

Woodlands Winding Brook HOA

Board meeting August 11, 2016

The meeting was called to order by Cindy Johnson at 7:01 pm. Board members present: Cindy Johnson, President; Randy West, Vice President; Elizabeth Starr, Secretary; Ken Shafer, Treasurer; and Sherry Jeffers, At-Large. Financial manager Carolyn Brown was also present. Homeowners present were Connie Beckwith, Jeanette Clausen, Steve Cook, Sarah Johnson, Risë Koben, Keith Mize, Matthew Odle, Judy Schmid (and daughter Kathy Sheil), and Steve Wennerberg. Property Manager Dave Thornbury was absent due to a sewer emergency at one of his other properties.

The July minutes were moved to be accepted by Randy, seconded by Cindy. This was approved.

Financial report: Carolyn gave the financial report and went through the Profit and Loss statement. Our total income this past month was \$14,517.82, and net income was \$6269.95. Carolyn explained some expenditures on the P&L statement, such as \$4320 for repairs to unit 2329 due to old water damage and \$175 for a structural inspection of unit 2382. As there were no questions, Carolyn left promptly at 7:05 pm after her report.

Treasurer's report: Ken gave the report. He had extended the 6-month budget presented last month to cover the full calendar year. Ken also reported adding a new column for capital improvements (i.e., for those expenses that are more frequent than yearly and occur every 3-to-5 years). As we had saved about \$30K in the first 6 months, Ken had moved that surplus to capital improvements in order to start covering projected expenses with the deck safety issues, sealcoating the drives, and improving the dumpster sheds. The columns may require some adjustment, but this gives us a good baseline for going forward.

Property manager's report: As Dave was absent, Cindy gave the report, starting with **current projects**.

Powerwashing: We just got a bid for powerwashing all the decks. Powerwashing all horizontal decks would be \$5280, or about \$80 per deck. Cleaning the vertical railings would add an additional \$6930. Most decks were last cleaned by the HOA in 2011. There was some question about whether the bids received covered all decks or just the "unimproved" decks. Cindy will get more clarification on this. Homeowners shared tips on using a 10% bleach solution to clean decks in the meantime.

Deck safety: One important take-away from the Sherlock Homes inspection report was that the decks are not properly attached to the buildings with joist hangers. As the buildings age, this becomes more of an issue. To date, no deck has ever fallen, but we should be proactive. We will be receiving a bid on community-wide deck repairs this week. It was noted that the deck safety issue puts the powerwashing on the back burner at the moment.

Concrete entryway, 2385: Dave is waiting to receive a bid on repairs.

Finish work, 2343: This work (final stage in repairing water damage) is on schedule to be done in a couple of weeks.

Trees: Soaring Eagle has taken out a lot of the Category 1 trees and done trimming work. They have a few more left to do and should finish shortly, weather permitting. While they were on site the Board approved removing a few additional dead or dangerous trees that had been identified. They have been paid for the ash borer treatments they completed back in May.

Rotting boards, 2336: Otto's may come to handle this shortly, as the first contractor did not complete the job.

Resealing of parking lots: The date for this will be set within the next few weeks. Homeowners will be informed so they can move cars.

Asphalt repair in the Court due to water main break repairs: The City is supposed to come and do that shortly.

Trees, 2376: Several trees are growing too close to the building and affecting the foundation. An earlier owner of that unit had improved the deck to go around the trees. Bluestone has given a bid of \$4600 to remove the trees. **Elizabeth moved to authorize Bluestone to remove the two trees affecting 2376 for \$4600; Sherry seconded. This was approved.**

Front storm door issues, 2360: This door is not closing properly. Dave will be getting an engineer out to look at this shortly. The homeowner also reported issues with water damage in front and back.

We then moved to **completed projects.**

Water main break: Cindy gave an update on the water main break in the Court. The City responded very quickly, in part due to Kriste Lindberg's assistance. It was dug up and fixed within 2 hours.

Old Business:

Website: Elizabeth introduced the revamped website. Teresa White has done a great job redesigning the site and training the new Board members to take over the webmaster duties. The new site uses the old URL, www.woodlandshoa.net. New areas include a password-protected homeowners' forum area and a direct link to the Tempo maintenance report page. Many of Doris Hahn's lovely photographs of the Woodlands and all the 2016 Minutes have been uploaded as well.

Long term maintenance planning: One of Cindy's big goals for this Fall is for the Board and Dave to complete prioritizing of long-term maintenance goals and set up our multi-year plan.

New business:

Elections: Annual elections are coming up on Thursday, October 13, from 7-9 pm in the Chapel at Sherwood Oaks Christian Church. Cindy reported on how we are getting back to the Bylaws, which stipulate 3-year terms for the Board, with three elected in one year (as we did last year), two elected in one year, and none elected the third year. There will be two spots on the Board up for election this year, with the new Board members to take office in January. As per the Bylaws, the Board appoints a Nominating Committee to review nominations for the Board and create a slate (although any homeowner who is not in arrears or who has been keeping up with a payment plan may run, whether they are on the slate or not). Any homeowner interested in serving on the Nominating Committee should contact the Secretary, Elizabeth Starr. Note that homeowners who serve on the Nominating Committee cannot run for the Board. The Nominating Committee will be appointed by the end of August, as the slate must be presented by September 13 (30 days before the election), as per the Bylaws. ð

Meeting with Peter Slothower on landscape design: Cindy, Randy, Elizabeth, and Kriste Lindberg met with Peter Slothower to discuss possibly hiring him as a grounds consultant to replace Deb Beck. Peter works for the City and has impressive credentials. He was also impressed with our community and our

dedication to preserving and improving our unique ecology. If he worked for us, it would be an hourly position, and he would start by developing a plan/proposal for addressing our needs. **Elizabeth moved, seconded by Randy, to hire Peter Slothower to do the initial plan/proposal for the Woodlands. This was approved.**

Rental units: Due to some homeowner issues, we are trying to find out about the leases for rented units and whether renters have been informed of our Rules & Regs. Homeowners wondered if the HOA manages rentals of units in any way, if renters are required to sign a statement that they understand the Rules & Regs, etc. Jeanette, on behalf of the welcoming committee, does provide the Covenants and Rules & Regs to new people when they move in, if she can find them (but she can't sit down and make sure they read and understand these documents). The group spent a fair bit of time discussing specific issues with a specific renter who is creating problems for neighbors with noise and other issues. The upshot is that neighbors are encouraged to call the police so that there can be documentation of the issues. Tempo has also sent a letter to both the homeowner and the renter in question advising that certain nuisance behaviors must stop immediately. They are supposed to respond within 5 days about how they intend to cure the situation.

Survey of Directory: Jeanette, Judy, and Randy have been polling residents about inclusion on a directory. So far, most people seem to like the idea. Some want to provide email only, some phone only, and some both. Jeanette asked for some feedback on how to organize the directory. Those in attendance seemed to like the proposed organization by building. Risè has a copy of the old printed list which she will share with Jeanette.

Ken moved we adjourn at 9:00 pm, seconded by Cindy. This was approved.

The next meeting is September 8, 2016.

Respectfully submitted,

Elizabeth Starr

Secretary