

Woodlands Winding Brook HOA

Board meeting January 14, 2016

The meeting was called to order by Teresa White at 7:06 pm. Introductions were made of the new Board members. Board members present were Cindy Johnson, Ken Shafer, Elizabeth Starr, Randy West, and Teresa White. Homeowners present were Connie Beckwith, Jeanette Clausen, Edward Gubar, Shelley Taylor, and Steve Wennerberg. Financial manager Carolyn Brown was absent due to illness. Property manager Dave Thornbury from Tempo was also absent.

The November minutes were moved to be accepted by Randy West, seconded by Ken Shafer. This was approved.

The first item of business was the election of HOA officers for 2016. Teresa presented the slate of President, Teresa White; Vice President, Randy West; Secretary, Elizabeth Starr; Treasurer, Ken Shafer; At-Large Member in charge of liaison with Tempo, Cindy Johnson. **Cindy moved that the slate be seated, seconded by Randy. The slate was approved unanimously.**

Ken Shafer asked to clarify the “chain of command” should homeowners experience an after-hours emergency. Homeowners are encouraged to call Tempo (which has an emergency line). The website is good for general maintenance requests, but in an emergency, CALL. It was also stressed that Board members are not responsible for dealing with emergencies. Of course Board members will help in any way they can and want to be kept informed, but homeowners should contact Tempo first.

Teresa White presented highlights of the financial reports in Carolyn Brown’s absence.

Teresa reminded homeowners that the deadline for catch-up payments and setting up payment plans (for those homeowners in arrears) was Jan. 1. Carolyn will be identifying homeowners who do not have a payment plan in place so that the Board can begin legal proceedings to collect moneys owed on behalf of the organization. As homeowners were informed last year, finance charges will start to accrue at the end of this month. It was noted that this is in line with the Bylaws (Article IV, section 2f). Finance charges have not been charged in the past, even though mandated in the Bylaws. The Board is attempting to follow the Bylaws more closely going forward. There was some discussion of the 14% annual interest rate mandated in the Bylaws; some felt that the rate was too high for current conditions or should reflect the current market rate. There was some discussion of how the Board could change the rate, if it wished to do so (i.e., by Bylaws amendment or by Board resolution). This issue will continue to be discussed.

Teresa reported that the balance sheet reflects the deposit of \$50,000 insurance reimbursement we collected from QBE in the misappropriation of funds case. She also stressed our financial strength: the December Profit & Loss statement shows a net loss for the month of only \$584.88, despite several very large, one-time expenses (the \$6000 Sherlock Homes inspection, the \$1600 chimney inspections, and the \$3162.99 landscaping contract). In other words, our monthly fees alone were sufficient to cover all regular expenses and almost all special large expenses in December. Lastly, Teresa thanked Carolyn for her hard work on collecting arrears over the last year. Outstanding arrears have shrunk from over \$33,000 a year ago to about \$13,000 currently.

There was some general discussion of whether our reserves were large or small and different ways of funding future projects, such as getting financing from a bank, having a special assessment, or simply prioritizing and paying as we go.

Cindy Johnson presented the Tempo report on Dave Thornbury's behalf. She shared the property management maintenance report (listing jobs that had been completed since the last meeting and current jobs). Major projects that have been completed include the annual fireplace inspections and the Sherlock Homes inspection. All chimney inspections were completed in December; several chimneys were cleaned and the homeowners were billed for the cleaning. Sherlock Homes completed the overall building inspection in December (all 66 units), but the Board has yet to receive the report. When the report is received, it will be made available to homeowners.

Tempo is also working on retagging all keys so that unit numbers are not identified. (A key that was lost during the fireplace inspections necessitated replacing the locks.)

One maintenance issue that came up during the report was the question of snow removal and where snow should be piled. One resident reported snow piled in her parking space after the recent snow. Cindy will contact Dave to talk to Yuris about not pushing snow into numbered spots if at all possible. Teresa wished to remind homeowners to NOT park on the motorcycle pad on the court when snow is expected, as this is one of the few places where snow can be piled/pushed.

Under old business, Teresa presented an update on the misappropriation of funds case. Teresa and Connie had attended the hearing on Dec. 22, but the hearing was continued (first to Jan. 4, and then to 1:30 p.m. on April 25). Teresa also discovered that the prosecutor had left her position and the case is not currently assigned to anybody in the prosecutor's office. On behalf of the HOA, Teresa plans to write a letter to the prosecutor, copied to the judge, requesting no further continuances. Although there is probably little chance of recovery of any additional misappropriated moneys, it was felt that getting a judgment in criminal court was our best hope at this point.

As reported above, the \$50,000 insurance reimbursement from QBE has been deposited. There was some discussion about our insurance policy in general (and some questions why different units are assessed slightly different amounts). We believe this has to do with the assessed value of each unit. Ken suggested bringing in a speaker from First Insurance group to talk about insurance issues. Connie suggested posting the insurance policy on the website so all homeowners can become familiar with the coverage. Teresa will work on getting a copy of the policy in PDF format that can be made available to homeowners.

Under new business, the group discussed issues with some of the uncovered dumpsters (such as filling up with snow or having trees bend into them when weighted with snow). **Ken moved, seconded by Cindy, that we ask Dave to prepare some sample configurations for remodeling the dumpsters for the Board to approve, after which bids can be sought. This was approved unanimously.**

There was some general discussion of asking Dave to send out winter weather reminders (such as setting heat at 55 degrees in unoccupied units, trickling water on cold days, reminding homeowners that the drives get plowed when the snow is 2 inches or more, reminding homeowners that clearing parking spaces is the homeowner's responsibility, and informing homeowners how to access the rock salt that is kept in the HOA garage).

Now that we have a new Treasurer, the Treasurer and Carolyn can meet with Stampfli accounting to begin discussing the review of the HOA books. This would be a "verification" of Carolyn's work rather than a true audit; it would involve verifying money coming in, checks going out, etc. **Randy moved, seconded by Elizabeth, that Ken and Carolyn meet with Stampfli to discuss the accounting review and to bring bids back to the Board. This was approved unanimously.**

Teresa reported on the small printer/scanner that the HOA purchased for Carolyn. However, the printer/scanner is not robust enough for the massive scanning that is going to be needed to create digital archives from the many boxes of paper archives that we have acquired from the previous general manager. **Elizabeth moved, seconded by Randy, that we ask Carolyn and Ken to investigate options for a laser printer/scanner, not to exceed \$1000, and to bring the options back to us for final approval. This was approved unanimously.**

Teresa also reported that 1099 forms for our hired contractors are being prepared.

The next topic was the prioritizing of projects. Members of the Board will be studying the Soaring Eagle tree maintenance report and walking the grounds to begin making decisions/recommendations on which trees should be addressed first; this should be discussed at the January meeting. Other projects that need action in Spring will be seal-coating drives and parking lots and repainting numbers. Teresa also suggested the Board should consider approving a one-time project to repaint all homeowner garage doors at once.

Lastly, Teresa reported that one of the duties of the new Treasurer is to oversee the construction of the budget. Dave will be assisting by providing data for long-range budget planning.

Under homeowner comments, Connie Beckwith brought up the need for more lighting at the entrance and in some other locations (garages without lighting, a dark place on the circle, and a failing light in the announcements box. This last may be a wiring issue.)

The meeting was adjourned at 8:58 pm. The next meeting is February 11, 2016.

Respectfully submitted,

Elizabeth Starr

Secretary