

Woodlands Winding Brook HOA

Board meeting March 10, 2016

The meeting was called to order by Teresa White at 7:08 pm. Board members present: Teresa White, President; Randy West; Vice President; Elizabeth Starr, Secretary; and Cindy Johnson, At-Large member in charge of liaison with Tempo. Ken Shafer, Treasurer, was absent due to being detained in Michigan. Homeowners present were Jeanette Clausen, Matthew Odle, Cathy Stone, Steve Wennerberg, and Connie Beckwith. Financial manager Carolyn Brown was also present. Property manager Dave Thornbury from Tempo was absent.

The February minutes were moved to be accepted as amended (minor typos to be corrected) by Cindy Johnson, seconded by Randy West. This was approved.

Under business, first, we discussed financials.

Carolyn went over the balance sheets. Interest income is up, due to the fact that Carolyn routinely moves money from checking to money market as appropriate. Carolyn pointed out the office expense for the new printer/scanner, which is working "like a dream." She did have to spend extra money on office supplies for the ink to print copies of the massive Sherlock Homes report for the Board members. Overall, our net income for February was \$4629. Carolyn also clarified that our outstanding fees owed has shrunk over \$15K since a year ago. Monies due were \$37,929 in February 2015; in February 2016, the amount owed is down to \$22,484, and many homeowners with past due amounts have either paid their outstanding balances or entered into payment plans.

A question was asked about how we handle writing checks. The current system is that Carolyn brings Cindy the checks and invoices, Cindy checks them, and then Cindy signs the checks. [Note that all Board members are authorized to sign checks and that the Treasurer reviews the checks and invoices on a quarterly basis.] Carolyn keeps the invoices and she will begin to scan them and keep them on the Google drive. She is currently working on our current year and then will work backwards to scan and upload previous years.

Carolyn reported the plan to start assessing a monthly \$20 late fee on payments not made by the 15th of the month or on accounts past due with no payment plan. One homeowner asked whether the late fee applies if one hasn't yet paid the second half of the HOA insurance payment. Carolyn clarified that there is no late fee for those who just paid half of the insurance when we were all assessed in January. Carolyn will send out reminders in May about paying the second half of the insurance payment (even though German American says they won't remind people about the second payment, Carolyn will extend that courtesy!).

As Ken, our Treasurer, was absent, Carolyn reported on the accounts review by Stampfli. They have completed their report, and we will have the final report soon. Carolyn reported on some of the oddities that Stampfli found in the old records, such as 80 checks to vendors with no invoices, including one unusually large check to a contractor with no invoice of any kind (probably associated with renovations for a flood in one homeowner's unit). It was recalled that the previous contractor often would buy supplies on his personal credit card and then just have the financial manager pay the credit card directly, with no invoices provided. [Note: We don't do that anymore!] Carolyn provided Stampfli with all the invoices and check stubs from 2011-2104 (the period of the embezzlement by the previous financial manager). She also provided them with the spreadsheet she had created to make sense of the checks that had never been properly recorded.

It was also noted that Ken is working on the budget construction and we will have that shortly as well.

At this point, homeowner Connie Beckwith returned to the issue of the late fees and said she had done some research on debt collection and discovered that federal law requires that late fees need to be expressly laid out in our legal documents. She suggested we might be breaking federal law if we charge a late fee that is not stipulated in the covenants. An additional problem might be that we would not have any grounds to collect late fees if homeowners refuse to pay. There was some discussion of possibly amending the covenants to stipulate a lower interest rate than the 14% currently in the covenants. [Note: The Board had felt a \$20 late fee would be less onerous than 14% interest, which was the idea behind the late fee.] The Board took this information from Connie under advisement and directed Connie to hold off on assessing late fees for one more month until we can get more clarity on how to move forward.

We then moved to the property manager update.

As Dave from Tempo was absent, Cindy handled the property management report. Cindy reported that Dave has been very busy collecting bids on different projects around the neighborhood. For example, Dave had gotten some good bids on painting all the garage doors, amounting to about \$2850 (\$75 per door for 38 garage doors). Although maintaining doors and windows are technically homeowner responsibilities, it was felt that if the garage doors—many of which badly need attention—were all done by individual homeowners, some might not get done, doors might be painted different shades, etc. It was felt it was a good use of our money to just get everybody's doors done at once.

Cindy moved, seconded by Randy, that all garage doors be scraped, primed, and repainted, up to a cost of \$75 per door, the work to be done this spring. This was approved.

Cindy also reported that Dave has received 3 estimates for sealcoating the road, restriping and renumbering the parking spaces, and patching cracks, ranging from \$13700 to \$9945. Dave felt there was no big difference in the quality of the services offered and advised that we should just go with the cheapest bidder in this case.

Randy moved, seconded by Cindy, that we recommend that Dave accept the bid from Otto's (\$9945) for sealcoating and striping to be done in early fall. This was approved.

Dave has also looked into adding a light and lamppost by the Hahn's unit on the Circle (the dark corner). He met with a representative from Duke, and it will be a few weeks or months before we get the bid, but it is in process.

At this point, homeowner Connie Beckwith brought up some additional issues with the lack of lights on two garages and at our front entrance. She stated she would talk with the city engineer again to clarify when work on our entrance will be scheduled by the city.

Cindy also reported that Dave is getting bids for covering the two dumpsters that don't have rooves. This is in process.

Cindy also reported on the termite inspection issue. Kelley's Termite and Pest Control can do an exterior inspection of our entire property for \$650 (\$1440 if they do interiors as well). This needs to be done soon, as termite swarming time is in spring.

Cindy moved, seconded by Elizabeth, that we hire Kelley's to do an exterior inspection for \$650, to occur end of March/beginning of April. This was approved.

Cindy reported on the Sherlock Homes inspection report. Each Board member is reviewing the report on 3 buildings (from the 500+ pages report) so we'll be able to compare notes and identify/prioritize common problems. In the meantime, the Board has decided there are little maintenance things that can be taken care of immediately. The Board has asked Dave and his team to begin immediate work on:

- Plugging and staining knotholes in the siding
- Caulking around windows
- Replacing rotten boards and trim
- Checking and repairing/replacing crushed downspouts
- Checking the "spiders" on some buildings that were installed to scare woodpeckers (some may just need new batteries)

We also discussed looking into power-washing and staining the decks that are green (as several homeowners reported this issue).

Cindy reported that Tempo has been making progress addressing non-compliance issues. The "abandoned" black Saturn has finally been removed by its owner! Homeowners are reminded to deal with clutter in yards or on decks, which is a violation of our Bylaws. Dave has written non-compliance letters to some homeowners with issues. His general advice is to ask homeowners to submit a plan on how they intend to fix the issue. Randy is going to follow up face-to-face with at least one homeowner who received a letter and has not yet responded with a plan.

We also discussed the tree report from Soaring Eagle. The Board is reviewing the recommendations to either treat or remove certain trees. The general consensus is to treat again (for ash borer disease) if the first treatment (two years ago) worked. Homeowners also brought up issues about specific trees that are causing erosion or are too close to buildings.

We then moved to new business.

Under new business, we discussed the need to update homeowner information and collect information on mortgage lenders (as required by the Bylaws). Elizabeth, as Secretary, will prepare an email mailing on this issue and ask homeowners to send the information to Carolyn for her to keep in our records.

We also noted that three units have recently sold—2341 (Susan Seitzinger), 2376 (Freya Thimsen), and 2305 (Linda Blair).

We noted that Jenny Kander's husband recently passed away, and the HOA sent flowers, which were greatly appreciated.

Lastly, we noted that the seasonal reminders (about grilling, tidying up decks, etc.) will be coming out shortly.

Under homeowner comments, homeowner Ed Gubar reported on new neighbors to the East in Spicewood who are cutting down trees along our property line. There was some concern as to whether some of these trees might be our trees. This will be investigated.

Randy moved we adjourn at 8:37, seconded by Cindy. This was approved unanimously.

The next meeting is April 21, 2016.

Respectfully submitted,

Elizabeth Starr

Secretary