

Woodlands Winding Brook HOA

Board meeting June 9, 2016

The meeting was called to order by Cindy Johnson at 7:00 pm. Board members present: Cindy Johnson, President; Randy West, Vice President; Elizabeth Starr, Secretary; Ken Shafer, Treasurer (who arrived late from traveling); and Sherry Jeffers, At-Large. Financial manager Carolyn Brown was also present. Property manager Dave Thornbury from Tempo was absent. Homeowners present were Connie Beckwith, Jeanette Clausen, Donna Davis, Doris Hahn, Matthew Odle, Cathy Stone, Judy Schmid, and Steve Wennerberg.

The May minutes were moved to be accepted as by Randy, seconded by Sherry. This was approved.

Financial report: Carolyn gave the financial report and went through the Profit and Loss statement. Carolyn noted that our landscaping bill was high because we had not received a March bill (so March and April had been billed together). She also noted that the pest control expenditure had been for treatments for carpenter bees. Carolyn reported that our receivables are down to around \$13K (from over \$30K a year ago at this time). Our total assets at this time are over \$213K.

Property manager's report: As Dave was not here, Cindy gave Dave's report. A number of projects have been approved and are underway, such as foundation work at 2343 and landscape work at 2352. The "holes/siding" project stopped when the \$1000 cap that had been approved was reached. **Elizabeth moved, seconded by Randy, that we authorize an additional \$500 to continue with caulking/plugging holes/inspecting and repairing downspouts. This was approved.** Dave also color-matched our door colors at Sherwin Williams and secured a gallon of each of the approved colors (red, green, and tan). The paint is being kept in the HOA garage and is available to homeowners for repainting their doors upon request. The association provides the paint, and the homeowners provide or pay for the labor. Cindy will store the paint in her basement over the winter. One last item on Dave's report was about a question that had come up about the lawn crews also mowing the lawn for the red house by our entrance. Turns out they have a separate contract with Landmark and pay for their own mowing.

Trees: Cindy reported that Soaring Eagle has treated the ash trees that were approved for treatment. However, approved "Category 1" tree removals have not happened yet, due to rain. The Board is also getting a bid on some "Category 2" trees (looking for prices on removal of certain problematic trees, not just pruning) and may move forward soon on approving the Category 2 work.

Budget report: Ken arrived at 7:20 pm, and we backed up to allow Ken to give his report. Ken presented the budget and explained how he creates it from the numbers in Carolyn's monthly P&L report. He averages the totals from the last 5 years to come up with a baseline for each category. All the categories look good with sufficient funds to meet our projected obligations. At present we don't have any budget number under "Capital Improvements," but eventually money from the CDs and surplus from operating expenses can be moved into this category. For example, since we're far ahead in the Grounds and Building Maintenance categories, we could carry half forward for operating expenses and move half to Capital Improvements. We also discussed again moving from a fiscal year to a calendar year. Ken plans to do one more six-month budget, and then we'll move to a calendar year budget in 2017.

Homeowner Connie Beckwith responded to the budget report, stating she had created a binder for 2015 and 2016 from the financial records Carolyn has reported. Connie presented her idea of using our healthy reserves as collateral and taking out a loan or a line of credit to do major capital improvements. She suggested we talk to a financial planner about this option. Sherry commented on our need to keep

money back so we don't need to do special assessments or raise fees; Ken commented that our big surplus now may be because we have neglected regular maintenance in the three-to-five-year category and need to catch up. In other words, Board members were cautious about using our reserves as collateral for a loan, but agreed to take it under advisement.

Sherlock Homes report: Cindy reviewed the major issues from the Sherlock Homes report: drainage; bushes to close to buildings; roofs; decks (concern about proper attachments). The Board is working with Dave to prioritize what needs to be done first, and then to prioritize the buildings.

Rapid Roofing: Related to the Sherlock Homes report, Cindy reported on her meeting with John Senec from Rapid Roofing. He has lots of experience with cedar siding and said we'd done a very good job with our staining. He suggested we get a pallet of cedar siding to have on hand for repairs as the cost of cedar siding is going sky-high. John believes that cleaning and sealing roofs, as recommended in the Sherlock Homes report, is not cost effective and wouldn't buy much time; his recommendation would be to save for new roofs. He thought the metal roofing we had tried out on one building was very good. He suggested we reroof the garages and put a fence where necessary to keep kids off the roofs. He said he would get us bids for roofing the dumpsters and the garage between the dumpsters (all at once) using different materials.

John also had recommended that it was not worth putting gutters on the bump-outs (as recommended by Sherlock Homes) until we re-roof.

New business:

Termites: Good news—Kelley's found no evidence of termites in their inspection. However, they did identify two issues that could attract termites: 1) mulch too high next to the siding; 2) some units with firewood right next to the building or in the shed. Homeowners are reminded to store their firewood away from the buildings!

Request from 2360 regarding drainage issues: Matthew Odle had just submitted his plan today for improving his back patio (so Board members had not yet seen it). His plan included a bid from a contractor of about \$3500 to do needed drainage work on the back of the entire building before the patio could be expanded. There was some discussion of the fact that it will take between \$50K-\$60K to do the needed drainage work on all buildings (at that rate) and that although drainage is a high priority for the Woodlands as a whole, we may not want to prioritize one building because of a project desired by one homeowner. We'll probably need to start wherever the drainage issues are most severe.

Maintenance requests: Cindy went over the proper protocol for maintenance requests. The requests should be in writing to Tempo (via Tempo website form) so we can keep track of what's been done. Dave will examine the requests to determine if it is an HOA responsibility and if it is a small request he is authorized to handle without Board approval. For large requests that would cost above a certain amount, Dave contacts the Board for authorization. We discussed maybe having magnets made with the Tempo website info on it.

Other: We discussed having the whole Sherlock Homes report summarized in spreadsheet format. Ken advocates doing this so we can look at the issues building by building, but also issue by issue (i.e., all gutter issues together, all sidewalk issues together, etc.). In this way we can sort by problem and not just by building. We discussed hiring Carolyn to do this project once the categories have been created.

Randy moved, seconded by Ken, that we increase Carolyn's salary to \$25 an hour after a review, to be completed no later than the end of July. This was approved, and a review committee of Randy (Chair), Elizabeth, and Jeanette was created. Carolyn will be asked to write a self-evaluation as part of the process.

Newsletter: Judy Schmid and Jeanette Clausen presented their draft newsletter, which was met with much appreciation. A blank space has been left for a message from the Board (which Cindy will write). Cindy will also check with Dave that all units have clothespins so the newsletter can be disseminated.

Randy moved we adjourn at 9:00, seconded by Ken. This was approved unanimously.

The next meeting is July 14, 2016.

Respectfully submitted,

Elizabeth Starr

Secretary