

OXFORD/CAMBRIDGE HOA BOARD MINUTES

Monday April 4, 2021, 6:30pm

Agenda

Quorum

Present: Rob Laumann, Megan McGraw, Jeremy Draxler, Sean Hogue, Pam Yassas from Superior
Pete Yacavone out of town

New Items

Met with Engineer at 6:30pm to discuss bridges- see below for assessment

Community meeting with Ed Driggs to discuss Relief ES, apartments, and traffic concerns (Dickie Ross potentially not being a dead-end road anymore- opening to Ardrey Kell as this is the entry road to the new ES)- *emailed with CSI community manager Shonda about meeting with board and Ardrey Commons community. Waiting on f/u. They met last week.*

Southampton Commons HOA President already reached out to have a joint community meeting if desired.

Tasks-Pam to Email Ed Driggs to see what days the first several weeks in May he is available, and we will set up a meeting at the clubhouse/pool deck for community and open to surrounding neighborhoods.

2022 Reserve Study due- need to go ahead and get on schedule. Need to have done by October budget meeting.

Tasks- Pam to get quote from Reserve advisors and Tyler and get us on the schedule.

Follow up Items

Rental Property CC&R potential modification- 31% of homes are rentals, need 67% of homeowners to sign off to make amendment. 272 homes needed to pass amendment- e-sign/mail and the door to door for the rest. E-signature acceptable. Will also need mortgage info- per law, amendment must be sent the mortgage company, if no response in 30 days, approval is assumed, unlike homeowners where signature is required for approval.

Per attorney-Modifications to specific verbiage for a lease review committee, etc. can be done with a resolution after amendment passed, no need to get community approval for resolutions. Amendment writing and verbiage complete- ready to be sent out to community.

Tasks: Pam to send out letters to community this week with cover sheet, copy of amendment, and signature sheet. Cover sheet to have instructions on how to return signature form. Owners will have the option to mail, scan and email, or e-sign via DocuSign. Board members and Amendment committee members will also go door-to-door once we see how many forms come in. Pam is just waiting for DocuSign to be available before mailings. E-blast to also go out.

Mini Library- Box has arrived- Jeremy to secure outside clubhouse- *Eblast to go out once installed-* Jeremy said he will try to do this weekend- trying to find a place to secure it.

Ongoing Items

Projects-

Bridges-

Meeting with Engineer 4/4/22:

*Right side bridge- Absolutely needs replacement ASAP. Bridge is still usable but can no longer handle the load it was originally built for. Close to being a safety hazard. It has a slope failure. May need scouring of the creek, but that is outside of the scope of the architect. Architect will redesign the bridge to reconstruct it with a span long enough to be outside the area of failure, with steel beams to go across the creek.

*Left side bridge- (closest to basketball court) Not in as bad of shape as the other bridge. Severe erosion around footing on one side. Needs to be replaced as well. (Not as immediate of a concern but need to plan for this year or next.)

Architect next steps:

-Create design and give their recommendations.

-\$2-3K for the cost of the design. Architect can draw up the design for both bridges at the same time and it will be more cost effective.

-Based on schedule, it will probably be the week of April 25th for the Architect to come out and do the measurements and start on the design. Usually takes 3-5 weeks from approval of proposal to have a design.

-Proposal to be sent on Wednesday for cost of services. If approved, we should have a design for the bridges by Mid-May at the latest.

-Will be sent directly to us.

-We can then provide the designs to contractors to bid on the work for completion.

-Contractors would need to pull any needed permits, request site plans, consult Army Corp of Engineers if anything needs to be done with the creek to help with erosion.

Bridge can be flat or cambered. Per ADA guidelines, no more than a 5% slope. So, a flat bridge makes more sense because there isn't can't of a camber to notice at 5%, unless there is an overhead arch, which also increases the cost significantly (besides, it is in the woods).

We will go with the flat bridge and have both bridge designs drawn up at the same time for cost savings.

(Per contractor previously: For cambered bridge-\$40K and up. \$28k-35K for flat bridge.)

Clubhouse Wood Rot/Door Replacement-

Paramount deposit paid

Work to be Scheduled- approx. 12 weeks for delivery on the doors, wood rot work can be started on immediately

Key fob/security system-

Dustin was fixing issues and trying to tie alerts to board email. Alerts have not yet been set up.

Need to move camera back at pool entrance to be able to see the gate

Unable to access to program outside of Internet Explorer- need solution

Basketball Court-

On hold until bridges and clubhouse repairs done- all quotes in Google Drive

Most likely next FY

Monument Sign Repairs-

Campbell Hall Ct./Commons Crossings Dr.

Whizzy Doodle quote:

Oxford & Cambridge Entrance signs: \$3432- (Powder coated aluminum) email previous work

~~Clubhouse/Playground/Handicap/Stop signs: \$1173-~~

Decorative poles: \$700

Fast Signs:

~~Oxford & Cambridge Entrance Monument Signs: \$13,000-~~

Clubhouse/Playground/Handicap/Stop signs: \$400 –**They have been ordered**

Jeremy to look at to see if monument signs can be refinished v. needing to be replaced- Lettering is embossed and is a raised surface (he may try to refinish an old sign to see how it looks)

Clubhouse Electrical work-

Walker Electric to do splice repair/code violation work and sheet rock to be repaired 4/5.

Megan to confirm that work complete in the afternoon of 4/5.

Miscellaneous Work-

Power washing- complete to playground- pool deck except for where the chairs were.
\$399 for clubhouse (future quote)

Mulch- Charlotte Playsets/Mulch Life- \$1534

Pam to schedule for mulch to put down in playground area

Integrity- for trees on Berm at entrance for fallen/dead trees

Waiting on official quote from Kristen, ½ the price than Brightview

Financials

On Google Drive

Executive Session

Closed to public

Adjourn- 8:00pm

Next Meeting- Monday, May 2 @ 6:30pm

Southampton Clubhouse