

Woodlands Winding Brook HOA

Board meeting May 12, 2016

The meeting was called to order by Cindy Johnson at 7:00 pm. Board members present: Cindy Johnson, President; Elizabeth Starr, Secretary; Ken Shafer, Treasurer; and Sherry Jeffers, At-Large. Financial manager Carolyn Brown was also present. Vice President Randy Johnson and property manager Dave Thornbury from Tempo were absent. Homeowners present were Linda Blair, Jeanette Clausen, Donna Davis, and Steve Wennerberg.

The March minutes were moved to be accepted as by Sherry Jeffers, seconded by Elizabeth Starr. This was approved.

Carolyn gave the financial report and went through the Profit and Loss statement. Our total income for the previous month was \$14,651.98. Carolyn is continuing to make progress on collecting on delinquent accounts. We have only two problem accounts that will be going to small claims (i.e., homeowners in arrears without payment plans). Carolyn reported that she has completed scanning and uploading old financial reports from 2012, 2013, and 2014 to the Google drive. Once the Board has reviewed the work, it will be shared with homeowners. Lastly, Carolyn reported that Stampfli has been completely paid off for their review of our books. Carolyn left at 7:10 after completing her report.

Ken then passed out his proposed budget document, based on Carolyn's hard work in preparing a transaction analysis of the past 5 years, broken into recurring categories (such as Management Fees, Snow Removal, Electricity, Phone, Bookkeeping, etc.). The spreadsheet then shows our budget for the first six months of the year (Jan-June) and lets us see where we have extra money to spend in each category. This is important for planning spending on big-ticket items such as Grounds Maintenance (such as the tree trimming, treating, and removal project) and Capital Expenses (such as upcoming work on rooves, drainage, etc., which will come out of Reserves). In the Grounds Maintenance category, we are on track. Ken commented that we spend an average of \$3K a month on lawn care and lawnmowing, and we authorized about \$10K for the tree project and about \$1K for the plugging and caulking project. There was some discussion of switching from a fiscal year to a calendar year for the budget process so that the Board can present a budget to the homeowners at the annual meeting in October. Carolyn is going to check on the impact on our tax returns, but it seems like making the switch will be doable.

As Dave was not present, Cindy provided the update on maintenance projects.

Trees: Soaring Eagle can't do treatment on trees until they are fully leafed. This should be within the next two weeks. In addition, the Category 1 trees we identified for trimming or removal should be dealt with soon. Cindy reported that the Board has also started looking at the Category 2 trees, such as crabapples in need or pruning or removal, and we're getting some additional estimates on those. Because the Category 2 trees as a group are much less expensive to handle than the Category 1 trees, the Board may approve moving forward with the Category 2 trees very soon, as well.

On behalf of Keith, Donna asked about several specific trees and whether they were on the list. Yes, they are (as well as Kathy's redbud tree).

Caulking and Plugging: Maintenance crews from Tempo will be making the rounds and dealing with these issues (including identifying and repairing crushed drainspouts). There is no need for homeowners to flag or report these types of repairs (knotholes, drainpipes), as the crew will be systematically dealing with each building. They were supposed to start this past week, but the weather was not cooperating

(too much rain). The crews will also be repairing or replacing the mechanical spiders on buildings that were placed to deter woodpeckers.

Termite inspections: The inspectors will be coming May 23. If they find evidence of termites, those buildings will be treated.

Under old business, we discussed:

Concrete caps on walls by entrance: The Board approved removing and replacing the broken slabs.

Matt Odle's garden plan: He was to submit plans to the Board and has not done so yet. In the meantime, the Board will need to verify the grill policy again.

Under new business, we discussed:

The Sherlock Homes report: The Board is still wading through the massive report, but certain large issues are emerging. The top general concerns for the property as a whole are: Roofs, grading and erosion, and trees.

Roofs may have 10-20 years of life left, but we need to look into replacing broken shingles, cleaning, and sealing. Cindy has asked Dave whether cleaning and repairing is more cost effective at this time than replacing. Cindy has also been in contact with a cedar roofing expert who will do a walk-through to advise about short-term vs. long-term fixes. We're also making a list of urgent roof repairs that can't wait (such as areas where the inspectors could see daylight coming through in the attic).

There are many obvious grading and erosion issues. Some buildings have developed steep ravines in between them. These will be enormous and very expensive projects that will require a lot of coordinated planning. In the meantime, to deal with the water issues, Dave and his team have been asked to inspect all downspouts and make sure extenders are added to direct water away from buildings. We're also investigating who would be responsible for cleaning clogged gutters (which were supposedly guaranteed to not clog). Cindy will ask Dave about other possible short-term solutions for the ravines. Homeowners discussed various ideas such as railroad tie steps, ground cover such as clover, etc. Sherry will do some investigation into what sort of ground cover would be recommended to work best. Homeowners also wondered about the safety of some of the bridges that had been built over ravines in the past.

The last big issue is trees, including overgrowth of plants and bushes close to buildings. This puts a lot of stress on foundations. Probably a lot of plants will need to be dug out and then eventually replaced.

Other recurring issues on the Sherlock Homes report may be homeowner issues rather than HOA issues. For example, dryer vents: They are no longer up to code. Homeowners are advised to have their dryer vents inspected and replaced if necessary to avoid fire hazards. Another example: cracked patios. Patios are homeowner responsibilities, but water seeping into cracks may be damaging foundations. The Board will be getting bids on repairing cracks in sidewalks and will ask for individual bids to repair homeowner patios at that time.

Following on this discussion of big projects coming up, Ken brought up an item of new business related to the budget. **Ken moved that we liquidate the current CD coming due and have it deposited in the Money Market fund and earmarked for Capital Improvements. Elizabeth seconded. This was approved.**

We then moved to general comments and discussion. New homeowner Linda Blair introduced herself. Welcome, Linda! We discussed possible community events such as a Christmas cookie exchange or an outdoors grilling party or a community yard sale.

There was a question about who cleans the dumpsters and if we can ask the trash company or Dave to clean them.

There was also some general discussion of the Bylaws and how they could be amended. It was clarified that the Bylaws have never been amended (though it could be done by a 2/3 majority vote of the homeowners). On the other hand, the Appendix ("Rules and Regs") can and has been amended by a majority vote of the Board.

Elizabeth moved to adjourn and Sherry seconded. This was approved, and the meeting adjourned at 8:29 pm.

The next meeting is June 9, 2016.

Respectfully submitted,

Elizabeth Starr

Secretary