

Woodlands Winding Brook HOA

Board meeting Feb. 11, 2016

The meeting was called to order by Teresa White at 7:10 pm. All Board members were present: Teresa White, President; Randy West; Vice President; Elizabeth Starr, Secretary; Ken Shafer, Treasurer; and Cindy Johnson, At-Large member in charge of liaison with Tempo. Homeowners present were Cathy Stone, Steve Wennerberg, Connie Beckwith, Kriste Lindberg, and Donna Davis. Financial manager Carolyn Brown and property manager Dave Thornbury from Tempo were also present.

**The January minutes were moved to be accepted by Cindy Johnson, seconded by Randy West. This was approved.**

Under business, first, we discussed financials.

Carolyn went over the balance sheets. Receivables are up right now on the spreadsheet, due to the fact that not all homeowners have paid their insurance in full for the year. (The second June payment shows as “owning” until it is made, but it’s not late.)

Carolyn reported on the recent bill from Juris for snow removal (\$5000), which includes plowing, deicing, salt on the roads, etc. Dave explained that the charges are “per push” (rather than per season) and will be communicating with Juris for a more detailed breakdown of the bill (just so we can understand it better). Dave also explained the Juris’s trigger for plowing is a snow of at least 2 inches. Dave also encouraged us to build our budget for snow removal by looking at the last 5 years and getting an average.

Carolyn then introduced the Board’s intention to start charging a flat \$20 late fee per month (rather than 14% interest, as suggested in the Bylaws) on delinquent and late accounts. **Elizabeth moved that there be a \$20 late fee per month on any delinquent account without a payment plan or any late payments not postmarked by the 15<sup>th</sup> of the month, to begin in March, seconded by Cindy. This was approved unanimously.** Carolyn will inform the affected homeowners of this decision.

Carolyn then reported that she had acquired the scanner that had been approved by the Board for \$882.25. The scanner has a 60-page feed and can scan double-sided documents. Carolyn will start to scan the old financial records, going back to 2007, within the next few days.

Ken Shafer reported on the meeting with Stampfli (accountants). They will charge \$1500-\$2000 for a review of the accounts, including looking at check images, stubs, invoices, and Carolyn’s spreadsheets of financial information between 2011 and 2014 (covering the time of the embezzlement by the former financial manager). Ken stressed that this would be a review, not an audit, and is designed to confirm what Carolyn discovered in her work to reconstitute the old records. The result would be a 1-page opinion on their findings. Ken also reported that although we could also hire Stampfli to render an opinion on how to institute better financial controls, we might be liable if we failed to follow all of their recommendations. As Stampfli are not experts on HOA operations, it was felt we could investigate and implement our own internal controls without paying for the professional opinion on this particular matter. **Ken moved that we authorize up to \$2500 for the transaction review by Stampfli from July 2011 to June 30, 2014, seconded by Elizabeth. This was approved unanimously.** Carolyn will deliver the packet of records to Stampfli.

There was some general discussion of whether the Stampfli review was really necessary, as it is simply a confirmation of Carolyn's work, and her work has already been vetted by the QBE (our insurance company) that settled our claim and paid us \$50,000. So is this \$2500 really worth spending? We discussed that the primary benefit is to have a neutral 3<sup>rd</sup>-party opinion, and to underscore the desire for transparency going forward. It was also mentioned that QBE never explained why they found in our favor.

Ken then reported on the budget construction update. He'll be working with Carolyn (for help with operational expenses) and Dave (for help with capital improvements) to come up with line items and first cut numbers for our coming fiscal year (July-June).

Next, the meeting moved to property issues.

On the non-compliance issues (cars not being driven or abandoned), one car had finally been moved off the property, and one had been moved to the homeowner's designated space.

Teresa reported about the massive inspection report we had received from Sherlock Homes on all the buildings. It is broken into one PDF per building (total over 500 pages). The Board will be reviewing these reports to start making some initial prioritizations. The Board will also find a way to post the reports and make them available to homeowners. Homeowners will likely be interested in the reports for their specific buildings. They should note, however, that these reports focus on externals, including rooves and foundations. The interior of the individual units was not the focus of these inspections.

We also talked about the state of the trees on the property and how some of the mature trees, especially between buildings, are contributing to the drainage issues by creating bumps in the ground and directing water towards the buildings rather than away from them. There is the need for lots of regrading throughout the property. 2343 and the building next to it will be the first phase.

There was some discussion of different methods of termite control in the spring. The buildings should be inspected in March or April during swarming time to identify any problems. Dave favors an approach that kills the termites and eliminates the problem (using chemicals), rather than using a topical spray that would just cause them to move to the next building. Dave will be getting several bids from Roberta Kelly (termite and pest control) for both exterior and exterior & interior treatments.

Several homeowners brought up problems with erosion around their units, creating areas where no grass grows or slippery slopes that are dangerous to walk on. Areas identified included between 2354/2352 and 2346/2348.

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

The next meeting is March 10, 2016.

Respectfully submitted,

Elizabeth Starr

Secretary