# 2023

# June Open Board Meeting The Woodlands Winding Brook HOA

Board:

Aran Mordoh: President Shelley Taylor: Vice President Lisa Meuser: Secretary Valerie Grim: At-Large Shahana Ansari: At-Large

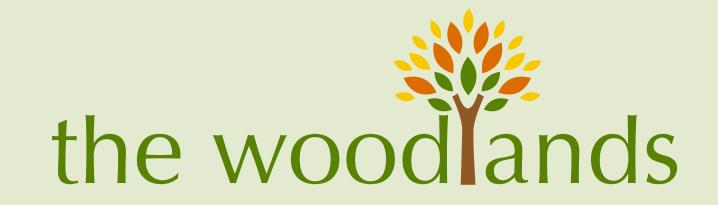


# Reminder of contact information

Listed at the bottom of the agenda and on all board emails

Board Email: <u>board@woodlandshoa.net</u> Property Manager Email: <u>manager@woodlandshoa.net</u> Financial Manager Email: <u>finance@woodlandshoa.net</u> The Woodlands HOA Website: <u>https://www.woodlandshoa.net/</u> Homeowner Request link: <u>https://www.woodlandshoa.net/homeowner-requests/</u> Homeowner Google Drive Access:

https://drive.google.com/drive/folders/0AINrI5OycSUwUk9PVA



# **1. Call to Order** ~ Aran Mordoh (7:00-7:02)

- Recognition of attendees
- Logistics reminders
  - Chat bar for technical issues only
  - No disparaging/rude chat bar comments allowed. 1<sup>st</sup> violation warning. 2<sup>nd</sup> violation removal from the meeting for disrupting the meeting.
  - Open board meetings are for the board to report out and vote on pressing new items of business.
  - Please hold all homeowner comments until the "homeowner comment" period at the end of the meeting (last 30 minutes, as time allows).

# 2. Land Acknowledgement ~ Shahana (7:02-7:03)

- Introduce
- History
- Action
- Conclude

# 3. Approval of Minutes ~ Aran (7:03-7:05)

- Open Board Meeting April 13<sup>th</sup> 2023
- Special Meeting May 11<sup>th</sup> 2023

# 4. Report out on Decisions ~ Aran (7:05-7:07pm)

#### Board AWM

- Dog Poop
- Mulch
- Drain Repair by basketball court
- Payment plan adjustment
- Property Manager DMA
  - See property manager report

# 5. Executive References ~ Aran (7:07-7:10pm)

- Executive meeting 4/11/23
- Executive meeting 6/5/23
- Executive meeting 6/13/23

# 6. President's Report ~ Aran (7:10-7:12pm)

**New/Updated items** (look at agenda for details & standard items)

- Special Meeting on 5/11/23
  - Took place in-person at Sherwood Oaks Church & viewing/speaking over zoom (hybrid meeting)
  - Vote to retain board member Aran Mordoh 26-22
  - Vote to retain board member Shelley 25-22
- Fair Procedures
  - Board member Valerie Grim presided over the meeting
  - All homeowners and board members were given 3 minutes each to speak
  - Confidential ballots and proxies were counted by 3 independent parties
- YMS ~ Yearly Maintenance Schedule
  - Ready to implement with help from the admin assistant
  - RSI Data Included

# 7. Treasurer's Report ~ Shahana (7:12-7:15pm)

**New/Updated items** (look at agenda for details & standard items)

- New/Updated Items
  - None currently. Please read the standard items in the agenda to familiarize yourself with the correct financial procedures in place to ensure funds are being tracked and spent correctly.
- Notes on the Running Budget Document

# 8. Financial Manager Procedures

Please read these for detailed information on the agenda

# 9. Financial Manger's Report ~ Laurie (7:15-7:20pm)

#### Standard Items:

- Monthly financials emailed to all homeowners and uploaded to the homeowner Google drive monthly.
- Invoices/receipts & Signed Contracts included
- Notes on upcoming payments:
  - Special Assessment of \$750 due July 1 2023

# 10. Special Item~ Valerie (7:20-7:25pm)

- Current Committee: Buildings & Grounds Committee
- Possible 3 new Committees:
  - Finance Committee
  - Inclusion & Engagement Committee
  - Outreach, Welcoming, Recreational & Social Gathering Committee
  - Vote on one homeowner who requested to be on a committee
- Notes on how to get involved
  - Put in a homeowner request on the website indicating what committee you would like to join and the board will vote on it.
  - Homeowners wanting to be more involved ~ this is a great opportunity!

# 11. Property Manager's Report ~ Jamar (7:25-7:30pm)

Report out on work in the neighborhood and bids being acquired

# 12. Communications Report ~ Shelley (7:30-7:32pm)

- New/Updated Items
- Standard Items (read the detailed agenda)

## 13. Operations Report ~ Shahana (7:32-7:35pm)

#### New/Updated Items

- 151 homeowner requests since 1/1/2023
- Homeowner request chart/spreadsheet (internal data tracking valuable & prevents litigation)
- Updates since the last open board meeting
- Standard Items (read the detailed agenda)
- Townhall Meeting survey for 2<sup>nd</sup> Quarter in June 2023
  - Updates made to the 2<sup>nd</sup> quarterly townhall survey
  - Preliminary results from the 2<sup>nd</sup> townhall survey (survey results to be sent out soon)
  - Please attend the 2<sup>nd</sup> quarterly townhall meeting on June 15<sup>th</sup> 7pm @ zoom

### 14. Buildings & Grounds Committee ~ Aran/Committee members (7:35-7:40pm)

#### New/Updated Items

- Repairing/Restoring Common Areas / Community Volunteer Day
- \$11,000 Neighborhood Improvement Grant
- Invasive Management
- Weed Wrangle (join us Sunday June 11<sup>th</sup> for the next weed wrangle)
- Standard Items (read the detailed agenda)

### Areas worked on with

the clean-up day!







Burning bushes to be replaced with arrowwood viburnum & common ninebark



Putting together benches & picnic tables!



Enjoying the new benches they just built!



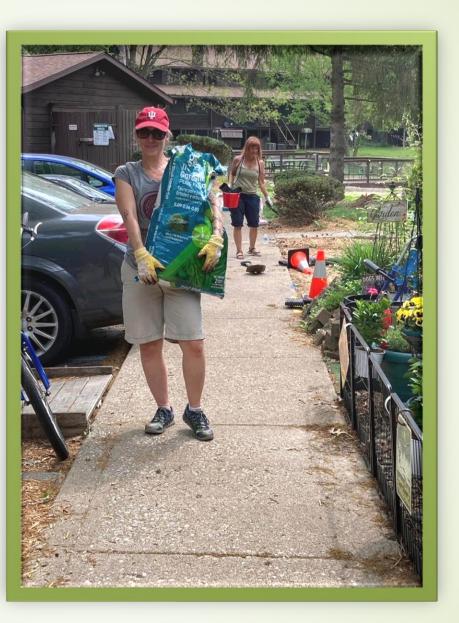
Putting out all the native plant species!



Learning about planting trees & bushes with MC-IRIS



Working hard to get those plants in the ground!





### Lots of homeowners planting!





### Lots of homeowners planting!





### Well Deserved Social!



# Skip 15-18

- Tabled business
- Pending business
- Yearly contracts to review
- Postponed Business
- For more details on these read the detailed agenda document

# **19. New Business**~ All Board Members (7:40-8:00pm)

#### 5 new items

- Chimney Inspections
- Common Area fences
- Yearly Tree Report
- New/Updated RSI Study
- Review of Drainage & Pond Area Reports (and any other documents to go with) ~ only if time allows

### **19. New Business**~ A) Shahana (7:40-7:45pm)

#### Chimney Inspections bid October 2023

- Data: \$3,300 bid (\$50 for 66 units). Same contractor as last year. Julie Todd LLC. Cleanings will be \$115 and will be required and conducted at the time of the inspection (if needed or if the fireplace has been used at all). This fee will be assessed and added to the homeowner's bill. Item allocated in our budget for chimney inspections for \$3,500.
- Reason for action: Required action for external insurance that keeps units safe, as fire safety for buildings is extremely important.
- Professional Advising Provided: Property Manager
- Cost/Benefit Analysis
- Discussion

### **19. New Business**~ B) Valerie (7:45-7:50pm)

- Common Area Fences: Repair, power washing & staining bid
  - Data: \$3,500 to repair common areas and power wash / stain areas. expense item 8 "cleaning grounds and Grounds Maintenance Other" \$5,000 per year, roughly \$2,000 left. We will save money in our tree budget that we can allocate for this.
  - Reason for action: These area are falling apart. Rather than wait and have to replace them, repairing is the most cost-effective option. Some of these common area fences haven't been repaired or stained in at least 10 years.
  - Professional Advising Provided: Jamar helped us secure a huge amount of work to be done at once by Lane Maintenance, more cost effective than one at a time. Includes Privacy fence, common area fences, trash corrals, new railings put up by HOA.
  - Cost/Benefit Analysis
  - Discussion

### **19. New Business**~ C) Aran (7:50-7:55pm)

- Yearly Tree Report: injections, trimming & removals (2023 tree bid)
  - Data: \$15,063.52 tree report & bid for tree injections, tree trimming & tree removals. Standard yearly tree work to keep the trees and entire neighborhood healthy (from Bluestone, premier arborists with a forestry background ~ identified by B&G committee as important). Budget line item for \$35,000 this year for these services, so we are well under budget.
  - Reason for action: Yearly tree maintenance, standard to keep the neighborhood, budlings & people safe and healthy.
  - Professional Advising Provided: Bluestone tree, who is conservative in their estimates of any trees that need to be removed. Invasive pear trees (4) must be removed per our rules.
  - Cost/Benefit Analysis: Trees 19 & 20 ~ got options from the arborist & talked to the homeowner impacted (recommend removing tree 19 & trimming tree 20). 11 trees to be removed, 7 trees for injection, 2 trees to be monitored for the future & 2 large trees to be trimmed (with other trimming for smaller trees).
  - Discussion

### **19. New Business**~ D) Shelley (7:55-8:00pm)

- New/Updated RSI Study bid (last one done in 2018)
  - Data: \$1,590 for updated RSI report , budget category under expenses 10 "Professional fees other" \$1,000 allocated. We aren't doing the termite study this year, so there is \$2,000 on that line item that can be deferred to this. Adding this line item to the 2024 budget it recommended.
  - Reason for action: Previous report in 2018. Updated report recommended every 3-5 years to clearly guide the board with data on what repairs need to be made and the cost for them.
  - Professional Advising Provided: RSI Reserve Specialists, Inc.
  - Cost/Benefit Analysis: Saves money in the long run to have professionals guide us for long term financial and repair planning. Rather than just try to fix things as they go bad or guess with some of our other professionals on how to plan out maintenance.
  - Discussion

## **19. New Business**~ E) Aran (7:55-8:00pm)

Updated drainage reports from Abrams & Moss (Drainage & Pond Area) ~ any documents associated with

# 20. Homeowner Comments ~ Aran/Shahana/Lisa (8:00-8:30pm) Civil behavior please

- Shahana or Lisa to keep time please (verbal & hand signal warning at 2:30 & 3:00)
- Logistics: Homeowner comments are for questions and feedback to the board only
  - No disparaging comments of boar members or property manager (considered meeting disruption)
  - 1<sup>st</sup> rule violation results in a warning, 2<sup>nd</sup> violation results in homeowner removal for disruption.

#### Procedures:

- Homeowners must limit their comments to 3 minutes per round & follow all board instructions
- Board members will wait to give their responses until all homeowners who want to comment have gone for the round.
- We will allow multiple rounds of homeowner comments, as time permits
- Format follows city council meeting standard, why there aren't time limits for board members (as well as the fact that we are sometimes responding to multiple questions)
- Please save specific questions about items or data for a homeowner request. All board members have access to this data but can't be expected to know it off the tops of their heads.

# **23. Upcoming meetings** ~ Aran (8:29-8:30pm)

- Quarter 2 Townhall on zoom: June 15<sup>th</sup> 7-8pm
- Next open board meeting on zoom: July 13<sup>th</sup> 7pm





### Thank you for attending the open board meeting!



Winter milk-jug planting with the B&G Committee



The National Wildlife Federation through its **Backyard Wildlife** Habitat Program Certificate of Achievement



and maintenance of Backyard Wildlife Habitat

No. 29582

This habitat is certified in the National Wildlife Federation's worldwide network of mini-refuges where, because of the owner's conscientious planning, landscaping, and gardening, wildlife may find quality habitat-food, water, cover, and places to raise their vouna.

### We can get back to this some day!

# Certificate of Appreciation

Monarch Waystations provide milkweeds, neetar plants, and shelter for monarchs throughout their annual eyele of reproduction and migration.

> In appreciation for efforts on behalf of monarchs, Monarch Watch awards this certificate to

Woodlands Winding Brook Homeowner's Association

for the ereation and maintenance of Monarch Waystation number

3588

Creating and maintaining a Monarch Waystation contributes to monarch conservation and helps to assure the continuation of the monarch migration in North America.

CREATE, CONSERVE, & PROTECT MONARCH HABITATS

Monarch Watch

www.MonarchWatch.org

