

WHOA Board of Directors – Meeting Minutes for May 24, 2018

Annual Meeting of Members

Present

Betty Turnbull (Vice President), Amanda Sosebee (Treasurer), Betsy Martin (Secretary), David White, Marissa Hartzler, Mary Evers, Donna Wolfe, Jim Fleming, and Jonathan Stone (CAS).

Absent: John Cambier (President)

1. Call to Order & Establish Quorum

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

2. Election of Three Board Members

- Nominations were opened and no nominations were offered from the floor.
- Jim Fleming, Amanda Sosebee and Mary Evers were elected by member vote to three-year terms on the Woodlake HOA Board of Directors.

3. 2017-2018 Year in Review

- Betty Turnbull reported on news from the WHOA since May 2017. This year we invested in dredging the lake, pool repairs, and we renovated entrance signs. We are working on clubhouse renovations including the interior space, the exercise room and we already replaced the gutters. Our recreation committee was active this year.

4. Financial Report

- Amanda Sosebee, Treasurer, is an accountant and presented a financial summary. We hire a management company for our day-to-day operations and CAS is our choice and we oversee their work. We review their work every month and have an annual reviewed statement from a CPA.
- Our balance statement was offered to the community for review. It shows how much money we have in the bank, how much we owe other people, how much others owe us. We are well funded and comfortable with our current financial standing.
- Our income statement was offered to the community for review. Our income is generally derived from members paying their dues. Our expenses show how we spend our money. Our grounds work and upkeep, pool contract, CAS' management contract are the three biggest expenses for our community. This year we have spent \$76,000, which is more than usual at this point in the calendar year, but we have done significant work on the pool, signs and other activities and some of this will be adjusted from insurance payment for the one sign that was in an accident. Our annual budget is \$217,000. We generally keep ½ a year of expenses in our reserves, about \$76,000, and our goal is generally \$105,000. Given that we

have spent so much more in the first 5 months of this year than usual and we expect to spend less over the coming 7 months, we are not concerned about this difference.

5. Committee Updates

- Our committee members and volunteers were thanked by Betty Turnbull on behalf of the community.

- **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 (doors, shutters), specific landscaping projects (landscaping that impacts water flow, driveway alterations). Our online system, implemented in 2017, is working well. ARC has 60 days to respond to applications, but ARC has a track record of responding within 30 days. Marissa reminded the community to please complete applications fully, including ensuring neighbors have been made aware of the project. Marissa also noted that our townhome communities (Lake Village and Pineywood Townes) have their own ARCs. Jim Fleming is also on the Board for Lake Village, one of our townhome communities, and he announced that the townhomes are bound to Woodlake rules and their own ARC rules and Lake Village Townhomes are moving to the online system in July 2018. Marissa thanked all of the committee members for their work. Steven Sosebee is coming on as Chair in June 2018. Marissa noted that ARC is active, and processed approximately 45 applications this past year but volunteers commit to 2-3 hours/month in volunteer time.

- **Recreation Committee:** Amanda Sosebee reported on behalf of the Recreation Committee. We had many successful events over the past year and planned for the coming year including the Finding Nemo scavenger hunt, our Easter Egg Hunt, June cook-out on June 2, 2018, 4th of July children's parade on Lakeshore, Neighborhood Night Out at our Ice Cream Party in August at the pool, August outing to the Durham Bulls, Chili cook-off, Parade of homes/ home tour at the end of the summer, and a party to show off our Clubhouse renovations. Committee members are welcome to join and pitch in!

- **Building & Grounds (B&G) and Pool Committees**
 - David White reported that we have significant vegetation that has died and we are cleaning up. We had a tree service come and chip up the big projects and trees. Our contract with Brightview covers some pruning work and allows for picking up 1 load of debris per week. The garden club meets during the week, usually on Wednesdays, but sometimes on the weekend to do work on our HOA land to keep Woodlake looking beautiful. Given the vegetation work this year, our committee has been working hard on the townhome side of the lake to prune that section and open up that view of the lake. There is another section along Forrest Ridge that the Grounds Committee has worked hard to improve, but this process is complicated

due to summer droughts and deer. David reminded the community that because HOA property can only be pruned/ worked on by the HOA (similar to a privately owned lot by your neighbor) and not private members, please contact Grounds Committee for permission. David also asked that grass clippings not be placed on the street as it washes into the lake and increases algae in the lake.

- David White reported that the capital expenditures of the pool renovations are complete. Robby Tisci heads up our pool committee and they monitor that the rules are being followed and they report maintenance issues. If you have an emergency issue (someone gets sick in the pool/ someone's diaper leaked), then call Stillwaters (number posted at the pool) to have it treated promptly. Betsy jumped in to add that if you are having more than 7 guests from outside Woodlake, you need to complete a form and submit it to the pool committee. A resident raised the issue that we have some umbrella stands with significant cracking. David White replied that they still function well, and we have spent significant monies on the pool this year and do not intend to replace them for their cosmetic defects.
- A resident raised the issue of increased snakes in the neighborhood. David White confirmed that we do have significant water snakes and some copperheads in the community.
- **Neighborhood Watch (NW):** David White reported on behalf of Neighborhood Watch. The number of break-ins to homes are down substantially. We have a number of incidents of car break-ins, but those cars have typically been unlocked. Durham Police recommends that we lock our cars and remove valuables. The annual neighborhood BBQ will be held on Saturday June 2, 2018. Volunteer opportunities also abound within this Committee, particularly in the area of Forrest Ridge (Bridgeport, Wateree, Mountain Island etc.) for block captains. Block captains are often used for coordinating information from an incident on a street to ensure we understand what's happening in our neighborhood. Block captains are also critical with coordinating the annual picnic. It is about a 2-6 hour annual commitment. Please remember that our barbeque also has a food drive component and we welcome donations.
- **Communications Committee:** Betty Turnbull reported on behalf of Communications. We have a listserv for the community that members can register with at www.woodlakecommuinty.com and we use this listserv to update Neighborhood Watch and other essential information. We are cautious not to overuse the listserv, but we send out semi-regular updates. We also have an active private neighborhood Facebook group (Woodlake Community). Our Facebook group is active in many ways, including free/buy/sell, community interests, beautiful pictures and even lost pets! We have recently created a Facebook rules committee that requested suggested new proposed rules from the community, reviewed them and are working on a sample draft for the Board to review/

adopt. The purpose of our group is to ensure positive neighborly interactions. If you try to join our Woodlake Facebook page, you will automatically get two questions regarding your residency and once confirmed you will be added!

- The Clubhouse can be rented by members and information is available on the website. Our renovations are expected to be completed in early August and we will have a photo contest for neighbors to submit their masterpiece pictures of Woodlake.
- Monthly board meeting minutes are on the website but are a month behind because the Board needs to review, edit and approve the drafts.
- Our monthly Saturday Food Trucks are scheduled for the season and although our first was cancelled due to rain, the next is scheduled for June 16, 2018.

6. Open Forum

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. Barbara Tremblay gave a report on Woodlake Cares. In addition to helping with short-term needs, Woodlake Cares sponsors a lecture/conversation series for our community focusing on health and interesting community topics. Woodlake Cares also offers water aerobics at our Pool on some Saturday mornings by a certified volunteer instructor. The first one will occur on June 16, 2018. This year the Woodlake Cares group helped a member with ALS and created a subcommittee (Woodlake Cares for Kathryn) to assist her with her needs. They ask for lead-time on requests to ask for assistance. Cares@woodlakecares.org is the contact for either needs or to volunteer. 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.

- A member raised the issue that there is an Air B&B being run in the community. Betsy spoke and explained that because the HOA's authority comes from the covenants (from which we use our bylaws to run the organization (BOD/Committees) and we pass rules as documented in our Handbook), and the covenants are silent on the issue of Air B&Bs, the HOA believes it can take no action without changing the covenants. The community was encouraged to gather together after the meeting to create a group of concerned citizens (for each side) and move forward for/against an amendment of the covenants on this matter.

7. Adjournment -meeting was adjourned at approximately 8:30pm.