - d. Audit – Financial review and discussion
 - e. Motion to consider all options of reviewing financials – Jeremy Jones made a Motion, Tatum Second, All in Favor.
 - f. Motion to Repeal Vote to approve Audit – Matthew Archer made a Motion, Jeremy Jones Second, All in Favor.
 - g. Homeowner Communication being discussed and will be further discussed at the next meeting
 - h. Duty realignment Tabled to next meeting
 - i. Social Activities Tabled to next meeting
 - j. No Soliciting Neighborhood – being researched and applied
12. Check Approvals with Form and signatures
Motion to Accept all checks for \$11,210.71 – Nathanael Opperud made a Motion, Jeremy Jones Second, All in Favor.
13. Pool Closing schedule Will be made and given to each member at the next meeting
14. Next meeting scheduled for Monday, June 15, 2020 at 5:30pm
15. Adjourn to Executive Session
16. Adjourn meeting at 10:03pm



Birchwood HOA Board of Directors Meeting

Monday, June 15th, 2020 5:45pm

Tatum Adams, Matthew Archer, Jeremy Jones, Doug Grenier, Nathanael Opperud, and Alana Hill

Minutes:

1. Meeting called to order by Matthew Archer at 5:45pm on June 15th, 2020

2. Tatum Adams, Matthew Archer, Jeremy Jones, Doug Grenier, Nathanael Opperud and Alana Hill

3. Review Minutes of last meeting and approve

Doug Grenier made a motion to accept the minutes of the last meeting as amended, Matthew Archer seconded, motion approved

4. Adjourn to Executive Session

Tatum Adams made a motion to move to Executive Session, Jeremy Jones seconded, motion approved

5. Close Executive Session

6. Existing Business:

a. City of Broken Arrow:

- i. Drainage and Trail Washout assigned to board member and tabled for next meeting
- ii. Curb Painting/No Parking letter will be delivered to City of Broken Arrow this week
- iii. No Soliciting Neighborhood request will be completed

b. Trash by the Pool - Will call Trash company to resolve this issue

c. Ash Tree Spray – Looking for 3 bids for this job

d. Management company research continued

e. Pool spray and clean up duty assigned this week

7. Regular Business

a. Check Approval Process was completed

8. Member Report – Matthew Archer

a. Code of Conduct completed and loaded to Google Drive

b. Signature Form for Code of Conduct to be completed

9. Member Report – Tatum Adams

a. Letter to the City of Broken Arrow completed and will be delivered

b. Pool Codes with Past dues to be reviewed as well as Pool Code ByLaws

10. Member Report – Jeremy Jones

- a. Management company search continued
- b. Website in progress, Host changes
- c. Payment for Website to be reviewed

11. Member Report – Doug Grenier

- a. May report in progress

12. Secretary Report – Alana Hill

- a. Play Ground Mulch and Timbers – work day to be scheduled

13. Set Next Meeting for Monday, June 22nd, 2020 at 6pm

14. Adjourn meeting at 8:46pm

Jeremy Jones moved to adjourn meeting, Matthew Archer seconded, motion approved