

Woodlands Winding Brook HOA

Board meeting May 11, 2017

The meeting was called to order by Cindy Johnson at 7:02 pm. Board members present: Cindy Johnson, President; Jeanette Clausen, Vice President; Elizabeth Starr, Secretary; Ken Shafer, Treasurer; and Cathy Brown, At-Large. Financial Manager Carolyn Brown and Property Manager Dave Thornbury, with Tempo HOA Accounts Manager Geri, were also present. Homeowners present were Donna Davis, Susan Frew, Edward Gubar, Sarah Johnson, Peter Krstanovski, Aran Mordoh, Matt Odle, and Judy Schmid.

April Minutes. Jeanette moved, seconded by Cindy, to accept the April Minutes as amended (change in a vendor name that was recorded incorrectly). This was approved unanimously.

Financial Manager's report. Carolyn went over the P&L statements, showing an income of about \$69K for the month, and approximately \$27K in profit so far this year. Carolyn will be sending out letters shortly on two properties that are over \$1000 in arrears, informing them of the Association's intention to file a lien on the properties to cover the arrears. (At present, a total of 4 homeowners account for about \$14K in arrears.) Carolyn is continuing her project of organizing and scanning old records from the previous financial manager (which was just thrown in a box). The records go back to 2007, and Carolyn believes she can finish this project this year. There was a question about the \$8500 for legal fees in April. Carolyn clarified that our lawyers are now sending monthly invoices as requested and so we are caught up on all legal fees except for any incurred in the month of April, which have not been billed yet. We are currently about \$5K over budget on legal fees for the year.

Document processes. Related to financials, Ken commented that he wants to get together with Tempo to look at flow of document information. Ken wants to meet with both Carolyn and Dave to set up/clarify the process. Dave commented that all contracts are signed by a Board member (rarely by Tempo, but sometimes if necessary). Ken wants a clarification on how the signed contracts and invoices get to Carolyn for posting on Google Docs. Both Ken and Dave expressed a desire for a clear process that protects the integrity of the documents. Ken suggested that a group (Ken, Elizabeth, Carolyn, and Dave) meet in the near future to clarify processes so that these can be communicated to homeowners. In the meantime, Cathy, Carolyn, and Jeanette will meet to work out Google Docs issues and figure out how to make the documents posted there non-downloadable.

After this discussion, as there were no further questions, Carolyn left at 7:18 pm.

Property Manager's report. Dave introduced Geri, who was attending her first Woodlands Board meeting. At the office, Zack at the front desk is moving over to full time maintenance. Geri will be the funnel for our HOA maintenance requests and Zack will be the dedicated employee handling maintenance.

Dave went through the summary of projects, starting with the **in-progress projects**.

2301-2307 Roof Repair—Exterior Wood Restoration is almost all done. One more good weather day is needed to wrap it up.

Chimney staining was brought up (i.e., could Exterior Wood Restoration also stain the chimney if needed when they are up on the roof doing restoration?). After some discussion, the consensus of the Board was to ask Dave to ask Exterior Wood to also add on staining the chimney, up to \$1000. Dave will ask if

they can do it, and if they are willing, and how much they would charge. In other words, this is under exploration, and will be done if 1) Exterior Wood is able/willing and 2) cost is below \$1000.

Dying tree by 2368/2370—two bids have been received and are going to the Board

Staining decks—So far, Dave has received one bid (from the same person who did the garage doors). More bids should be coming in next week. The Board has determined that the Association is responsible for exterior maintenance including deck staining, but has not yet established how often this should occur at HOA expense.

Garage light repair—Dave has determined that many things with the garage lights are not wired right, and he is continuing to work on it.

Grading/drainage plan—In terms of topographical engineering bids, Dave has received one bid so far (from Bynum Fanyo) and is currently waiting for two others. There was some discussion of the whether we needed an engineering firm's report, or whether we could ask landscaping firms that do drainage control (such as our current landscapers, Nature's Link) to make a plan. Pros of landscaping company: much cheaper, could get started sooner. Pros of engineering firm: would never do the work themselves, would have detailed plans that could be bid out to landscaping companies.

2366 potential roof leak, crack in stone near door—vendors are looking at that.

2393 fence request—the Board will vote on this.

Flyers on dumpster sheds—flyers on recycling will be going up tomorrow.

Completed projects: Dave didn't go through these in detail, but referred us to his list. Geri is starting to also list the date on which the project was completed. Ken commented that he likes the level of detail and the line items on the invoices. Dave also commented that any homeowner is welcome to come to his office to look at invoices and documents there.

There was some discussion about the best way to report maintenance issues, and Dave reaffirmed that the best procedure is to use form on the online website. Dave is looking into adding a way to also upload pictures.

Treasurer's report: Ken stated there will be an updated spreadsheet on the budget with actuals for the June meeting. Related to his ongoing financial review, Ken wanted to clarify some issues re the recent installation of joist hangers on the decks and concerns that the vendor did not install them correctly. First, Ken realized that the decision to install the hangers had been decided by email (rather than by a formal vote at a monthly meeting) due to its being a safety issue, coming up at the same time when we were preparing for the annual meeting. Ken agrees with what Dave said about the structural engineer's follow-up report: the hangers are structurally sound. Ken still wants to look into corrective hardware and whether using the wrong hardware to hang the joist hangers voids the warranty, etc.

Old business:

Gutter cleaning—As covered gutters more complicated to clean, Dave is getting bids for cleaning gutters and garage gutters.

Deck staining—The Board reviewed again that this is an HOA responsibility, per our reading of the Covenants. Deck staining was last done over 5 years ago. After some discussion of types of stains, etc., the Board urged Cindy to ask Dave to get some more staining bids for the June meeting.

Building and Grounds Committee report—Although there is no official report, B&G has Minutes from their last meeting. B&G reviewed the results of the survey that was given to homeowners on whether they would like the HOA (through our landscaper, Nature’s Link) to be responsible for tending their “yard” spaces or not. Out of about 30 some responses, most homeowners want HOA to maintain the yard (24). 9 want to take care of it themselves. 3 want shared responsibility. Cathy further reported that NL has mowing under control and are now starting on the weeding. They will try to work two days a week till they get all the weeding done. After that, they’ll come back with mulch. They won’t do inside fenced areas. They have been doing some light pruning and they’ll start on deep pruning, if we like, with the caveat that this will make things look worse initially, although it’s better for the plants in the long run. Lastly, B&G also briefly discussed hanger issue. Cathy reported that Seth Inman and Lester from NL have been walking the grounds together, and both will come to June meeting and will present what they are recommending.

New business:

2393--Homeowner request for fencing of back area, to match similar height and style of fence already there on the perimeter. The homeowner had sent in exemplary specs, very thorough. The homeowner was reminded to have the lines marked for utilities before any digging. The second caveat is that the fence might need to be removed temporarily when we get drainage/erosion work.

Cathy moved, seconded by Cindy, that the Board approve the plans for the fence for unit 2393. This was approved unanimously.

Termite warranties—Kelly’s came out to inspect again. No problems were discovered. Several units were on a 3-year plan and up for renewal. There was some discussion of the pros and cons of keeping warranties versus simply inspecting and treating if there is a problem.

Cathy moved, seconded by Ken, to revert the warranties to yearly inspection and treat when needed for termites. This was approved unanimously.

Woodlands website—The website has not been updated in a long time (beyond the posting of monthly Minutes). We could use it much better if we had a webmaster who could attend to it. Sarah surprised and delighted the Board by volunteering her husband. Cindy and Elizabeth will arrange to meet with Sarah shortly to pass on passwords, etc.

Homeowner comments. There was time for some brief homeowner questions/comments.

Our next meeting is scheduled for June 8 at the Library. We hope to start earlier (6:30 pm) to accommodate the reports from the landscapers.

The meeting adjourned at 8:50 pm.

Respectfully submitted,

Elizabeth Starr,
Secretary, Woodlands Winding Brook HOA