

**The Fairways at Laguna Oaks Homeowners Association  
Board of Directors Meeting  
Minutes  
September 22, 2021**

The September 22, 2021, meeting of The Fairways at Laguna Oaks Condominium Association Board of Directors was called to order at 6:10 pm by President Barry Mastrangelo. Present from the Board of Directors is Meg Burns, Vice President and Brian Buckley, Treasurer. Norma Meyer and Beatrice Cantrell from DiLucia Management Corporation were also present.

A quorum of the Board has been established.

**Approval of Minutes of May 20, 2021** – Brian motions to approve the minutes. Barry seconds and all in favor.

**President's Report**

Barry wanted to make sure that Dave Leipert was thanked for all the work he did while on the Board. Barry also talked about volunteers and how important they are for the community. Barry advised that it has been a productive time since the annual meeting. Two new homeowners have moved into the community, one being present at the meeting tonight – Matt Traber – and he is welcomed to the community. Ryan Homes is expecting 13 more homes to be purchased by December or early January with the balance by June. The Board has met with management a couple of times to go over the budget for 2022 and other things. As a Board, they all feel that it is important for Management to be present at the Board meetings. Many areas were discussed and researched including some of those that are on the agenda.

**Treasurer's Report**

Brian mentioned that he has reviewed the draft budget and has some questions. The reserve account has a balance of \$190,206. In September of 2020, the balance was \$147,878 compared to 2016 when the balance was \$16,802. He is proud of the community and well they have been doing financially. The financial and operations report has been posted on the website for homeowners to see.

**Manager's Report**

Norma advised that a lot has been going on since the Annual Meeting, but a couple things that have happened are:

- Storm water management has been researched and we reached out to the golf course, Langford's engineer, and Langford's attorney – found out from the engineer that the pond will be maintained by the golf course even though it is on COA property, but the Association will be responsible to maintain the turf around the pond.
- Received emails from the office manger of Ryan Homes regarding questions and information for FHA approval. Also received and answered emails from Dana in the sales office.
- Dryer vent proposals were requested from three companies and forwarded to the Board.
- Received snow and landscape proposals from BrightView. Sent to Board and landscape chair.
- Reached out to BrightView on different occasions regarding irrigation issues, edging issues, siding, etc.

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- Received notice today that the gutters will be cleaned out on Friday. Nick Mansor (301) recommended that we put that off until the end of October. Norma will contact BrightView and have them reschedule.

**Committee Reports**

- **Landscape Committee** – Meg Burns, liaison to the landscape committee, had discussed with the other Board members about giving the committee access to funds with a budget of \$3,500.00 so that the committee can help beautify the community without using their own funds. It was agreed between the Board that a debit card would be the way to go. The debit card would be in Meg's name and given to a member of the committee. Management will follow up with the bank.
- Maureen Dobuski, Landscape Chair, feels that BrightView has dropped the ball in the last two months, but she agrees with the Board to stay with BrightView for another year since they are doing work for Ryan Homes in the new phases. Maureen also made a suggestion that the Board meet with the developer so that the Association can get a handle on the things that will be done since all of this affects the community as a whole. Maureen and Meg are planning a community walk around on September 29 to identify areas of concern. These will be communicated by the Board to the Developer.
- Ted Fairley mentioned the Fall Clean-up for October 9<sup>th</sup>. He asked the homeowners to get their projects lined up and let the landscape committee know. Meg reminded everyone that anything on the outside of the home needs to have an application filled out and Board approval.
- **Financial Committee** – Brian thanks Bob Haines for all his work helping the Association with their financials.

**Unfinished Business**

- **Snow Contract** - Barry mentions that Erik advised that walkways and driveways will be cleared by BrightView. The driveways will only be cleared if they are free of vehicles. Due to insurance liability they need to stay 1 foot away from a car. They will clear from the rear of the car to the street if a car is in the driveway. Management will send out a text if snow removal is necessary and if a homeowner does park in the driveway and wants the driveway cleared the vehicle should be moved. Meg motions to accept the contract as written for snow removal. Seconded and all in favor.
- **Landscape Proposal for 2022** – Brian motions to accept the contract in the amount of \$43,423.76 for one year. Seconded and all in favor.
- **Engineering Study** – The Board is still researching how to proceed.
- **Maintenance Schedule**  
**Power Washing** – This will be done in the Spring.  
**Dryer Vents** – The Board and Management have received proposals and talked with the insurance agent. It has been decided that this is an individual homeowner responsibility, not an

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Association responsibility. The Board is asking that all homeowners take care of their own dryer vents and then give Management a copy of the receipt.

**Gutter Cleaning** – Gutter cleaning is currently on the BrightView contract. They scheduled gutter cleaning for Friday, September 24. The homeowners have asked that this be put off until late October. Management will contact BrightView and re-schedule.

**Storm Water Management** – This is being tabled until more information is received.

**New Business**

- **Approval of Budget for 2022** – Brian has asked that this be tabled until he has more time to review and ask questions of Management.
- **Welcome Committee** – Meg is the liaison for the Welcome Committee. There are 5 volunteers – Barbara Harvey, Terry Boland, Kathleen McGuigan, Donna Fairley, and Carol Smith. They have had their first meeting and it has been decided they are developing a Welcome Packet that will be distributed to each new homeowner in canvas bags with coupons, handouts and other info from community business. The next meeting is scheduled for next week. The committee is asking for \$750.00 to purchase items. Brian motions to approve the \$750.00. Seconded and all in favor.

**Homeowner Comments:**

Maureen Dobuski (201) suggested that we investigate termite treatment. Management will do that.

Carol Smith (211) advised that there have been problems with hot water tanks. There were problems finding a plumber who would be able to help them. Nick Mansor and Brian gave a mini tutorial about how to drain the water from the tank. A couple of recommendations for plumbers were made Courthouse Plumbers, Stone Harbor Plumbers and Shaffer Mechanical. Management will also ask a plumber that does quite a bit of work for DiLucia Management.

Kathleen McGuigan (405) asked about the master insurance for the Association. She wanted to know if there was a disaster if the Association would be covered. Is the Association covered for tornadoes? Ed Savidge (411) questioned if the water main under the house broke – is this Association responsibility or homeowner responsibility? Management will contact the insurance agent.

There was a question about the speed limit signs – some say 15mph and another says 25mph. Management will research this.

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**The meeting is adjourned.**

Respectfully Submitted,

Norma Meyer, Regional Manager  
DiLucia Management Corporation

Accepted by:

Barry Mastrangelo, President