

Woodlands Winding Brook HOA

Board meeting September 8, 2016

The meeting was called to order by Cindy Johnson at 7:05 pm. Board members present: Cindy Johnson, President; Randy West, Vice President; Elizabeth Starr, Secretary; and Sherry Jeffers, At-Large. Ken Shafer, Treasurer, was absent. Financial manager Carolyn Brown and Property Manager Dave Thornbury were also present. Homeowners present were Connie Beckwith, Jeanette Clausen, Steve Cook, Sarah Johnson, Risë Koben, Judy Schmid, and Steve Wennerberg.

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

Financial report: Carolyn apologized for having forgotten to send out the financial reports to all homeowners and said she would take care of that immediately after the meeting. She then proceeded to go through the Profit and Loss statement. Our total income this past month was \$15,012.16, and net income was \$6835.35. Carolyn explained some expenditures on the P&L statement, such as \$3474 for the first phase of the tree work (treating the ash trees); note that we have not yet been billed for the tree removals. There was also a total of \$139.41 for items such as paying for the PO Box, buying stamps, sending certified letters to certain homeowners and mortgage holders due to placing a lien on a property, and getting a new lock and keys for the PO Box (after a former Board member misplaced one of the keys). Carolyn pointed out that our current assets in checking and savings total \$215,226.90, and if we get above \$250K, we would need to open another account at another bank in order to retain FDIC deposit insurance. (However, as we have large expenditures coming up with the sealcoating, decks, etc., it's not likely we will go over \$250K.) Carolyn reported that accounts receivable are down to \$5927.06 (from about \$30K a year ago at this time). Carolyn also reported that many financial documents are now up on the Google Drive, including financial reports for 2011, 2012, 2013, 2014, and 2015; tax documents from the last several years; the Sherlock Homes report; and the QBE insurance policy. Any homeowner who wishes to have access to one or more documents may request access from Carolyn and she will send them an "invitation" to the requested documents. Homeowners do need to have a Gmail account in order for this to work, but Gmail is free and easy to set up.

Homeowner Connie Beckwith had a number of comments and questions about the report. There was some discussion (not for the first time) of the way insurance prepayments are handled in Quickbooks. Carolyn reiterated that insurance prepayments are simply held in a "holding fund" until it is time to make the second payment; they are listed in the check register under checks that have been deposited but never listed as "income." Connie also asked about late fees. There was extensive discussion of the fact that our books are on an accrual basis rather than a cash basis (and the pros and cons of the various systems). Our books are currently run on an accrual basis. Dave commented that most of his HOAs do run on a cash basis, but some run on an accrual basis for tax purposes. However it's done, it's got to be registered—and it's not easy to change. In our system, balance sheets may not always balance, as outstanding checks may not clear till the following month (but then they appear on the next month's report, and the bank reconciliation closes the gap).

Treasurer's report: As Ken was absent, there was no Treasurer's report.

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

Powerwashing: Dave gave the update on the powerwashing and stated that the best time to do this would be spring. Although the powerwashing fluid contains some kind of sealing properties, to actually seal the decks afterwards would be an additional expense. Dave will talk to Powerwash Plus about a bid

for doing sealing at the same time as the powerwashing. There was also a discussion of the pros and cons of staining (looks nice, but has to be maintained—and color matching can be an issue).

Concrete entryway, 2385: This bid has been sent to the Board.

Tree work. The current phase of the tree work is winding down but there were some delays due to weather and to the sealcoating project.

Deck reinforcement bid. Dave has been unable to get a bid yet as all companies are super busy and some decline to invest the time to make a bid if other bids are also being solicited. D&S Maintenance will be coming out to make a bid shortly.

2336: This job was taken away from Rapid Roofing and given to PPS. It is scheduled for next Friday, weather permitting.

Sealing/stripping project: This project is underway. Dave reported that two cars were towed on Tuesday, Sept. 7, and one car was towed on Wednesday, Sept. 8. Dave reported that he hates to tow cars and he was out early knocking on doors to try to alert vehicle owners; however, cars must be towed if they are not moved by 9 a.m. or the sealcoating company will simply leave the job site and the work would need to be rescheduled. – Dave further recommends that for budgeting purposes, sealcoating should be done approximately every 7 years and striping about once every 3 years. [Both projects were long overdue!]

2376: A tree growing through the patio was causing structural issues. The bid has been approved, but had to be rescheduled due to the sealcoating. Dave is waiting to hear more from the Board before addressing some of the other structural issues.

2360: The homeowner reports front storm door not closing properly, slant in sidewalk, hole in foundation, no water leak. Engineer Kevin potter has inspected but has not yet submitted his report.

We then moved to **completed projects.**

2343: Final repairs here were pushed out a few weeks by the homeowner, but the repairs have now been completed.

Old Business:

Water main break: The area of the water main break on the Court has been repaired and resealed.

Elections: 1) The Nominating Committee reported that they had sent out the call for nominations and had so far received one nomination. They are expecting at least one more nomination shortly. The Board is grateful to the Nominating Committee for all their hard work! **2)** Cindy clarified that the Bylaws clearly state that anyone in arrears may not vote. Last year an exception was made to allow people with payment plans to vote. The Board will instruct the Nominating Committee to send out a revised call with this clarification on voter eligibility. Elizabeth volunteered to write this up and get it to the Nominating Committee.

Rental units: Cindy stated that per the Bylaws, the Board needs to receive copies of all leases to units that are being rented. In addition, the Board is in the process of investigating the Bylaws for further clarification of which units/how many units may be rented.

Annual meeting: Cindy reminded all that the Annual Meeting is October 13, 7 pm, in the Chapel at Sherwood Oaks.

Long-range planning: Cindy reported that members of the Board will be sitting down with Dave this coming month for long-range planning. – Homeowner Connie Beckwith brought up again the idea of a reserve study as part of long-range planning.

New business:

Garage lights: Cindy reported that many had been replaced, but some were within individual garages and Tempo did not have access. Cindy will ask Dave to look into light-activated lights for some garages. Related to this was a discussion of who pays for the electricity for the garages (answer: the Association). Some brought up that some homeowners have freezers or other large appliances in their garages that are being paid for by the HOA.

Powerwashing bid: Elizabeth moved, seconded by Randy, that we accept the powerwashing bid from Powerwash Plus, powerwashing to be done in Spring 2017. This was approved. [The Board will decide at a later date whether to add on the sealing.]

HAND grant update: Sarah Johnson reported that HAND won't help with improving the pond, as this is private, not public. However, the committee has some other ideas, such as coming up with a proposal to improve the bus stop at Rogers or the trails behind the property. The deadline for grants is fast approaching, but there will be a round starting in January. All encouraged the group to keep working; the bus stop proposal seemed particularly appealing.

Doggie bags and dumpsters: Elizabeth moved, seconded by Randy, that the Board approve hiring Rebecca Johnson for \$20 a week to put out doggie bags and tidy the dumpsters. This was approved.

Homeowner discussion:

There was some discussion of the situation with the annoying renters (which seems to have settled down somewhat) and of how to ensure that renters follow the Rules & Regs.

Cindy moved we adjourn at 8:42 pm, seconded by everyone. 😊 This was approved.

The next meeting is October 13, 2016.

Respectfully submitted,

Elizabeth Starr

Secretary