

Woodlands Winding Brook HOA

Annual Homeowner's Meeting

October 13, 2016

The meeting was called to order at 7:00 pm in the chapel at Sherwood Oaks Christian Church by Board President Cindy Johnson.

In attendance were board members Cindy Johnson, President; Randy West, Vice President; Elizabeth Starr, Secretary; Ken Shafer, Treasurer; and Sherry Jeffers, At-Large. Property Manager Dave Thornbury was present for the first half of the meeting to give his report. Financial Manager Carolyn Brown was present for the second half of the meeting to assist with elections. A sign-in sheet was passed around to homeowners to verify their contact information. Forty homeowners were represented, either in person or through their proxies.

Approval of 2015 minutes: Secretary Elizabeth Starr presented the minutes from 2015 annual meeting. Randy West moved to accept them; Ken Shafer seconded. Approved.

Property manager's report: Dave Thornbury summarized some of the top-level issues handled by the Board this year. Major issues included the water main break, foundation issues in multiple units, the tree removals by Soaring Eagle, and the sealcoating/stripping project.

Short-term future projects include grading issues throughout the community (in large part due trees). Dave anticipates that we will be starting to address grading issues next year over several years, to the tune of about \$30K a year. The short-term projects will likely also include additional tree removals, power washing of all decks, deck reinforcement of all decks, and ongoing roof maintenance of our cedar shake roofs until we are ready for the long-term roof replacements. Mid-term future projects include resurfacing lots, starting in 2019, doing landscaping upgrades for areas that have been regraded, doing needed retaining wall replacements, and re-staining the siding (probably in phases over 4 years, starting in 2020 or 2021). Long-term projects will include the roof replacements, probably in 5 to 8 phases starting in about 2027. All of these dates are based on projections supplied in the Sherlock Homes inspection report authorized by the Board earlier this year.

At this point Dave introduced the "Long-Range Plan" document as a tool being used by the Board to start to prioritize and spread out future capital improvements and assess where adjustments in fees might be necessary in order to meet future obligations and to avoid special assessments.

Treasurer's report: Ken Shafer explained how he had created his first 6-month budget based on averaging 5 years of data from Carolyn's documents. His major findings included: we can set aside about \$20K this year for capital improvements (which will likely be completely used by the deck reinforcement project); we have reduced property management fees by about \$10K a year through moving to Tempo. Ken plans to have us move to a "calendar year" budgeting process in 2017 and redesignating one of our CDs for emergency reserves, one for capital improvements. The plan is also to have us move to cash-

based accounting rather than accrual accounting. All of these changes taken together should help to make out financial statements that much more transparent and understandable for homeowners.

President's report: Cindy Johnson reported on the successes and challenges of the past "crazy year." The Board welcomed 3 new Board members after last year's elections, and then-President Teresa White sold her condo and resigned in May. Cindy took over as President, and former Board member Sherry Jeffers was appointed to replace Teresa. Literally thousands of emails later, the Board is attempting to get back to doing things by the Bylaws.

In pursuing our insurance claim on the embezzlement by the former financial manager, the Stampfli firm independently confirmed the findings of the prosecutor and the insurance adjuster. The Association recovered \$50K from insurance and is still pursuing a criminal judgement against the former financial manager for the remaining \$25K (though the latest hearing has been continued again until November). The Board has worked hard to improve checks and balances and transparency. No checks are signed without an invoice and documentation. Monthly reports include the check register. Carolyn has put together a binder of the last 4-5 years of financials which may be viewed by homeowners. She has also scanned many financial documents (such as our insurance policy) which is available for view on Google drive (contact Carolyn to receive an invitation). Similarly, the 500+ page Sherlock Homes report has been scanned and uploaded on Google drive and is available for homeowner review.

Other accomplishments include our new bimonthly newsletter (with many thanks to Jeanette Clausen and Judy Schmid). We also have a new website, and the Board is working to make the homeowner areas more usable. Lastly, the Board approved hiring Peter Slothhower as landscape consultant and is looking for volunteers for a landscape committee.

Nominating Committee report: Jeanette Clausen, Edward Gubar, and Sarah Johnson made up the nominating committee for elections. Ed Gubar explained the procedures for voting and Jeanette Clausen introduced the slate endorsed by the nominating committee. Some homeowners expressed dissatisfaction with the nominating process, and their concerns were noted.

Candidate forum: There were three candidates for two open positions: Cindy Johnson, Cathy Brown, and Connie Beckwith. There were no further nominations from the floor. Each candidate presented a statement of their qualifications and reasons for being on the board. This was followed by a candidate forum with questions from homeowners. Homeowners wrote questions on cards that were then placed in a basket. Jeanette Clausen pulled cards in random order, which were read by Elizabeth Starr; all three candidates responded to each question, in a different order for each question. Randy West kept time. Despite the limited time available for the forum, all questions were asked and responded to.

Elections: We then proceeded immediately to elections. Ballots were placed in small envelopes and then inside signed individual envelopes for each living unit. Unit numbers were checked by Carolyn Brown against a list of delinquent accounts – any ballots from homeowners that were delinquent were discarded. Accepted envelopes were opened and the ballot envelopes were placed in a separate bag to assure anonymity. Ballots were opened by Sarah Johnson, verified by Steven Cook, and recorded on a tally sheet by Jeanette Clausen. The final tally was:

Cindy Johnson – 30

Cathy Brown – 19

Connie Beckwith – 17

[Several ballots included votes on the basis of owning garage lots. Although two of these surprise votes were counted in the confusion of the moment, they did not affect the final outcome of the election. It should be noted that the Covenants explicitly forbid counting garage lots for the purposes of voting (Covenants Section 2(b): "The Ownership of a Garage Lot shall not entitle the Owner to any greater voting rights in the Association"). The Board encourages all homeowners to follow instructions for voting on the basis of owning residential lots only in order to preserve the validity of their ballots. Per the Bylaws (Article II, section 2), homeowners are entitled to one vote per residential lot owned.]

The nominating committee was thanked for their many hours of work. New board members will join the current board at the November meeting and take office in January, when the new board will vote for officers.

Adjournment: The meeting was adjourned at 9:15 pm. The next regularly scheduled Board meeting will take place on November 10, 2016, at the Monroe County Public Library.

Respectfully submitted,

Elizabeth Starr
Secretary, Woodlands Winding Brook HOA