

Woodlands Winding Brook HOA

Board Meeting 8/20/15

The meeting was called to order at 7:00 pm in room 1C at the Monroe County Library by board member Teresa White. Also in attendance were board members Edward Gubar, Diane West, and Cindy Johnson, plus financial manager Carolyn Brown. Fifteen residents were also present.

The June 15 minutes were approved – motion from Ed to approve, seconded by Diane.

Carolyn Brown presented the financial report, including profit and loss statements, check register, and balance sheet. Large expenses in July included the stain and staining of the last building and roof repairs.

Carolyn presented the procedures that will be followed, per our covenants, for verifying the accuracy of each homeowner's accounts:

Carolyn will provide Quickbook statements to those homeowners in arrears. Homeowners will either verify the accuracy of the statement or provide documentation for Carolyn to correct by December 31, 2015. HOA procedures for assessing fees for past due accounts will be enforced as of January 1, 2016. Late charges consist of \$10 per month and interest of 14% per annum, in addition to any legal expenses incurred. These procedures are spelled out in the covenants.

A homeowner asked if the board could identify those in arrears, perhaps by a number instead of by name, due to the large amount owed. Due to privacy concerns, names or addresses cannot be disclosed. It was also discussed how and why severance was paid to the former finance manager; per the bylaws the board is able to award severance to a departing employee – it was not part of their contract with the board. It was suggested that due to the misappropriation of funds the board should seek to have the severance pay reimbursed to the association in addition to the missing funds.

Tony Somes' six-month contract as property manager completed on 7/31/15. He has declined to continue as either property manager or maintenance person. A property management contract has been signed with Dave Thornbury at Tempo Properties beginning August 1, 2015. Dave had planned on being present at the meeting but was unable to attend due to a family emergency.

Old business:

Letters were emailed and also hand delivered to all residents on July 30 with updates on the property management change and updates on the misappropriation case.

New roofing on the back side and entryway of Units 2376 & 2378 has been completed with metal architectural shingles. Resident comments are welcomed.

All buildings have now been stained. Several dead trees have been removed and others trimmed.

New business:

Jeannette Claussen was introduced as the new welcome greeter for the Woodlands. She is working with Cindy on a packet of information to be given to new residents. She asked if any residents had suggestions or would like to help to please contact her.

Planning for the Annual HOA meeting is in progress. Suggested dates are October 8, 14, or 29 at Sherwood Oaks church. The board is working on a budget for 2015-16, including prioritizing large maintenance projects, reviewing contracts for service providers, and interviewing grounds consultants. As contracts come up for renewal, the property manager will solicit bids from various companies for review.

At the annual meeting there will be election of board members. Teresa White and Cindy Johnson will continue to serve one more year on their terms; three new members will be elected. Three residents will be nominated by the board to serve as a nominating committee for new members. Volunteers for the nominating committee were requested. Per the bylaws, any members of the nominating committee or candidates for HOA board must be in good standing financially with the association. One vote per unit is allowed. Residents vote on who is on the board – the board then elects officers at their first meeting after the election. There was a lengthy discussion about whether all board members should be replaced at once and also the possibility of expanding the board from 5 to 7 members.

Homeowners asked if the 2012 by-laws could be emailed to residents and posted on the website. Teresa will look into getting this done.

Steve Cook suggested an online forum for residents (with a secure login) to share concerns, comments on upcoming projects, or to see contracts with our service providers. Many in attendance thought this was a good idea – it will be looked into further as to how to set this up and maintain it.

Shelley Taylor expressed concern about the upkeep of the grounds. The board recognizes this need and has begun interviewing consultants to assist with long-range plans for the plantings in the neighborhood.

The next meeting will be on September 10, 2015, at the MCPL.

The meeting was adjourned at 8:45 pm.

Respectfully submitted,

Cindy Johnson

Secretary