

NEWSLETTER

Board of Directors Report

Highlights from 2012 -- What's new in 2013



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Welcome, George McGinn

This newsletter highlights some of the key actions completed by the Woodlake Homeowners Association in 2012 and plans for 2013. The Board of Directors' key priority is to keep our neighborhood a desirable place to live for current and prospective homeowners.

Among the things that distinguish Woodlake from other neighborhoods are our walking trails and our lake and pond. As discussed in the Buildings & Grounds section of the newsletter, the HOA funded several substantial projects in 2012 to make the lake and pond more attractive. We have also been successful in discouraging Canada geese from taking up year-round residency in Woodlake, which has made the trails more attractive for walking. Unfortunately, there has been an increase in the amount of pet waste left along the trails – if you take your pet for a walk, please pick up after them. If you see pet owners not picking up after their pets or see people littering, please point it out to the offender and/or send an e-mail to grounds@woodlakecommunity.com with specific details that we can follow-up on.

The WHOA continues to support activities that promote a sense of community and encourage neighbors to know each other. The activities include the annual BBQ, Neighborhood Watch, the clubhouse library and exercise

room, the website bulletin board, the spring Easter egg hunt for children, the adult softball team, and Saturday food trucks. In addition, in 2012, the WHOA sponsored three CPR certification classes. More information related to the activities is contained in this newsletter.

The WHOA is considering several projects for 2013, but no decisions have been made. Possible projects include repaving the trail sections that were not paved in 2011, repaving the clubhouse parking lot, installation of a boules or bocce court, construction of a community garden that could be used by residents, a boat launch, and a picnic area. If you would like to provide input on these ideas or have other ideas, please send an e-mail to board@woodlakecommunity.com.

Much of the day-to-day work of the WHOA is handled by professional contractors. However, we need input and involvement from residents who are willing to volunteer their time and talents to keep Woodlake a great neighborhood. We welcome volunteer input on all of the association's committees, but are especially looking for volunteers to serve on the Architectural Review and Recreation Committees. If you would like to get involved with WHOA activities, please send an e-mail to board@woodlakecommunity.com.

FINANCE COMMITTEE 2012 REPORT



The WHOA continued its history of fiscal stewardship, maintaining dues at the same level and finishing 2012 with total revenues of approximately \$205,385 vs. a budget of \$203,234. Expenses totaled approximately \$200,876.

The surplus of a little more than \$4,500 will be added to WHOA reserves. The major expenses during the year included:

- Management Contract & Expenses \$38,645
- Grounds & Lake Maintenance \$77,091

- Pool & Clubhouse Expenses \$19,990
- Utilities \$14,935
- Reserves \$47,500
- Bad debt and miscellaneous \$1,332

In addition, approximately \$25,634 was paid from reserves and current expenses for a variety of capital projects including: Tree removal work, dredging sediment from small pond, building retaining walls and installation of erosion barrier on large lake, construction of rain gardens near large lake, and tree replacement.

WHOA liquidity remains sound at approximately 70% of annual expenditures, within the board's liquidity objective of 50-100% of annual expenditures.

NEIGHBORHOOD WATCH

Neighborhood Watch is one of the most effective and least costly ways to reduce crime in residential areas. Our program is based on encouraging residents to call the police if they observe suspicious activities and on timely communication of crime-related information to block captains and residents. Woodlake's annual neighborhood BBQ is sponsored by our Neighborhood Watch program to encourage neighbors to know each other better and to look out for one another. If you don't know who your Block Captain is, send an e-mail to watch@woodlakecommunity.com.

There were 7 home burglaries, 2 auto-related larcenies, and 1 robbery in Woodlake in 2012. Although these numbers are too high, the annual total of 10 incidents is the smallest number we have had since our Neighborhood Watch program started tracking crime levels in 2007. Most of the burglaries occurred when the residents were away from home, and highlights the importance of having a home alarm system. Also of note, there were no reported incidents during the last four months of the year.

What can residents do to improve safety?

- **Be alert!** You can make a big impact on crime by noting anything out of place or suspicious in the neighborhood. If you see suspicious activity or are a victim of crime, contact the police (call 911) and send an e-mail to watch@woodlakecommunity.com.
- **Don't tempt criminals.** Don't leave a purse, GPS, or other valuables in your car overnight and, if possible, don't park on the street. Don't leave your home doors or windows unlocked.
- **Improve security around your house.** Add motion sensor flood lights. Install a home alarm system. Keep shrubs near your house trimmed. Lock your car.
- **Don't let criminals know you're away.** Pickup your newspaper in the morning, don't leave trash and recycling bins on the curb. Leave lights on timers when you are away. If a criminal thinks you're at home, he or she will likely move along.



Important Woodlake Community Website Address Change

Important UPDATE! The Woodlake website is now functioning as www.woodlakecommunity.com instead of .org. The Woodlake community website with the extension .org should be back in service sometime during the next 60 days. Everything that was accessible through www.woodlakecommunity.org is now at woodlakecommunity.com. Please note that all of the .org email addresses now end in .com. Otherwise, nothing has changed.

Did you know that the Woodlake website has been praised by the Durham Visitor's Bureau as representing Durham as a nice place to live? The website provides information for use by Woodlake residents, including e-mail links for contacting the Woodlake Board and various committees, and electronic copies of documents and forms (architectural requests, pool and exercise room access, clubhouse rental, etc.). In addition to news, there is a direct link on the home page to the Community Bulletin Board. The Bulletin Board is a great place to post services offered, needs, used items for sale, lost and found pets and much more.

Be sure to sign up for e-News. This is the BEST way to stay connected and learn about activities and happenings in the Woodlake community. You will receive Neighborhood Watch updates concerning recent crimes or activity, reminders of upcoming events, and important information about repairs and improvements being made. If you haven't already signed up, do it now at www.woodlakecommunity.com. Click on the green *Sign Up for e-News* button.



Sign up for e-News and the Bulletin Board from the homepage of woodlakecommunity.com. Signing up for e-News does not give you access to the bulletin. You must sign up for that separately. Stay in touch!



ARCHITECTURAL REVIEW COMMITTEE (ARC)

ARC is now meeting once a month. Completed applications need to be submitted for review by 6:00 pm on the 2nd Wednesday of the month and will be reviewed by the committee on the 3rd Wednesday of the month. The time span between submittal and review has been increased to give the committee additional time to review the completeness of the application and to allow time for homeowners to respond to any deficiencies prior to the review meeting. The ARC drop box at the entrance to the clubhouse may be used to deposit your request.

The ARC is a vital part of the Woodlake Community and is one of the reasons that Woodlake continues to be such a desirable community. The committee is composed of volunteers from the community who

unselfishly give of their time to help maintain Woodlake's desirability and community integrity.

The Woodlake Protective Covenants require homeowners to seek approval from the ARC for projects that change the look of their houses or that may impact their neighbors. Modifications to the house interior and routine exterior maintenance (e.g., replacing rotted fascia boards) do not require ARC approval. However, ARC approval is required for some landscaping, planting, and tree removal projects as described in Section 20.6 of the handbook.

The application submittal and review process is described in Section 20 of the handbook. Additional information related to ARC rules and application

requirements are in the Frequently Asked Questions (FAQ) document in the ARC section of the WHOA website. You can also download the ARC Request Form from the web site. Save the ARC QUICK GUIDE insert for easy reference. But remember that the best plan is to be sure before beginning any project.

Recognizing that sometimes the best laid plans don't always go the way they were intended, the ARC is sensitive to time-related issues. In the event a problem arises for an already approved project in process, homeowners should directly contact arc@woodlakecommunity.com or CAS at todd@casnc.com.

Thank you for working with us in maintaining the beauty and integrity of our community.

Congratulations to our Neighborhood Hero, David White. Durham's InterNeighborhood Council recognizes neighborhood heroes each year. This year our own David White was recognized. Among other things, David was commended for "creating a Neighborhood Watch and for his true desire to make our neighborhood a better place." The mission of the InterNeighborhood Council is to promote the quality, stability and vitality of Durham's residential neighborhoods. When you see David, be sure to let him know you appreciate his efforts!



Call for Volunteers: Much of the day-to-day work of the WHOA is handled by professional contractors. However, we need input and involvement from residents who are willing to volunteer their time and talents to keep Woodlake a great neighborhood. We welcome volunteer input on all of the association's committees, but are especially looking for volunteers to serve on the Architectural Review and Recreation Committees. If you would like to get involved with WHOA activities, please send an e-mail to board@woodlakecommunity.com.

NOTIFICATION AND ENFORCEMENT POLICY

The WHOA handbook (available on the Woodlake website) contains policies and procedures covering a variety of topics. These rules exist for the mutual benefit of the entire community. The rules cover protection of WHOA-owned property, obtaining approval from the Architectural Review Committee (ARC) for changes to the appearance of your house, and various other topics. To emphasize the importance of these rules, the Board has adopted an enforcement process that separately addresses procedural and technical violations (i.e., enforcement actions can be taken both for the failure to obtain approval prior to doing the work and for the work that was done). As stated in the handbook, the Board can impose a fine of up to \$100 for each violation and can require corrective action if the work done is not consistent with community standards. The enforcement process includes the opportunity for a

meeting between the homeowner and the board to discuss a violation before a fine or other penalty is imposed. The Board hopes that enforcement actions are rarely required, but also recognizes that all homeowners need to understand that action will be taken when necessary to protect our neighborhood's best interests. If you have questions about the above, please contact the Board by sending an e-mail to board@woodlakecommunity.com, by contacting CAS (the association's management contractor; their address and phone number are below), or talking directly to a board member.



IMPORTANT CHANGE :

Effective 1/1/13 the mailing address of your dues has changed! If you mail your payments or use an online bank bill pay, please make sure payments are now going to:

Woodlake Homeowners Association

c/o CAS, Inc. Processing Center
PO Box 94707
Las Vegas, NV 89193-4707

CAS Contact Information: CAS Inc. assists with day-to-day operation of the Woodlake Homeowners Association. Our Account Manager is Todd Petherbridge. To contact Todd, call 919-403-1400, send a fax to 919-403-1499, or e-mail todd@casnc.com. Normal office hours are 9-5 on Monday through Friday. For after hours emergencies, call 919-403-1400 option 3.



2013 Revisions to WHOA Handbook, 3rd Edition

(revisions in italics)



- 9.3.4 **Guests.** Residents are required to adhere to the established guest policy of the pool. Guests may include out-of-town relatives or up to four other guests. *Residents may request approval to have more than four in-town guests at the pool at a time by contacting the management company by e-mail at manager@woodlakecommunity.com at least four days prior to the planned visit.* Guests must be accompanied by homeowners, who are responsible for their safety and behavior. Any non-residents or inappropriately sponsored guests at the pool are trespassing on community property. Inappropriate guests include individuals who are in the possession of an unauthorized pool key. Homeowners are subject to loss of pool privileges if they assist any individual in the unauthorized use of the pool.
- 20.3.2 **Schedule.** *The ARC meeting schedule and application submittal deadlines are posted on the ARC page of the WHOA website and on the clubhouse bulletin board. You will receive a written response within a maximum of 60 days after submittal of an application (this is the time allowance provided in the Covenants, but the actual time is usually substantially less) indicating whether the request is approved, approved with modifications, additional information is required, or denied. To allow adequate time for review by ARC and for resubmission if the first request is incomplete or rejected, applicants should submit ARC requests at least a month in advance of the intended start date for the project.*

THE WOODLAKE ARC QUICK GUIDE

The Architectural Review Committee exists for the benefits all Woodlake homeowners. The purpose of the ARC is to maintain the harmony and attractiveness of our community, protecting property values and desirability. To ensure that this is done, certain changes, additions, and improvements require the permission of the ARC prior to being implemented. We all enjoy our community and want others to, as well. The ARC protects our interests as homeowners.

(Please note that this guide is meant to provide a quick look at ARC policy and is in no way meant to replace the handbook. For more detailed information see the handbook or go to the ARC page on the website. www.woodlakecommunity.com.)

The following DO NOT require ARC approval:

- Installing a storm door does not require ARC approval.
- Maintenance projects that leave the visual appearance of the home unaltered in style, size or color do not require approval. This includes replacing Masonite with Hardiplank of the same color.
- Can't decide on a color for your home? If a final decision has not been made, applications may contain up to three color combinations.
- Use of natural color stains on back decks do not require ARC approval.

Thinking of removing a tree? Here's what you need to know.

Tree Removal:

ARC approval **IS** required if:

- The tree is either a native or ornamental tree **and** is more than 10 feet from the main house **and** that is more than 3 inches in diameter.
- You are removing any other tree with a diameter of more than 6 inches at a point of 2 inches above the ground that is more than 10 feet from the main house.

ARC approval **IS NOT** required if:

- You are removing a tree that is located within 10 feet of your house (sheds and decks don't count).
- You are removing a dead or significantly damaged tree due to natural causes.

WAIT!!
Know the
rules



If in doubt, ask first. Contact the ARC.
arc@woodlakecommunity.com



Exterior Painting:

Thinking of painting your house? You do not need ARC approval if you are re-painting the house and shutters the original color. Changing the color or the outside looks of the house (roofing material, doors, shutters, windows) does require approval **BEFORE** you begin the work.

Changing the color, but can't decide what color you want. To make it easier for you, the ARC will accept up to three color swatches. You can get approval and then pick from the acceptable colors when you are ready to begin.

THE WOODLAKE ARC QUICK GUIDE

Fences:

The addition of a fence requires ARC approval. A fence greatly changes how a property looks and therefore must be approved before building. Visit the website or see the handbook for specific guidelines.



Planning on painting your fence. Remember if you are changing the appearance in any way - different color, or paint versus stain - you must get ARC approval **BEFORE** you begin.

WAIT!!

Building or changing the appearance of any fence requires ARC approval BEFORE you begin.

Other Major Additions or Changes:

The following are included in major additions and always require ARC approval before beginning:

Decks or Additions to existing decks

Awnings

Storage buildings/sheds

Swimming pools

Gazebos/Pergolas

Hot tubs

Driveway changes

Playhouses

Pet houses/kennels

Retaining walls

Railings



Did you know prefabricated metal sheds are prohibited? And that all sheds need ARC approval before building?

This list may not be complete. Doing something not on the list? Not sure if you need approval? Ask first to be sure!



Gardens and Landscaping:

Most landscaping does not need approval from the ARC. A pretty yard and gardens are enjoyed by all and enhance the community. But if you are planning on putting up a visible structure, planting a hedge, building a retaining wall, you may need approval from the ARC. **When in doubt, ask first.**

Remember...

The HOA is allowed to fine a homeowner who does not comply with the ARC rules and regulations. In addition to a fine, a homeowner may be required to **UNDO** the work that was done, if the work is not acceptable to ARC. The WHOA can also fine a homeowner for a procedural violation for not properly applying for permission. No one likes implementing or paying fines. **BEFORE** you begin a project, ask yourself this. Does what I am planning change the appearance of my house/property? And always - when in doubt - whether you think the work is minor or major, find out first. A simple email to arc@woodlakecommunity.com could save you from doing something you shouldn't.

RECREATION NEWS

Pool Season: The pool will open May 18 and close September 29. See the "Revisions" article, page 4 for updated pool guest regulations.



Food Trucks: Back by popular demand. The Third Saturday Food Truck events were so popular, that we are doing it again this year. Check the website for details.

Chirba Chirba was one of the favorites of last summer's Food Truck Events.

Softball Players: If you would like to play co-ed softball, contact sports@woodlakecommunity.com. All experience and skill levels are welcome, but you must be at least 18 years old. The team is particularly looking for some female players this year. Games are on Sunday afternoon during the spring and fall.

Exercise Room: An exercise room, open daily 5:00 a.m. to 11:00 p.m., is available at the clubhouse. It contains a treadmill, an elliptical trainer, and a weight machine. To obtain access, click on Forms under "Administration" at www.woodlakecommunity.com. Fill out the registration form and fax it to CAS to have your electronic "pool key" activated to use the exercise room.

Woodlake Easter Egg Hunt: Will take place on Saturday morning, March 30 at the clubhouse. For more details about the event or to volunteer, contact kids@woodlakecommunity.com.



The annual Easter Egg was another great success.

A big thank you to all the volunteers who make this possible each year!

Community Bulletin Board: If you would like to post something of interest to Woodlake residents on the bulletin board along the trail near the playground, contact George McGinn with an email to GPMCGINN@aol.com.



Last year, the seniors enjoyed a visit to the Sarah P. Duke Botanical Gardens in Durham.

Woodlake Seniors Group: The Seniors Group is open to all retired Woodlake residents. The group gets together during special occasions (e.g., Valentine's Day, Thanksgiving) or whenever we feel like it! Our activities include getting together for group meals and conversation, visiting local museums, and going on field trips. For more information contact June DeLalio 919 361-3464, Earline Weed 544-1328, or Florence White 484-4845.

Library: The library is open to all residents each Monday evening from 5:00-7:00 p.m. (except holidays) at the Woodlake clubhouse. Thanks to the hard work of volunteer Librarian Judy Stenger, there is now an online catalog available through the homepage under the resources pull-down menu. The collection includes fiction, non-fiction, children's material, and "timeless" magazines (on gardening, home repair, etc). The library also features movies for loan. Donations of materials are always welcome.



BUILDING AND GROUNDS UPDATE



The Buildings & Grounds Committee oversees maintenance of the trails, lake, clubhouse, swimming pool, entrances, and all other WHOA property. The committee strives to enhance both the quality of life and the value of property within the community. Some of the work is done by volunteers, but most of it is performed by contractors. If you would like to join the committee, have suggestions for other projects, or have concerns or questions, e-mail: grounds@woodlakecommunity.com. Major grounds projects completed in 2012 include:

- Construction of new retaining walls on the east and west sides of the lake,
- Dredging to remove ~400 cubic yards of sediment that had accumulated in the pond since it was built in the 1980s,
- Installation of a rain garden and a critical area planting (CAP) on WHOA property adjacent to Lake Village Townhomes (these projects were co-funded with the Durham County Soil & Water Conservation District),
- Heavy pruning of multiple trees and shrubs around the lake and pond to improve visibility and replacement a several diseased and damaged trees along Woodcroft Parkway and at the north end of the lake, and
- Refurbishment of several storm-water drains that were partially clogged with sediment from street runoff.

WiFi at Clubhouse and Pool: WiFi was installed at the clubhouse and is accessible in the pool area. The wifi password is posted in the clubhouse above the kitchen sink and in the pool area near the Coke machine.

Swimming Pool: We have hired a new pool contractor for 2013, Still Waters Pool Management. In addition to making sure the pool and associated facilities are properly maintained, they will also conduct periodic inspections to make sure pool users are properly registered, enforce pool rules, and respond to complaints.

For everyone's enjoyment, please follow the posted safety rules and help us keep the pool area attractive by cleaning up the area you were using when you leave. If you see unsafe behavior, see someone violating pool rules, and notice someone illegally entering the pool area, please call or text the pool management company. Their phone number and e-mail address are posted near the soda machine.

The HOA would like to establish a 'Pool Committee' to help with monitoring pool operation and to serve as a communication link with the Board of Directors and the pool management company. If you are interested in being on the Pool Committee, please send an e-mail to grounds@woodlakecommunity.com.

Pond and Lake Nutrient Management: The HOA has spent a significant amount of money over the past five years to reduce the influx of sediment and nutrients into our lake and pond. In addition to nutrients having a substantial impact on algae growth in our lake and pond, the outflow from the lake goes into Crooked Creek and then into Lake Jordan, which also has excessive nutrient levels. To help reduce nutrient inflows into our lake and pond, homeowners are asked to remember the following:

- Most soils in our area naturally have ample phosphorus. Unless you are doing a major lawn renovation (best done in the fall), phosphorus-containing fertilizers should not be used.
 - Fescue (the primary grass in Woodlake) benefits from fall fertilization and needs only a small amount of nitrogen in the spring (equal to ½ lb of nitrogen per 1000)
- (continued on page 7)*

BUILDING AND GROUNDS (CONTINUED)

(continued from page 6)

square feet). Applying more than this amount promotes rapid growth and lots of mowing.

- All of the storm-water drains in Woodlake empty into our lake and pond. Fertilizer, tree leaves, and grass clippings are significant source of nutrients. Please either mulch and keep these materials on your lawn or flower beds, install a composter, or use a brown bin provided by the city. If you leave these materials on the street or sweep them into the storm-water drains, you are adding to the algae problem in the lake and pond.

Maintenance of Woodlake Owned Property:

The HOA owns and maintains approximately 25 acres of community-owned property, including the lake, pond, trails, and much of the wooded areas in the neighborhood. Homeowners should not remove vegetation or perform other maintenance of these areas without first obtaining approval from the HOA, nor should they dump yard waste on HOA property. If you are aware of maintenance work that needs to be done on HOA property or see someone disposing of yard or household waste on HOA property, please either call CAS or send an e-mail to grounds@woodlakecommunity.com.



Canada Geese: We have posted several signs along the trail near the lake asking people to not feed the geese. If you see someone feeding geese, please ask them to stop and point them to the signs. If you would like to provide input on the WHOA efforts, please send an e-mail to grounds@woodlakecommunity.com.



Do you have a favorite photo of the Woodlake Community? The clubhouse has a rotating photo display and the website features a gallery of residents' work. If you'd like to share your photos, please contact webmaster@woodlakecommunity.com



The annual neighborhood BBQ is always a great success. Sponsored by the Neighborhood Watch team, the event encourages residents to get to know their neighbors and have a great time doing it. Mark your calendars for June 1 and plan to attend. Check the website for information.

General Interest and Important Dates

Welcome Committee:

The Woodlake Welcome Committee visited 40 new owners in 2012. This is up from the previous 2 years, so there has definitely been some rebound in home sales in Woodlake in 2012.

New residents receive information about the area and a reusable blue Woodlake shopping bag with their welcome package. If you are new and did not get a visit or a "Woodlake Blue Heron Bag," left at your door, email welcome@woodlakecommunity.com.

Clubhouse Rental: The Woodlake clubhouse is available to Woodlake residents for party and meeting rentals. For additional information and reservations, visit the website and click on Clubhouse under Contacts or send an email clubhouse@woodlakecommunity.com.

Clubhouse Parking Lot: The clubhouse parking area is to be used by homeowners and invited guests for activities at the clubhouse, pool, or for using the playground or walking trails.

Overnight parking is not permitted (11:00 p.m. – 5:00 a.m.). Vehicles parked at the clubhouse during these hours are subject to towing.

Street Parking: Section 12.6 of the WHOA handbook prohibits consistent parking of private vehicles on the street. If you have concerns about cars that are persistently parked on the street and obstruct traffic flow, send an e-mail to Todd@casnc.com.

Waste and Recycling Containers: Garbage, yard waste, and recycling containers should be placed at the street the evening before pickup and should be removed from the curb by the evening after pick-up. When not at the curb, containers should be stored in an unobtrusive location (e.g., in the garage or a screened area in the side yard).

Litter: Please don't litter when you are walking or driving in our neighborhood or elsewhere. Be respectful of other residents and of Mother Nature.

Neighborhood Watch BBQ: This year's neighborhood BBQ will take place on June 1.

Annual Meeting: The Woodlake Homeowners Association Annual Meeting will take place on April 30 at 7:00 p.m. Please note the meeting will be held at the Southwest Library, conference room, 4505 S. Alston Ave. (919-560-7409)

Call for Volunteers: The WHOA is interested in promoting recreational activities, such as a 4th of July party, a Fall Festival, a progressive dinner, but volunteers are needed to help coordinate these activities. If you are interested in helping, e-mail recreation@woodlakecommunity.com.

Important 2013 Dates to Remember!

April 30 - Annual HOA Meeting

7:00 p.m. - Southwest Library Conference Room

March 30 - Easter Egg Hunt

May 18 - Pool Opening

May 18 - First Food Truck Event

Check website for more information

June 1 - Neighborhood BBQ

6:00 p.m.

September 29 - Pool Closing

Woodlake Homeowners Association
c/o CAS
5915 Farrington Rd., Ste. 104
Chapel Hill, NC 27517

