

OAKWOOD VILLAGE CONDOMINIUM ASSOCIATION
BOARD MEETING MINUTES
March 23, 2026

A Board meeting of the Oakwood Village Condominium Association was held on **March 23, 2026** at **Oakwood Village Clubhouse**.

ROLL CALL

BOARD MEMBERS PRESENT: Tom, Patrick, Tori, Jason (phone), Lega (6:36)

BOARD MEMBERS ABSENT: –

ALSO PRESENT: –

Tom called the meeting to order at **6:18 p.m.** Roll was called, and a quorum was established. Attendees were welcomed and given the opportunity to address the Board with concerns.

The minutes of the previous meeting were presented to the Board via email. These minutes were tabled until the next meeting, as the board had not had time to review them before the meeting.

FINANCIAL REPORT:

A review of the YTD Income Statement, Balance Sheet, Collection Report, and budget were not conducted. **The approval of the February meeting notes and financial report discussion was postponed to the next board meeting, as members did not have sufficient time to review them in advance.** Lega emphasized the necessity for board members to have adequate time to examine items that will be discussed, noting that relevant documentation should be distributed beforehand. Tom added that Keystone requires one week's notice to change a meeting's virtual or in-person status, and recommended that the agenda and all supporting materials be provided to board members at least one week prior, ensuring consistency with this practice.

Action Item: Effective as of April 2026, Keystone is to distribute the board meeting agenda and all supporting documentation on the third Monday of each month.

OLD BUSINESS:

Agenda Topic: There was discussion regarding insurance. Patrick called for a motion to approve Auto Owners as our insurance agent, with the option to switch to Farm Bureau if and when possible, and the motion was seconded by Tom. Motion carried by roll call vote.

YES: Tom, Patrick, Tori, Jason

NO: –

Agenda Topic: There was discussion regarding lawn care and maintenance. Lega was not present during the vote; however, she inquired whether board members had reviewed feedback from all vendors. She emphasized the importance of recognizing the learning curve associated with new contractors, referencing Torres' initial snow removal work during the past winter season. She also stated that Keystone should survey the work of Triple Green after their first couple of mows. Tori called for a motion to approve Triple Green as our lawn vendor, and the motion was seconded by Patrick. Motion carried by roll call vote.

YES: Tom, Patrick, Tori, Jason

NO: –

Action Item: Enter into an agreement with Triple Green to handle mowing at Oakwood Village for the 2026 season.

Agenda Topic: There was discussion regarding the lawn services to be provided by Triple Green. Tori called for a motion to approve the services of mowing, spring and fall cleanup, and applications and bed maintenance if requested, and the motion was seconded by Jason. Motion carried by roll call vote.

YES: Tom, Patrick, Tori, Jason

NO: –

Agenda Topic: There was discussion regarding the Phase 3 tree removal, in front of the 700, 800 and 900 buildings. Lega called for a motion to pursue at least two bids for tree removal for review next month, with a stipulation that the cost of the removal of the two peach trees in front of the 900 building be billed to the owner of the unit 905, whose renter planted the trees without permission. The board requests that Hanna set up an all-contractor walk-around for the Phase 3 project, and Tom volunteered to join the walk-around. The reason for this request is to avoid miscommunications which sometimes happen when each contractor has their own walk-around. The motion was seconded by Patrick. Motion carried by roll call vote.

YES: Tom, Patrick, Tori, Jason, Lega

NO: –

Agenda Topic: There was discussion regarding trash removal. Lega consulted Mason to clarify the bid, as the quoted amount of \$65 per full trash pickup appeared low. Mason explained that each visit would last a maximum of one hour, and he anticipated gradually addressing the trash buildup with ongoing visits. Mason indicated that trash collection will take place on Wednesdays. Lega emphasized to Mason that increased frequency would be necessary to achieve improvement. His service rate is therefore \$65 per hour. Lega inquired with Jason regarding the duration he and his roommate, Echo, required to clear a small section of the fence line a few years prior. After consulting with her, Jason responded that it took approximately three hours. While Lega expressed concern that the scope of work might exceed Mason's expectations, Lega motioned to contract Mason Weibel of XT Property Services LLC for trash removal on a probationary basis. The agreement specifies four weekly visits within one month, commencing Wednesday, April 1st, at a total of four payments of \$65, with a review scheduled for the next board meeting. The motion was seconded by Tori. Motion carried by roll call vote.

YES: Tom, Patrick, Tori, Jason, Lega

NO: –

Action Item: Enter an agreement with Mason Weibel of XT Property Services LLC for trash removal services on a probationary basis, consisting of four weekly visits commencing Wednesday, April 1st, at a rate of \$65 per hour. Please advise Mason that the Board will evaluate the arrangement upon completion of the trial period based on observed progress.

NEW BUSINESS:

Agenda Topic: There was discussion regarding the controversy of the fee assessed to Richard Freeman, the owner of 1703 and 1705. **Tori** called for a motion to request that the fee be removed if he can provide proof that he emailed Katie Lyons to appoint her as his proxy. If he cannot provide proof, the fee will not be waived. The Board expressed uncertainty regarding how Katie was designated as the proxy for Mr. Freeman, noting that she did not attend either the 2024 or 2025 annual meetings. Lega expressed her belief that Mr. Freeman had submitted his proxy, considering all available information and the efforts he made to have a \$25 fee waived. **Tori** recommended that evidence be sought to establish precedent. Lega and **Tori** are of the opinion that a fine should not be assessed against Katie if Mr. Freeman provides proof that he assigned his proxy to her. The motion was seconded by **Tom**. Motion carried by roll call vote.

YES: **Tom, Patrick, Tori, Jason**

NO: –

NOTES:

The board requests that Hannah either help to track down the sets of board binders (one may still be in Lois' possession) or replace them and provide them to the new board members. The board also requests that Hannah retrieve the set of clubhouse keys that Lenny still has in his possession.

Regarding deck repair (item E on the agenda), it will be necessary to determine owner responsibility for electrical work in the removal and replacement of AC. Tom spoke to Steve B, who agreed to help delineate how to separate costs between the association and the owner regarding the steps required to prepare for deck demolition and replacement.

Finally, the board requests that Hannah clarify who, other than Torres, was sought for bids for cutting down the 1700 tree.

ADJOURNMENT: A motion was made by **Tom** to adjourn the meeting, and the motion was seconded by **Tori**. The meeting was adjourned at **7:48 p.m.**

The next Board Meeting will be held on **Monday, April 27, 2026 at 6:00 p.m. at the Oakwood Village Clubhouse.**