
Oakbrook HOA Annual Meeting

November 14, 2022
Southglenn Library

2022 HOA Board Members

President → Marci Meyer

Vice-President → Joe Chalupa

Treasurer → Joanne Johnson

Communications Director → Ellina Robischon

Secretary → Ashley Hudson

2022 Meeting Agenda

1. Current HOA Board Member Introductions
2. Review Prior Year Minutes
3. HOA Mission and Vision Statements
4. Covenant Committee Update
5. Communications Update
6. 2022 Accomplishments
7. 2023 Plans and Goals
8. Financial Review & 2023 Budget
9. Proposed Covenant Amendments
10. 2023 Board Member Nominations
11. Review Voting Expectations

2021 Meeting Review

- 2021 Accomplishments
- Financial Review
- Covenant Committee
- Communications
- Considered RTD EcoPass
- Discussion of Doggy Daycare
- 2021 Board Elections
 - President - Marci Meyer officially elected
- Q/A & Open Discussion

Oakbrook Mission Statement

Our mission is to enhance the quality of life through management of common areas, enforcement of the covenants and rules, and support of initiatives that strengthen the bond among residents.

Oakbrook Vision Statement

We envision a community of neighbors working together through a voluntary association to achieve a higher quality of life and increased property values. Our intention is a neighborhood that is desirable by residents and non-residents as a place to live and enjoy family, friends, and community.

Covenant Committee Update

- We sent a total of 18 letters to residents this year
 - Of the 18 letters, 6 were second letters to an address that had received a letter for verified concerns
 - We did have 6 more concerns handled via “personal visits” by members of the HOA Board
 - We ask that all residents are familiar with the Covenants
 - No addresses went to legal action
 - Note: Taking legal action is always going to be last resort only after all other attempts to ask for compliance have failed - It is our obligation to assure covenants are followed.

Want to thank the residents for being familiar with the Covenants as approved by the Homeowners, and all residents for getting proper approvals and permits for the many projects completed this year! (We did have at least one address that got a “Cease Order” for not following “City of Littleton” permitting requirements.)

Our communications with homeowners have been great - thank you to the residents of Oakbrook, Covenant Committee Volunteers and HOA Board members who help us to monitor our Oakbrook subdivision, making it the most desirable area to call home in Littleton.

Communications Update - Online Presence

- The HOA board uses the website, email, and social media as a cost effective means for communication.
 - General inquiries: ohoa1980@gmail.com
 - Covenant violations or approval requests: oakbrookcovenants@gmail.com
- Official HOA Website – www.oakbrookhoa.com
 - We migrated our website to a more flexible and secure hosting site this year. We are now hosted by Bluehost, and use the WordPress framework for our design.
- Facebook Group: Oakbrook Neighbors = 256 current members (up from 229)
 - <https://www.facebook.com/groups/OakbrookHomeownersGroup>
- NextDoor = 829 current members (up from 776)
 - <http://oakbrookco.nextdoor.com/>

Communications Update - Newsletter

- Online Quarterly Newsletter = 553 subscribers (down from 555)
 - Created and published via Mailchimp
 - Also published on the website and social media
 - All residents are encouraged to visit oakbrookhoa.com to subscribe for the online newsletter.
- Print Edition of the Newsletter
 - ~465 copies mailed to every home in Oakbrook
 - Printed locally by Littleton Print & Copy / EnviroFriendly Printing

2022 Accomplishments



Photo by Dino Reichmuth on Unsplash

Refreshed & Continuing Events

- Covenant Committee is going strong
- Spring Cleanout Garage Sale Weekend in May
- Consistent Weed Management
 - Hired new weed management company
 - Expanded services to Dry Creek
- 2022 Food Truck Season
 - A few issues with communication of where the food truck needed to go, no communications director
- Dumpster Days in October
 - Worked through City of Littleton dumpster permitting & liability insurance concerns
 - Two more dumpsters planned for the week of December 5th

Waste Connections Trash Deals

- While Oakbrook does not have a preferred trash collector, Waste Connections has offered our residents a special deal. Simply call Waste Connections and tell them you belong to “Oakbrook HOA” to get your costs reduced to \$14/month.
 - You must call and ask for the deal - they do not automatically keep track of HOA addresses for existing customers or new customers.
 - Price may increase soon, but it will still be cheaper than regular collection prices.
 - Phone number is 303-281-2100. This can also be found in your newsletter.
- If more than 150 households are registered with Waste Connections, they will provide us with 2 FREE DUMPSTER Rentals!
 - This will save us \$350 per Dumpster rental.

2022 Oakbrook HOA Board Goals Review

- Sustain and increase dues participation rate - **FAIL**
- Expand community-building activities - **FAIL**
- Continue successful initiatives from past year - **SUCCESS**
- Maintain homeowner property value & community standard
- **SUCCESS**

2023 Oakbrook HOA Board Goals

- Maintain homeowner property value and community standard
- Sustain and increase dues participation rate
- Increase community-building activities
- Continue successful initiatives from past years
- Maintain weeds along common areas
- Put into place policies/update covenant to be in line with HOA laws and provide more transparency to homeowners

2022 Financial Review



2022 Financial Statement

Oakbrook HOA				
Income Statement				
January thru October 24, 2022				
				For Reference: OCT 2021 Totals
Operating Revenue				
Dues Received	\$5,594.14			\$7,012.62
Total Dues Received			\$5,594.14	
Operating Expenses				
Bank Fees		\$24.00		\$61.00
Contests (Neighborhood)		\$150.00		\$300.00
Dumpster Days		\$ -		\$ -
Facility Rentals		\$ -		\$ -
Insurance Expense		\$1,710.60		\$668.80
Legal Fees		\$ -		\$1,064.12
Maintenance (Neighborhood)		\$1,480.50		\$1,944.85
Newsletter Expense		\$242.77		\$807.02
P.O. Box Rental		\$182.00		\$146.00
Stamps Expense		\$ -		\$11.00
State Fees		\$40.00		\$48.00
Website Fees		\$146.50		\$ -
Total Operating Expenses			\$3,976.37	\$5,050.79
Operations			\$1,617.77	\$1,961.83
Other Income				
Interest Income		\$7.22		
Refunds and Credits		\$531.30		
MISC Income		\$ -		
Other Expenses			\$ -	
Net Nonoperating Expense			(\$538.52)	
Net Income YTD			\$2,156.29	509.41

Unpaid Costs not included

- Still waiting on invoices for 2 newsletters, which will total approximately \$900
- We have one more weed spraying invoice that hasn't been paid yet, for \$450

Oakbrook HOA				
Balance Sheet				
January thru October 24, 2022				
			Ref: Oct 2021	
ASSETS			Cash Assets =	\$27,688.03
Current Assets				
	Cash - Checking Account	\$3,707.83		
	Cash - Money Market Savings	\$22,594.02		
	Cash - Paypal	\$3,603.69		
Total Current Assets				\$29,905.54
Fixed Assets	N/A		\$ -	
Total Fixed Assets				\$ -
TOTAL ASSETS				\$29,905.54
LIABILITIES AND EQUITY				
Current Liabilities	N/A		\$ -	
Total Current Liabilities				\$ -
Long-term Liabilities	N/A			\$ -
Total Liabilities				\$ -

2022 HOA Dues Update

- \$5595 collected in dues in 2022
 - 131/450 households paid
 - 29% Participation Rate
- Continued formalized, paper-driven dues drive in 2022.
 - Estimated 90% of dues collected attributed to dues drive
 - 80% of dues paid were paper checks
- Paypal continues to be used
 - 20% of 2022 dues collected electronically
 - Paypal charges the Resident an additional \$1.35 convenience fee
- Several homeowners paid more than required out of goodwill!
- Dues rate is \$35/year, and of course we are still accepting 2022 dues payments!



2022 Budget to Actual

Oakbrook HOA			
Annual Budget			
January thru October 24, 2022			
	Actual as of 10/24/2022	Budgeted	Remaining
Bank Fees	\$24.00	\$50.00	\$26.00
Contests	\$150.00	\$300.00	\$150.00
Dumpster Days	\$ -	\$1,200.00	\$1,200.00
Facility Rentals	\$ -	\$25.00	\$25.00
Insurance Expense	\$1,710.60	\$1,700.00	(\$10.60)
Legal Fees	\$ -	\$1,000.00	\$1,000.00
Maintenance	\$1,480.50	\$2,000.00	\$519.50
Newsletter Expense	\$242.77	\$1,500.00	\$1,257.23
P.O. Box Rental	\$182.00	\$150.00	(\$32.00)
Socials & National Night Out	\$ -	\$750.00	\$750.00
Stamps Expense	\$ -	\$50.00	\$50.00
State Fees	\$40.00	\$20.00	(\$20.00)
Website Fees	\$146.50	\$50.00	(\$96.50)
TOTALS	\$3,976.37	\$8,795.00	\$4,818.63

Notes on Discrepancies

- No Social Activity costs due to over-extended board members taking on parts of vacant Communications role
- Contests were cancelled due to almost zero neighborhood participation - This money will be rolled into Socials and spent on some neighborhood events starting in 2023

2023 Proposed Budget

Oakbrook HOA			
Proposed Budget			
2023			
	2023	2022	
Bank Fees	\$60.00	\$50.00	
Contests - Combined with Socials	\$0.00	\$300.00	
Dumpster Days	\$1,200.00	\$1,200.00	
Facility Rentals - Eliminate Category	\$0.00	\$25.00	
Insurance Expense	\$2,000.00	\$1,700.00	
Legal Fees	\$1,000.00	\$1,000.00	
Maintenance	\$2,000.00	\$2,000.00	
Newsletter Expense	\$1,500.00	\$1,500.00	
P.O. Box Rental	\$200.00	\$150.00	
Socials & National Night Out	\$1,000.00	\$750.00	
Stamps Expense	\$50.00	\$50.00	
State Fees	\$50.00	\$20.00	
Website Fees	\$150.00	\$50.00	
TOTALS	\$9,210.00	\$8,795.00	

- FY 2023 Projected Revenue = \$6000
- Budget proposal difference areas:
 - Bank Fees
 - Insurance (Errors and Omissions Liability only)
 - Looked into carrying General Liability insurance, but cost was \$7000 per year
 - Next year we will eliminate the Facilities Rentals category.
 - P.O. Box Rental
 - Cost \$182 in 2022
 - State Fees have also been increasing
 - Website - Security and Flexibility cost more money (\$136 in 2022)
- So far we have not spent our entire budget in a calendar year. Hopefully that continues to be the case for 2023. (2021 +\$500, 2022 +\$0 but not negative)
- Hopefully getting back into some social activities after our “Covid hangover” will galvanized the neighborhood and increase our dues participation rate and revenue collection.

Nomination of New Board Members

- Vice-President
 - Joe Chalupa (incumbent)
- Communications Director
 - Ellina Robischon
- Secretary
 - Ashley Hudson (incumbent)

Election of Vice-President

General Duties of the Vice-President

- Attends the monthly HOA board meetings
- Serves as liaison between the HOA Board and the Covenant Committee
- Schedules and presides over Covenant Committee meetings
- Helps the committee members enforce covenants and respond to resident queries
- Writes the Covenant Corner of the quarterly newsletter

Nominations

- Joe Chalupa

Election of Communications Director

General Duties of the Communications Director

- Attends the monthly HOA board meetings
- Compiles the quarterly HOA newsletter
- Creates content for our online communities on Facebook and NextDoor
- Maintains the Oakbrook HOA website
- Handles the relationship with the printer and community business partners for events
- Responds to emails from residents, realtors, and city officials

Nominations

- Ellina Robischon

Election of Secretary

General Duties of the Secretary

- Attends the monthly HOA board meetings
- Note taking and agenda flow for all HOA Board meetings
- Assist in general administrative duties as needed/requested
- Picks up quarterly newsletters from printer and delivers to Section Leaders for distribution

Nominations

- Ashley Hudson

Vote Card Instructions

After participating in or watching the Annual Meeting, complete your Vote Card. Affix a 35-cent postcard stamp in the designated spot, and drop your Vote Card in the mail by **Monday, November 22, 2022**. The board will count the votes and share the results online and in the next newsletter.

OAKBROOK ANNUAL HOA MEETING | VOTE CARD | 2022

Homeowner Renter

Name(s) _____

Address _____

HOA Board Elections

Vice-President

Joe Chalupa (incumbent)

(write-in) _____

Secretary

Ashley Hudson (incumbent)

(write-in) _____

Communications Director

Ellina Robischon

(write-in) _____

Place
Stamp
Here.

OAKBROOK HOMEOWNERS ASSOCIATION

P.O. BOX 3544

LITTLETON, CO 80161



thanks!

Tomorrow ABS1
Acid Free

N15