

Waggoner Park Board Meeting

Waggoner Park Board Meeting	
Date: 7/20/2021	Time: 6:30pm Meeting Location: Zoom
Meeting called by	Paul Elswick at 6:33 pm, seconded by Sam Howorka
Adjourn called by	Paul Elswick at 8:42 pm, seconded by Mike Shaffer
Type of meeting	Monthly Board Meeting
Facilitator	Brandon Long
Note taker	Samantha Howorka
Attendees	Paul Elswick, Sam Howorka, Mike Shaffer, Alex Wright, Ellie Deschaine
CLOSED SESSION: 6:33pm to 6:50 pm	
Agenda Topic: New Business—Open Session	
Time Allotted: 6:50pm to 7:15pm	Presenter: Brandon Long
Discussion	<p>General Manager (GM) of Proscap Landscaping present to discuss landscaping questions and concerns.</p> <p>GM shares updates on upcoming landscaping needs/projects to be completed. He shares that they will be out starting next Monday 7/26 to start doing summer pruning. There should be three crews total with the goal to complete it in three days.</p> <p>GM shared that trimming arborvitaes are not typically part of summer pruning, but he did create a punch list things Brandon has requested due to resident requests. He said that everything that Brandon had on that list has been taken care of.</p> <p>GM shared that he has not heard back on any additional issues regarding mowing since last follow-up. The crew has skipped on mowing a couple times due to wetness and/or health of the grass. He shared that they do this at their discretion based on the health of the turf and rain.</p> <p>Mike asked for clarification regarding weeding of the beds and placement of mulch. Concerns raised that this was not completed when mulch was placed. GM confirmed that this was completed. Feedback given that some beds were overlooked. Additional feedback given regarding issues with mulch being thrown down which caused it to get into some AC</p>

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	<p>units. GM to follow-up and request this be blown out in the future.</p> <p>This will also include weeding of beds, and pruning back deciduous shrubs, in addition to weeding out around AC units.</p> <p>GM shared that we will be getting a new account manager in August.</p>		
Conclusion	Discussion amongst the group to plan a walk through once new account manager comes onboard to discuss landscaping needs.		
Action Items		Person Responsible	Deadline
Schedule walk through with new account manager after completion of the roofing project.		Brandon	TBD
Agenda Topic: Approval of June Minutes			
Time Allotted: 7:15pm to 7:18pm	Presenter: Sam Howorka		
Discussion	No concerns or changes to minutes.		
Conclusions	Sam Howorka moves to approve minutes. Mike Shaffer seconds. No one opposed. Passes by acclamation.		
Action Items		Person Responsible	Deadline
None			
Agenda Topic: Approval of May and June Financials			
Time Allotted: 7:18pm to 7:25pm	Presenter: Ellie Deschaine		
Discussion	<p>No concerns or changes to May and June minutes.</p> <p>Ellie asked if there is a standardized process for getting bids for projects, and if there is a minimum number of bids that needs to be obtained. Brandon shared that there is no minimum, but there are certain requirements that contractors have to meet to be eligible for a bid.</p> <p>Brandon did mention that that we have not yet been billed for JanPro service yet so that is why the amount is currently at</p>		

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	zero. Brandon reminds the board to expect that to come in the next month or two.		
Conclusions	Ellie Deschaine moves to approve May and June financials. Sam Howorka seconds. No one opposed. Passes by acclamation.		
Action Items	Person Responsible	Deadline	
None	N/A	N/A	
CLOSED SESSION: 7:25pm to 7:49pm			
Agenda Topic: Phase 3 Compactor/City Issues			
Time Allotted: 7:49pm to 7:55pm	Presenter: Brandon Long		
Discussion	<p>Damage to compactor concrete shell occurred last week on Overcup when compactor was removed.</p> <p>Towne properties went out to clear out all the debris so it could still be utilized.</p> <p>Brandon is keeping all receipts so this can be sent back to the city for reimbursement.</p> <p>Repairs will also be covered by the city.</p> <p>Sam asks if we have looked at private companies. Discussion that the board as looked at private companies in the past. Brandon shared that they have not looked at private companies in the past few years.</p>		
Conclusion	Consensus from board members to look into obtaining some information on potential private companies.		
Action Items	Person Responsible	Deadline	
Brandon to obtain bids from some private companies.	Brandon Long	8-24-21	
CLOSED SESSION: 7:55pm to 8:05pm			
Agenda Topic: New Business—Open Session			
Time Allotted: 8:05pm to 8:10pm	Presenter: Brandon Long		

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Discussion	<p>279 Oxford Oak</p> <ul style="list-style-type: none"> Request to remove bush and replace fake bush. <p>Towne Properties on site Paul discusses if Lacey can be back on site a couple days a week to deal with onsite needs. At this time consensus is that a couple times a week would be beneficial.</p> <p>In Person Meetings</p> <ul style="list-style-type: none"> Sam asks if we can start to have meetings in person. Consensus to move to in person meetings in August 		
Conclusion	<p>Paul moves that we do not allow the fake bush. Alex seconds. None opposed. Passed by acclamation.</p> <p>Brandon to bring to Kim for further discussion.</p>		
Action Items		Person Responsible	Deadline
	Brandon to communicate back with resident.	Brandon Long	7-30-21
	Brandon to work with Kim Brown to see if Lacey can come back on site for 2 days a week until the pools close, then 1 day a week.	Brandon Long	7-30-21
Agenda Topic: Pools & Pool Furniture			
Time Allotted: 8:10pm to 8:18pm	Presenter: Brandon Long		
Discussion	<p>Brandon shared that he is having difficulty finding the appropriate umbrellas to replace the current ones.</p> <p>Suggestion from the group to discuss with pool maintenance company to determine if they have suggestions on where to go to obtain similar type and style of umbrellas.</p> <p>Discussion amongst the group that since it is mid-Summer now we could wait to purchase until off season, but want umbrellas purchased before the end of the year so there are no delays in obtaining for 2022 pool season.</p> <p>Discussion amongst the group regarding number of umbrellas. Agreement that pool by the clubhouse has the awning for shade, and the 1 umbrella so additional shaded areas are not needed at this time, but will re-evaluate. For Phase I pool,</p>		

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	likely will need some additional shaded areas. Will evaluate options for additional umbrellas for Phase I.		
Conclusion	Evaluate pools to determine if additional umbrellas are needed in addition to the current ones. Continue to work on replacements for current umbrellas.		
Action Items		Person Responsible	Deadline
Brandon to reach out to pool maintenance company to find contacts for purchasing new umbrellas.		Brandon Long	8/24/21
Purchase new umbrellas for 2022 pool season.		Brandon Long	10/31/21
Agenda Topic: Gas Grounding			
Time Allotted: 8:18pm to 8:19pm	Presenter: Brandon Long		
Discussion	No new updates at this time.		
Conclusion			
Action Items		Person Responsible	Deadline
None			
Agenda Topic: Concrete Steps/Faux Stone Repairs			
Time Allotted: 8:19pm to 8:30pm	Presenter: Brandon Long		
Discussion	<p>Brandon shared that the process has been slower because the company we have been using is there are just a few guys doing the work.</p> <p>Brandon shared that the other company we have been contracting to help complete more of the work recently completed work on all of Shadbush, and did a great job.</p> <p>Brandon is going to work with that company to see how many repairs can they get completed in 2021.</p> <p>Brandon shared that we have 80+ units that need concrete/faux stone repairs.</p>		
Conclusion	Brandon to update once he follows up with additional company.		

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Action Items		Person Responsible	Deadline
None			
Agenda Topic: Garage Lighting within Community			
Time Allotted: 8:30pm to 8:30pm	Presenter: Brandon Long		
Discussion	No new updates at this time. Brandon is still working on obtaining additional contactors for bids.		
Conclusion			
Action Items		Person Responsible	Deadline
None			
Agenda Topic: Website Management			
Time Allotted: 8:30pm to 8:32pm	Presenter: Alex Wright		
Discussion	Bid removed from The Wright Design.		
Conclusion	Brandon will continue to look for other companies.		
Action Items		Person Responsible	Deadline
None			
Agenda Topic: Community Camera Additions			
Time Allotted: 8:32pm to 8:35pm	Presenter: Brandon Long		
Discussion	Invitations need sent to new board members to be able to view camera recordings.		
Conclusion	Paul currently has access and will send invites.		
Action Items		Person Responsible	Deadline
Paul to send invitations to camera system.		Paul Elswick	7-30-21
Agenda Topic: Old Business—Open Session			
Time Allotted: 8:32pm to 8:42	Presenter: Brandon Long		
Discussion	Community Involvement <ul style="list-style-type: none"> • Mike shared that he wants to increase community involvement. Discussion amongst the group to add to next month's agenda to brainstorm ideas. 		

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	Next two month's meetings scheduled. Will await response from Brandon regarding September meeting, and who will be covering while he is out.		
Conclusion	See above.		
Action Items		Person Responsible	Deadline
None			
Next Meeting: August 24, 2021			