Minutes for Annual Meeting of the Woodlands Winding Brook HOA

Thursday, October 10, 2019

7:00 p.m.

Sherwood Oaks Christian Church

Board Members Present: Connie Beckwith, Diane West, Donna Davis, Sarah Taylor, Linda Scott

Also Present: Carolyn Brown (financial manager) James Eiermann (property manager) Tonya Newlin (Jamar Property Management)

Homeowners Present: Kristie Lindberg, Shelley Taylor, Susan Seitzinger, Doris Hahn, Charles Hahn, Michael Butcher, Linda Parrott, Edward Gubar, Randy West, Kris Kuntz, Beth Tankersley, Jeanette Clausen, Catherine Brown, Cindy Johnson, Sherry Jeffers, Brian Dalhberg, Elizabeth Starr, Steve Wennerberg, Ken Shafer, Anas Alahmed, Aran Mordoh

**Welcome**

Sarah called the meeting to order at 7:10.

**Approval of 2018 Annual Meeting Minutes**

The minutes from the 2018 Annual Meeting were presented for approval. Kris Kuntz moved to approve them. Randy West seconded. Motion carried.

**Annual Budget Review**

Before a review of the financials, resident Edward Gubar challenged the agenda item that called for a vote on the Special Resolution. Edward cited a section of the covenants that he interpreted to mean that a separate meeting was required to vote on the Resolution. Sarah stated that our attorney, Kim Sutter, said that we were able to vote on the Resolution at the Annual Meeting. In addition, Sarah stated that matters pertaining to the Special Resolution would be addressed later in the meeting.

Homeowners were presented with a Profit and Loss Statement from 2018 and a proposed Budget for 2020. Sarah explained that the budget was prepared based on no fee increase at this time. She alluded to a capital improvement plan that, once established, will most likely require a fee increase. A resident questioned the $11,000 item for pond maintenance. Sarah explained that the Woodlands might be able to collaborate with the city to fix the pond. Sherry Jeffers questioned the cost of legal fees. Sarah acknowledged the unusually high bill and said that the goal is to reduce legal fees by reducing litigation. Resident Linda Parrott asked if the Board plans to obtain multiple bids for each maintenance contract. Sarah said that it depends on the job. If we have a relationship with a particular vendor (such as RCV), then the Board will most likely retain their services. However, the Board is hoping to obtain as many plans/bids as possible from future landscapers. Randy West moved to approve the budget. Ken Shafer seconded. Discussion included questions about parking space touch ups and scheduling for chimney inspections. All in favor. Motion carried.

**President’s Report**

Acting president, Sarah Taylor, called for residents to work together to change the course of the Woodlands. Sarah outlined 3 goals for the Woodlands:

1*-Make better use of resources*. Sarah called for residents to re-envision how they utilize volunteers, vendors, and property managers.

2-Increase *community engagement*. Sarah noted that the same people show up at meetings. She called for residents to participate by serving on the Board or on a committee. Sarah expressed her hope of using technology to engage Woodlands residents. She hopes to live stream regular meetings, for example.

3-*Devise a strategic operating plan.* Sarah outlined the need for procedures and means for better communication. She mentioned job descriptions and described the email system that she recently implemented that would enable mailboxes to follow a position (such as secretary) rather than a person. The mailboxes would allow a previous officer or Board member to share information with a new Board member.

**Building and Grounds Committee Report**

B & G is meeting on Monday evenings at Kriste’s unit. The committee is looking into alternate funding such as grants for some of the projects. At the moment, committee members are helping Jamar with tasks such as taking pictures for maintenance projects (such as painting the parking spaces).

**Property Manager’s Report**

James Eiermann reported that the tree trimming is done and that work on the decks is continuing.

**Election of New Board Members**

The Board will have 2 vacancies in December when terms served by Donna Davis and Linda Scott expire. Kriste Lindberg withdrew her name as a candidate, leaving Ken Shafer as the lone candidate on the ballot. Ken Shafer nominated Brian Dahlberg, who called for volunteers to step up and help make the Woodlands the best it could be. Randy West seconded Brian’s nomination.

Sarah made a motion to approve the candidates. Kris Kuntz seconded. Although there were only 2 candidates, the residents voted (by show of hands) to elect Board members by paper ballot. Votes were collected.

**Resolution**

Sarah gave a brief history of the Resolution, explaining that the document was an attempt to clarify the practice of repairing basement and foundation cracks. The Resolution was drafted by attorney Michael Carmin in July. Ken Shafer formed a committee that drafted several amendments to the Resolution. However, the amendments were not given to Sarah in time for them to be included in the packet of materials sent to homeowners prior to the Annual Meeting. Since most homeowners were reading the proposed amendments for the first time, many expressed discomfort at voting to include them at this time. Ken Shafer proposed that residents vote on the Resolution as drafted by Mike Carmin, and he would work the Board to incorporate amendments at a later date. The revised Resolution would then be voted on at a Special Meeting. Linda Scott seconded. Motion carried and a vote was conducted.

**Adjournment**

Because of the late hour, Sarah adjourned the meeting before the votes were counted. Property manager, James Eiermann, took the votes with him to be counted the next day at 9:00 a.m. Resident Edward Gubar asked to be present.

Result of the vote for Board members: Brian Dahlberg 22 Ken Shafer 18

Result of the vote for the Resolution: 16 for 14 against

Linda Scott

Secretary