

## Woodlands Winding Brook HOA

### Board Meeting minutes 1-15-15

The meeting was called to order by vice-president Edward Gubar at 7:10 pm. Board members Diane West, Teresa White, and Cindy Johnson were present, along with general manager Jenny Kander and financial manager Carolyn Brown and resident Ken Schaefer.

Carolyn presented the financial report. She will get a new lock for our PO box so we will have 2 keys to it. Insurance bill is to be paid this week. She has the boxes of financial files from Denise and will be scanning them and putting them on an external hard drive as well as on the computer provided by the HOA. Emails to Carolyn should go to [finances@woodlandshoa.net](mailto:finances@woodlandshoa.net) or to [csbrown987@gmail.com](mailto:csbrown987@gmail.com).

A discussion ensued about a replacement for Jenny, who is retiring as soon as a new general manager is hired. It was voted on and Tony Somes is to be offered a contract for the position as well as doing maintenance for the complex. Edward and Barb will draw up a contract, to be approved by the board, for a 6-month trial period. Barb will contact the other finalist with the decision. Jenny has all the current files, as well as the archives, in her home which will need to be transferred to Tony. Teresa and Cindy will box up the files that are in need of plastic storage tubs to prepare for the move.

Ken Schaefer offered many suggestions for how to improve communication between residents and the board, as well as providing a place for residents to share information with each other. Various types of social media were discussed as well as making better use of the website.

It was also discussed where the board meetings would be held in the future. Sherwood Oaks does not charge for using space there, although we have made a donation when using their facilities.

The meeting was adjourned at 9:00 pm.