

**The Vineyard Association, Inc.  
Board of Directors Meeting (Quarterly)**

**LOCATION:** The Vineyard Mill House; 108 Nantucket Boulevard, Norman, OK  
**DATE:** July 24, 2018  
**TIME:** 7:00 p.m

**MINUTES**

**I. CALL TO ORDER:**

The meeting of the Board of Directors was called to order at 7:05 p.m.

**In attendance:**

**Directors & Officers:** Doug Shelton (President); Phil Browder (Vice-President); Terry Brice (Treasurer); Jamie Pybas (Secretary); Patricia Tramel; Bill Scanlon

**Committee Chairs/Members:** John Wetz (Landscaping); Joe Hylton (Landscaping and Maintenance); Mark Druckenmiller (Maintenance)

**Association Members:** Kyle McAfee, Clarence Warner, Jeremy Short, Tessa Short, Todd Swearingen, Brian Bruss

**II. OLD BUSINESS- READING AND DISPOSAL OF UNAPPROVED MINUTES:**

Bill Scanlon moved to approve the minutes of the April 17, 2018, quarterly meeting; Terry Brice seconded; and all in favor.

**III. COMMITTEE REPORTS:**

**A. Covenant Enforcement Committee:**

Phil Browder informed the Board that current committee chairman Lauren Browder has resigned. Phil Browder will be acting chairman of the committee. Prior to giving the committee report on current enforcement activities, Phil explained the committee's attempts to update the policies for dealing with covenant infractions. These revisions were designed to make the process more friendly and neighborly. The committee devised an initial letter informing the homeowner that a violation had been reported and giving the owner 30 days to resolve the condition. If necessary, a second letter could be sent allowing for a 15-day extension. In this second notice, Phil explained that homeowners are informed that a failure to resolve the violation may result in certain actions by the Board. There was a general discussion on the

proper length of time to allow for corrections by homeowners following notice of violations before additional action is taken by the Board. Discussion was held on whether the current process allowing 30 days to resolve the reported infraction should be amended. Several Board members reported that some homeowners had complained a 30-day grace period was too lenient.

A homeowner in attendance indicated his family had recently received a letter threatening legal action over an infraction of Article XVI dealing with basketball goals. The homeowner asked how many homeowners had been sued by the Board in the past. None of the Board members were aware of any past legal action against a homeowner, indicating that normally the threat of legal action resulted in correction of the infractions. The homeowner was critical of the Board's enforcement policy and complained that the Board's interpretation of the basketball goal covenant was overreaching. The homeowner complained the enforcement process was not transparent enough as the covenants and bylaws were hard to find and poorly written. President Doug Shelton agreed that the covenants were sometimes difficult to interpret but explained that they were the governing documents of the Association and had to be strictly construed as written. He explained that if the HOA members were unhappy with the covenants and bylaws, the only solution was to amend these documents. The only way to do so would be to hold a special meeting of the homeowners in which 90% of the members vote to revise or amend the current covenants and/or bylaws. A discussion was held on the possibility of sending out a neighborhood survey asking for feedback on suggested amendments or revisions to the covenants. After an extended discussion, it was determined that the topics of the adoption of board policy regarding the notification and enforcement of covenant violations and the necessity of drafting and circulating a survey on covenant interpretation and enforcement would be placed on the agenda for the next board meeting and formally voted on at that meeting.

**B. Neighborhood Watch Committee:**

A discussion was held on whether to purchase additional "no trespassing" signs for areas surrounding the Mill House. A decision was made to table any action on the signs until later. No formal report was given by the committee as the members were not present at the meeting. It was noted, however, that the committee members have been patrolling the neighborhood in vehicles equipped with "Vineyard Neighborhood Watch" signs. Doug Shelton reported that there had been several vandalism incidents in Phase III lately. A Phase III resident's vehicle had been vandalized twice in recent weeks during daylight hours. Doug also reported that vandals had spray-painted the drainage pipe at the back of the pond in Phase III.

**Action:** The Neighborhood Watch Committee will recruit additional members to patrol the neighborhood. Several Board members also offered to patrol the neighborhood to increase visibility and attempt to deter future crime.

**C. Architectural Control Committee:**

Nothing to report.

**D. Landscaping Committee:**

Chairman John Wetz reported that crape myrtles had been planted in the flowerbed surrounding the front entrance sign to replace the two redbud trees that died last year. The Marcum's Nursery credit from the death of the Australian pine tree was used to purchase the crape myrtles. John reported that the perennials in the front flowerbeds did not appear to be getting enough water and the sprinkler schedule needed to be adjusted. John discussed the possibility of hiring Pitzer's to plant and maintain the front flower beds. He suggested Pitzer's could do a spring planting, fall planting, and once-a-month weeding.

Joe Hylton reported that the HOA ponds needed work as the water appeared gray and green algae was growing in several ponds. A discussion was had on whether the Board should explore hiring a different pond maintenance company. Joe suggested that the Mill House pond might need to be drained and cleaned.

The Board discussed landscaping options for the roundabouts. A suggestion was made to plant drought resistant plants since there is no irrigation in the area.

Joe Hylton reported that he will obtain the proper materials to paint the inside of the letters on the front entrance sign with concrete stain to make them more visible.

A discussion was held on cleaning silt out of the two bridges between Phase I and II. Bill Scanlon stated that as part of flood mitigation efforts, the City of Norman will clean the silt from under the bridges and up to three feet on either side.

The issue was raised as to whether the Board would be interested in hiring Sooner Elite Landscaping to mow a walking trail through the wooded area west of the north pond in Phase III at a cost of roughly \$80 per month during growing season and \$100 for one-time pruning to keep the trails passable. Board members indicated that since it was not HOA property (it belongs to Curtis McCarty) the Board should not expend funds mowing the property.

**Action:** Mark Druckenmiller will obtain an estimate from Pitzer's for the cost of planting and maintaining the front entrance flower beds. Joe Hylton will obtain bids on pond maintenance and draining/cleaning the Mill House pond and report back to the Board Members for further discussion.

**E. Maintenance Committee:**

Chairman Joe Hylton reported that the HOA driveway bridges do not have any current structural issues. The committee will continue to monitor the bridges for needed repair.

**F. Newsletter Committee:**

Chairman Bill Scanlon reported that he will include a reminder in the next newsletter to all residents to abide by the covenants and restrictions as well as a specific reminder about the need to obtain permission prior to taking photographs on the covered bridge and to report trespassers in the common areas for safety reasons.

**IV. FINANCES:**

Treasurer Terry Bryce provided an update on the current financial status of the Association and a financial summary and update as of June 30, 2018. Terry indicated he had reviewed documents from the past three years in order to provide recommendations for future budgets. He proposed a financial plan and opined that the HOA should not fall below \$10,000 for year-end projections. He suggested that any surplus over \$10,000 should go into the reserve account. He also recommended that an emergency fund should be maintained and not utilized unless it was an absolute emergency. He suggested that the HOA develop a capital improvement plan each year, and any capital improvement over \$20,000 should require a special assessment. Terry indicated that the current breakdown of the reserve account budget (\$47,533.28) was approximately 47% for capital improvements, 40% for non routine maintenance, and 13% for operations replacement. He proposed the future breakdown of the reserve account should budget 60% for capital improvements, 35% for non routine (emergency) maintenance and 5% for operations. Because of the late hour, the Board agreed to postpone a discussion of possible capital improvement projects until the next Board meeting.

**V. UNFINISHED BUSINESS:**

Bill Scanlon indicated the Board would need to authorize the expenditure of previously appropriated money for the Big Event. He also reminded the Board of the need to hire the sheriff to provide security at the Halloween Festival event, an expenditure also previously provided for in the budget. The Board authorized these requests.

**VI. ADJOURNMENT:**

Bill Scanlon moved to close the quarterly meeting; Tricia Tramel seconded; and all approved.  
**MEETING OF THE BOARD ADJOURNED AT 10:34 P.M.**