

WHOA Board of Directors – Meeting Minutes for May 18, 2017

Annual Meeting of Members

Present

John Cambier (President), Betty Turnbull (Vice President), Rick Brown (Treasurer), Betsy Martin (Secretary), David White, Matthew Whelihan, Amanda Sosebee, Marissa Hartzler, Mary Evers, Jonathan Stone (CAS).

Absent: NONE

1. Call to Order & Establish Quorum

- Meeting was called to order by the President.
- Quorum was established.

2. 2016-2017 Year in Review

- John Cambier reported on news from the WHOA since April 2016.
 - This year we painted pool deck, repaired and updated on the pool bathrooms, performed roofing work, completed new trail work, and created the memorial walking space.
 - Recreation Committee has been very active with game nights, movie nights, cook-offs, and holiday events and is a big benefit to our community.
 - We have not had a high level of crime or break-ins, Colleen Scott heads our neighborhood watch crew to help with this. We have had only 4 break-ins for over 600 homes in this year.
 - WHOA was on-budget for 2016.
 - Elections are held tonight for John Cambier, Betty Turnbull, Donna Wolfe, & Jim Fleming.

3. Election of Three Board Members

- John Cambier, Betty Turnbull & Donna Wolfe were elected by member vote on anonymous ballots to three-year terms on the Woodlake HOA Board of Directors.

4. Financial Report

- Rick Brown, Treasurer, presented a financial summary. We hire a management company, CAS is our choice and we oversee their work. We review their work every month and have an annual reviewed statement from a CPA. We came in with a surplus of \$5k, which we moved to reserves. Our annual budget is \$210k, which is based off our homes' monthly dues. We are primarily responsible for common properties and the care thereof. This year we did bathroom renovations, memory garden, trail work and painted the pool deck. Meeting our budget enabled us to keep our dues flat and we have a balanced budget predicted for 2017. Our reserves are healthy and our budget for 2017 is similar to last year's budget.

5. Committee Updates

- **Architectural Review Committee (ARC):** Acting Chair, Marissa Hartzler, presented and explained that ARC is the volunteer committee that is responsible for overseeing changes to our community, including fences, tree removals, changing exterior colors. Approximately 50 applications are processed annually.
 - **Process Changes:** The ARC application process has been changed to an online program which is available through the Woodlake website. Our application program is similar to a google form and asks questions regarding your request. You do need to notify your neighbors and please do not forget to attach that proof. Photos of your project and a plat of your property are also helpful. Please apply by the second Tuesday of the month with the ARC meeting on the third meeting of the month. The rules permit 60 days for the ARC decision-making, but completed applications are generally processed within two weeks.
 - **Handbook Changes:** Sections 9-11 clarify who may use our resources including our pool and clubhouse (for homeowners who are in good standing and their guests) and one pool card per home; Section 20.2 modifies ARC procedures to require all projects to be completed within 6 months of approval; Section 20.3 has the updated instructions for ARC applications; Section 20.4 clarified procedures for major additions; Section 20.6 changes the process for the removal of trees.
 - **Removal of Trees Changes:** David White presented on changes for our tree removal rules. Historically, if you have a tree larger than 6 inches in diameter, then you need ARC approval unless it qualifies for an exemption. The exemptions have been: (1) within 10 feet of your house, (2) dead or (3) damaged by natural causes (ie: storms). Now, we have added to the exemptions: (4) trees that are within 10 feet of each other, (5) trees that are a safety hazard, and (6) any Bradford pears or Leyland cypress tree may be also cut down. *However, for any tree that you are planning to cut down under any of the exemptions (old or new), that you put tape around them and notify ARC at least 3 business days prior to your proposed removal so that your exemption can be verified.*
- **Building & Grounds Committee (B&G):**
 - David White reported that in September the lake will be lowered by 4 feet for sediment removal and maintenance of vegetation. In the meadow between Ringwood and Forrest Ridge there is a memory garden with rain gardens. Benches are being put in for a variety of family quiet spaces, bird houses and commune with nature. Volunteers would be very welcome and appreciated.
- **Neighborhood Watch (NW):** David White reported on behalf of NW. NW would encourage members to lock their cars and remove valuables. The annual neighborhood BBQ will be held on Saturday May 20. Volunteer opportunities also abound within this Committee!

- **Communications Committee:** Betty Turnbull reported on behalf of Communications. We have a listserv for the community that members can register with at www.woodlakecommunity.org and we use this listserv to update Neighborhood Watch and other essential information. We also have an active neighborhood Facebook group. Our Facebook group is active in many ways, including free/ buy/sell, community interests and even lost pets! If you try to join, you will automatically get two questions regarding your residency and once confirmed you will be added! Our monthly Saturday Food Trucks are scheduled for the season and kicked off last weekend with our pool opening.
- **Recreation Committee:** Amanda Sosebee reported on behalf of Recreation, her co-chair, Laura Crosskey. We had many successful events over the past year including the Cookie decorating for Valentine's Day, Easter-Egg Hunt, looking forward to a Neighborhood scavenger hunt, Fourth of July Parade, Homebrew competition is being scheduled for October, a Wine-tasting event, Apple-dipping/topping party, Chili cook-off and Holiday Caroling. The recreation committee is welcoming new members and ideas for new activities.
- **Pool Committee:** John Cambier reported on behalf of the pool committee. The pool is open!

6. Question & Answers

- **Woodlake Cares:** Woodlake Cares is not part of the HOA but is a volunteer-run member support network wherein neighbors have trained to help one another when a short-term need arises within our community. Volunteers have assisted with rides, running errands, walking dogs, mowing lawns, taking packages off of doorsteps, picking up medicines if you are temporarily homebound and being a walking companion. Woodlake Cares has also sponsored a lecture/ conversation series for our community. Since August 2014, they have given 225 services to the community. Health Matters topics are covered approximately 6 times per year. June 10th at 8am there will be a water-aerobics class. Cares@woodlakecares.org is the contact for either needs or to volunteer.
- A member asked about a communication gap with CAS and Jonathan agreed to speak with her directly.

7. Adjournment -meeting was adjourned at approximately 8pm.