



To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager 
Date: June 4, 2015

Initiated By: Megan O'Callaghan, Public Works Director
Fred Hahn, Parks & Open Space Director

Re: Resolution 51-15 - Authorizing the City Manager to Temporarily Provide Maintenance at the Village of Coffman Park for a Period of One Year

Summary

On September 15, 2014, the City received a request from the Village of Coffman Park Condominium Association (VCPCA) for the City to provide relief from the public pond maintenance responsibilities within their neighborhood. The VCPCA listed their pond maintenance activities as mowing and maintenance, goose control, and electric for the pond aerator. Currently, there are 11 homes within the association. At the time of zoning, the development had been approved for up to 66 homes. This number was used in determining the amount of public land maintenance responsibilities that would be deemed appropriate in comparison to like associations that have public land responsibilities.

The VCPCA provided detailed cost information about all aspects of revenues and expenses, including expenses associated with maintaining the public land within their neighborhood. Their current costs associated with mowing were compared to the City's contract mowing costs and were found to be reasonable. In addition to mowing, the association also is responsible for the electric for the public pond aerator. Annually, these two costs have totaled approximately \$6,400, which equates to approximately \$580 per home.

Currently, monthly dues are \$375 per unit. Costs associated with the public land mowing and care equate to approximately \$64 per unit per month (\$768 per unit per year).

Recommendation

The Public Services Committee convened on May 26, 2015 to discuss the broader topic of HOA maintenance of public common areas. As a part of this committee meeting, the VCPCA request was discussed specifically. Staff pointed out this HOA is in a unique situation since only a portion of the homes approved for this development have been built. Staff also indicated that based on this unique situation, it is staff's determination that the level of VCPCA responsibility for maintenance of public areas is excessive in comparison to other associations. Staff recommended the most straightforward method of relief would be for the City to assume maintenance responsibility for the public common area mowing and turf care (approximately \$6,000 per year at the current City's contract rate). Staff further recommended this maintenance relief should be considered temporary and subject to annual reevaluation until the development expands to a number of housing units that makes the level of maintenance responsibilities more reasonable. The Public Services Committee concurred and recommends that the City temporarily provide such maintenance at the Village of Coffman Park for a period of one year.

RECORD OF RESOLUTIONS

Dayton Legal Blank, Inc. Form No. 30045

Resolution No. 51-15 Passed _____, 20____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PROVIDE TEMPORARY MAINTENANCE AT THE VILLAGE OF COFFMAN PARK CONDOMINIUMS

WHEREAS, the Village of Coffman Park Condominium Association (VCPCA) requested City Council to provide some type of relief from the maintenance of reserves dedicated during the development process; and

WHEREAS, the Association expressed concerns that their annual maintenance cost per home was significantly higher than that for other homeowners associations; and

WHEREAS, providing such relief would lower the overall annual cost to members of the Association; and

WHEREAS, City Council requested the Public Services Committee review the request and make a recommendation; and

WHEREAS, the Public Services Committee determined this Association is in a unique situation since only a portion of the homes approved for this development have been built; and

WHEREAS, the Public Services Committee, based on this unique situation, recommended temporary relief for the public common area mowing and turf care be granted to the Association for a period of one year; and

WHEREAS, City Council concurs with the Public Service Committee's recommendation that temporary relief is warranted.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Dublin, _____ of its elected members concurring, that:

Section 1. The City of Dublin will assume responsibility for the public common area mowing and turf care for a period of one year from the effective date of this Resolution.

Section 2. The Village of Coffman Park Condominium Association will continue to provide all landscaping, tree maintenance, and any other maintenance, except as otherwise specified above, for all areas for which the Association has responsibility.

Section 3. This Resolution shall take effect and be in force upon passage in accordance with Section 4.04(a) of the Revised Charter.

Passed this _____ day of _____, 2015.

Mayor - Presiding Officer

ATTEST:

Clerk of Council



Office of the City Manager
5200 Emerald Parkway • Dublin, OH 43017-1090
Phone: 614-410-4400 • Fax: 614-410-4490

Memo

To: Members of Dublin City Council
From: Marsha I. Grigsby, City Manager
Date: November 13, 2014
Initiated By: Megan O'Callaghan, Public Service Director
Fred Hahn, Director of Parks & Open Space
Re: Village of Coffman Park Condominium Association - Request for Relief from Public Pond Maintenance Responsibilities

Summary

On September 15, 2014, we received a request from the Village of Coffman Park Condominium Association (VCPCA) for the City of Dublin to provide relief from the public pond maintenance responsibilities within their neighborhood. VCPCA's pond maintenance activities consist of mowing and maintenance, goose control, and electric for the pond aerator. Currently, there are 11 homes within the association. At the time of zoning, the development had been approved for up to 66 homes. This number was used in determining the amount of public land maintenance responsibilities that would be deemed appropriate in comparison to like associations that have public land responsibilities.

The VCPCA provided detailed cost information about all aspects of revenues and expenses including expenses associated with the public land within their neighborhood. (see attached) Their current costs associated with mowing were compared to the City's contract mowing costs and we found their costs to be reasonable. In addition to mowing, the association also is responsible for the electric for the public pond aerator. Annually, these two costs have totaled approximately \$6,400 which equates to approximately \$580 per home. These costs are in addition to other costs normally associated with condominium developments such as snow removal, pavement repairs, clubhouse maintenance and grounds maintenance of private land next to the condominium units.

Currently, monthly dues are \$375 per unit. Costs associated with the public land mowing and care equate to approximately \$64 per unit per month (\$768 per unit per year).

Recommendation

This HOA is in a unique situation since only a portion of the homes approved for this development have been built. Based on this unique situation, it is staff's determination that the level of VCPCA responsibility for maintenance of public areas is excessive in comparison to other associations. Should Council desire to provide some relief from the maintenance responsibilities, it should be considered temporary and subject to annual re-evaluation until the development expands to a number of housing units that makes the maintenance responsibilities more reasonable.



CITY OF DUBLIN

Rev. 8/12/2014

Homeowners Association Questionnaire

1. Name of Homeowners Association: Village at Coffman Association
 2. Number of homes in association: 11 today &
 3. Homeowners Association Dues/Fees: 375 / mo
 4. Homeowners Association Total Budget (provide a copy of budget if possible/willing):
81,112 (Paper copy provided)
 5. Percent and dollar value of budget used for maintenance ^{Pond} 20 % \$ 15,950
 6. Percent and dollar value of budget used for improvements: ^{Pond} 0 % \$ 0
 7. Percent and dollar value of budget used for social activities: ^{Pond} 0 % \$ 0
 8. Description of maintenance responsibilities (e.g. acreage, signage, fencing, mowing, etc.):
 - Mowing, mulch, weeding
 - Fountain Electricity
 - Goose Control
 9. Do you contract maintenance? If yes, what is contracted? Yes-
 - Contract mowing
 - Goose Control / Go Goose Go
 10. Is all maintenance performed voluntarily? If not, please describe: NO - contract based
 11. Do you experience difficulty in collecting fees/dues? If yes, please describe: _____
Not yet
- How do you resolve this? N/A

Please return this completed questionnaire in the enclosed envelope or to:
 Megan O'Callaghan, Director of Public Service
 City of Dublin, Department of Public Service
 6555 Shier Rings Road
 Dublin, Ohio 43016

Thank you for your assistance.

10:47 AM

07/02/14

Accrual Basis

THE VILLAGE AT COFFMAN PARK CONDOMINIUM ASSOCIATION
Profit & Loss Budget vs. Actual
 January through June 2014

	Jan - Ju...	Budget	\$ Over ...
Ordinary Income/Expense			
Income			
Dues	15,950.00	15,950.00	0.00
Pond Surcharge	5,500.00	5,500.00	0.00
Interest - Savings	133.31	80.00	53.31
Interest - Reserve Fund	182.55	228.00	-45.45
Late Fees	200.00	0.00	200.00
Total Income	<u>21,965.86</u>	<u>21,758.00</u>	<u>207.86</u>
Gross Profit	21,965.86	21,758.00	207.86
Expense			
Administrative			
Property Management Fees	4,300.00	4,300.00	0.00
Bank Fees	5.00	15.00	-10.00
Office Supplies	198.85	150.00	48.85
Insurance	5,899.50	5,688.06	211.44
Postage and Delivery	13.36	30.00	-16.64
Income tax	211.20	250.00	-38.80
Total Administrative	<u>10,627.91</u>	<u>10,433.06</u>	<u>194.85</u>
Club House			
Repairs and Maintenance	1,050.00	600.00	450.00
Electric	893.26	859.98	33.28
Gas	1,227.52	450.00	777.52
Cleaning	125.00	300.00	-175.00
Cable	833.07	818.34	14.73
Miscellaneous	0.00	600.00	-600.00
Total Club House	<u>4,128.85</u>	<u>3,628.32</u>	<u>500.53</u>
Grounds Keeping			
Monthly Mowing and Maintenance	4,650.64	4,938.92	-288.28
Extra Landscaping	6,676.32	5,413.41	1,262.91
Total Grounds Keeping	<u>11,326.96</u>	<u>10,352.33</u>	<u>974.63</u>
Street Maintenance			
Snow Removal	10,664.39	7,500.00	3,164.39
Total Street Maintenance	<u>10,664.39</u>	<u>7,500.00</u>	<u>3,164.39</u>
Pond Maintenance			
Monthly Mowing and Maintenance	2,250.72	5,058.56	-2,807.84
Goose Control	3,772.72	3,750.00	22.72
Electric - Allocation	1,063.99	1,300.00	-236.01
Total Pond Maintenance	<u>7,087.43</u>	<u>10,108.56</u>	<u>-3,021.13</u>
Irrigation			
Electric	851.93	311.10	540.83
Repairs	0.00	150.00	-150.00
Backflow Prevention	200.00	0.00	200.00
Total Irrigation	<u>1,051.93</u>	<u>461.10</u>	<u>590.83</u>
Utilities			
Electric - Meter House	0.00	680.00	-680.00
Water	1,136.02	600.00	536.02
Trash Pick-Up	2,402.64	2,373.96	28.68
Total Utilities	<u>3,538.66</u>	<u>3,653.96</u>	<u>-115.30</u>
Total Expense	<u>48,426.13</u>	<u>46,137.33</u>	<u>2,288.80</u>
Net Ordinary Income	-26,460.27	-24,379.33	-2,080.94
Other Income/Expense			
Other Expense			
Reserve Funding	2,145.00	2,145.00	0.00
Total Other Expense	<u>2,145.00</u>	<u>2,145.00</u>	<u>0.00</u>
Net Other Income	-2,145.00	-2,145.00	0.00
Net Income	<u>-28,605.27</u>	<u>-26,524.33</u>	<u>-2,080.94</u>

THE VILLAGE AT COFFMAN PARK CONDOMINIUM ASSOCIATION
Annual Budget
2014

	Actual 1/1/13 -12/31/13	Budget 2014	
		Current Dues \$275.00	Proposed Dues \$375.00
Income			
Dues	36,300.00	36,300.00	49,500.00
Interest Income - Savings	369.42	80.00	80.00
Interest Income - Reserve Fund	434.67	456.00	456.00
Total Income	37,104.09	36,836.00	50,036.00
Expenses			
Administrative			
Property Management Fees	10,200.00	10,200.00	10,200.00
Bank Fees	32.68	30.00	30.00
Office Supplies	176.64	300.00	300.00
Insurance	7,898.50	11,376.08	11,376.08
Accounting	122.50	-	-
Miscellaneous	25.00	-	-
Postage and Delivery	70.04	60.00	60.00
Income Tax	277.80	250.00	250.00
Total Administrative	18,803.16	22,216.08	22,216.08
Club House			
Repairs and Maintenance	1,836.91	1,200.00	1,200.00
Electric	1,714.92	1,719.96	1,719.96
Gas	876.10	900.00	900.00
Cleaning	375.00	600.00	600.00
Cable	1,602.71	1,636.68	1,636.68
Miscellaneous	416.13	1,200.00	1,200.00
Total Club House	6,821.77	7,256.64	7,256.64
Grounds Keeping			
Monthly Mowing and Maintenance	10,196.46	11,112.60	11,112.60
Landscaping/Mulching	5,621.10	6,713.41	6,713.41
Snow Removal	5,141.08	7,500.00	7,500.00
Sealing and Repairs	5,225.00	-	-
Total Grounds Keeping	26,183.64	25,326.01	25,326.01
Pond Maintenance			
Monthly Mowing and Maintenance	8,905.05	8,450.01	8,450.01
Goose Control	7,307.55	7,500.00	7,500.00
Total Pond Maintenance	16,212.60	15,950.01	15,950.01
Irrigation			
Electric	3,088.14	3,216.00	3,216.00
Repairs	409.65	300.00	300.00
Backflow Prevention	200.00	-	-
Total Irrigation	3,697.79	3,516.00	3,516.00
Utilities			
Electric - Meter House	964.32	900.00	900.00
Water	1,003.60	1,200.00	1,200.00
Trash Pick-up	4,030.86	4,747.92	4,747.92
Total Utilities	5,998.78	6,847.92	6,847.92
Total Expenditures	77,717.74	81,112.66	81,112.66
Net Ordinary Income	(40,613.65)	(44,276.66)	(31,076.66)
Reserve Funding	3,630.00	3,630.00	4,950.00
Net Income (Loss)	(44,243.65)	(47,906.66)	(36,026.66)

THE VILLAGE AT COFFMAN PARK CONDOMINIUM ASSOCIATION
Balance Sheet
As of June 30, 2014

	<u>Jun 30, 14</u>	
ASSETS		
Current Assets		
Checking/Savings		
Cash		
Checking - HNB	7,602.45	} All New accounts with me as signatory
Savings - HNB	58,640.42	
Reserve Fund - HNB	87,249.41	
Total Cash	<u>153,492.28</u>	
Total Checking/Savings	153,492.28	
Accounts Receivable		
Accounts Receivable		
Accounts Receivable - Dues	(3,750.00)	← Prepaid Dues
Coffman Partners' LLC	26,144.66	← Rec'd in Sep
Total Accounts Receivable	<u>22,394.66</u>	
Total Accounts Receivable	22,394.66	
Other Current Assets		
Prepaid Insurance	2,949.75	
Total Other Current Assets	<u>2,949.75</u>	
Total Current Assets	<u>178,836.69</u>	
TOTAL ASSETS	<u><u>178,836.69</u></u>	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	1,326.97	
Total Accounts Payable	<u>1,326.97</u>	
Total Current Liabilities	1,326.97	
Long Term Liabilities		
Reserve - Capital Improvements	86,632.19	
Total Long Term Liabilities	<u>86,632.19</u>	
Total Liabilities	87,959.16	
Equity		
Opening Balance Equity	119,482.80	
Net Income	(28,605.27)	
Total Equity	<u>90,877.53</u>	
TOTAL LIABILITIES & EQUITY	<u><u>178,836.69</u></u>	

11:56 AM
 01/15/14
 Accrual Basis

THE VILLAGE AT COFFMAN PARK CONDOMINIUM ASSOCIATION
Balance Sheet
 As of December 31, 2013

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash	
Checking	3,688.41
Savings	39,408.46
Reserve Fund	<u>84,921.86</u>
Total Cash	<u>128,018.73</u>
Total Checking/Savings	128,018.73
Accounts Receivable	
Accounts Receivable	
Accounts Receivable - Dues	-1,100.00
Coffman Partners' LLC	26,144.66
Davidson Phillips	44,243.65
Account Receivable - Other	<u>3,663.20</u>
Total Accounts Receivable	<u>72,951.51</u>
Total Accounts Receivable	72,951.51
Other Current Assets	
Prepaid Insurance	<u>2,949.75</u>
Total Other Current Assets	<u>2,949.75</u>
Total Current Assets	203,919.99
Other Assets	
Utility Deposits - AEP	<u>550.00</u>
Total Other Assets	<u>550.00</u>
TOTAL ASSETS	<u><u>204,469.99</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Security Deposit - Clubhouse	<u>500.00</u>
Total Other Current Liabilities	<u>500.00</u>
Total Current Liabilities	500.00
Long Term Liabilities	
Reserve - Capital Improvements	<u>84,487.19</u>
Total Long Term Liabilities	<u>84,487.19</u>
Total Liabilities	84,987.19
Equity	
Opening Balance Equity	<u>119,482.80</u>
Total Equity	<u>119,482.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>204,469.99</u></u>

*Rec'd in Sep as Lem
 released on Phase II*
*Rec'd before official
 transfer in JAN*
water bill issuer monthly