

## **WHOA Board of Directors – Meeting Minutes for November 10, 2020 Meeting**

**Present:** Betty Turnbull, Elizabeth (Betsy) Martin, Adam Friedman, Jim Fleming, Katrina Portwood, Jermaine McGill, Marine Bellucci, Jacob Hildebrand (CAS).

**Absent:** Crystal Harden, Amanda Sosebee

**Community Members:** David White (Buildings and Grounds Committee Chair)

### **1) Call to Order/ Approval of prior minutes**

a) Meeting was called to order by Betty Turnbull at 7:03pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.

**2) Covid-19 discussion** – Attorney Hope Carmichael and insurance advisor Brian (BJ) Finnerty provided an update on liability and insurance coverage related to Covid-19: earlier this summer, the governor had signed a law ensuring a person or business cannot be legally held liable for someone getting sick in their facilities unless engaged in gross negligence. The HOA needs to follow the executive orders and laws in effect. Insurance companies did not add any wording related to exclusions on HOA policies yet. If the insurance company files a policy exclusion related to claims associated with Covid-19 health issues, litigation costs would not be covered, which would be very detrimental to the HOA. No case related to Covid-19 with HOAs has been tried yet, therefore it is still unsure how insurance carriers would handle it. The Board should keep engaging in risk-benefits analysis.

Unrelated to the Covid-19 liability topic, Jim had a question for BJ about insurance coverage for Woodlake's volunteers: our Woodlake volunteers are covered under our Workers Compensation and Employers Liability Insurance policy.

**3) Approve Minutes** – Minutes of the October 8, 2020 Board meeting were edited; Betty moved to approve them, the motion was seconded by Betsy, and the edited minutes were approved unanimously.

**4) Due Process Hearings** – A Due Process Hearing was scheduled but the resident did not attend this meeting.

### **5) Old Business:**

a) Cameras at the Pool/Parking Area: previously tabled, will continue to be tabled until the pool is scheduled to open.

b) Handbook Revisions – Currently ongoing, to be discussed at next Board meeting.

c) ARC Issues/New Platform Questions: Jacob provided an overview of his meeting with NABR, a platform that could be used to replace SmartWebs since SmartWebs no longer works with Caliber, CAS' internal system to update owners' information, leading to ARC issues. NABR costs \$50 /month (SmartWebs is \$57/month) and will integrate with Caliber. NABR also has a mobile app that owners can download. A demonstration webinar will be led

by a NABR representative. Jim, Katrina, Steven and Betty will attend this webinar to ensure this platform can fulfill the ARC needs and the Community as a whole. Will ask Marissa (former Board member serving on the ARC committee) if she would like to participate as well. Jacob will coordinate a date and time for this demonstration webinar and verify SmartWebs is a month to month service and can be cancelled anytime.

#### 6) **New Business:**

- a) Removing graffiti: Graffiti were painted on the flagstone area by the lake, across the trail from the playground. Jermaine tried to wash it off but since some stones are saturated with blue paint, pressure-washing will be needed. David will try to get the graffiti removed with a pressure-washer at first and will use a biodegradable solvent only if needed, ensuring the surface runoff doesn't go in the lake. The Board has discussed the possibility of installing signs and video surveillance in the playground area to deter vandalism.
- b) 2021 Budget: The Board is reviewing the 2021 proposed budget and will discuss next month with our treasurer Amanda. HOA dues will not be raised in 2021.

#### 7) **Committee Updates**

- a) **Building and Grounds** – David White attended the meeting and provided an update from this committee.
  - i) The pool plastering has been completed for both the big pool and the small pool. Both pools are now covered (new cover was bought for the small pool).
  - ii) Landscaping contractor selection: After receiving bids from different providers, David is recommending the Board select BrightView (which is our current provider), due to good existing relationship and most competitive pricing (the bid shows a 6% increase in price due to price increase of the base program in addition with expanded scope of work related to work on additional locations and increased pruning from once to twice a year). Yard-Nique bid was also considered but their cost is ~15% higher than the BrightView proposal. Betsy moved the motion to accept BrightView's bid upon David White's recommendation and authorize Betty to sign the contract, the motion was seconded by Adam and the motion was approved unanimously. This 3-year contract will start on 01/01/2021.
  - iii) Rain garden: The gardening group has cleaned up debris from the storm and has removed most of the cannas from the rain garden. The area is getting cleaned up and will be mulched next week.
- b) **ARC Requests** – No further update. All email exchanges with ARC shall go through [arc@woodlakecommunity.com](mailto:arc@woodlakecommunity.com) to allow better recording and tracking of communication. The Gmail account that was previously created for ARC will be deleted.
- c) **Neighborhood Watch** – No updates.

- d) **Communications** – Facebook rules have been updated and will be posted soon. The Facebook admins are looking for an advisory committee of 2-3 volunteers to monitor Facebook posts and comments that do not comply with these rules.
  - e) **Recreation Committee** – Halloween trick-or-treating was quite a success!
- 8) Financial Report:**
- a) October 2020 Financials: Financials were reviewed, all is consistent with expectations. Betsy suggests putting in place a process to get the actuals reviewed by a Finance committee as stated in the handbook. The last financial audit was performed for the 2017 fiscal year and Jacob recommends an audit be done in 2021 (conversation tabled to next meeting in December 2020).
  - b) The conversation on the collection process was postponed to next month and will occur with the discussion on handbook updates.
  - c) Aged Owner Balances: In non-public notes.
- 9) Violations, Delinquent Payments, and Foreclosed Property** – in non-public notes
- 10) Open Forum:** One of our Woodlake residents is inquiring about the responsibility on upkeep and landscaping vision around the lake. Betty asked her to direct her questions and concerns to the Buildings and Grounds Committee ([grounds@woodlakecommunity.com](mailto:grounds@woodlakecommunity.com)). Betsy will connect with this resident to give her the necessary information to connect with David White, the chair of the committee and his group.
- 11) Meeting adjourned 9:17** Betsy moved to adjourn the meeting, Betty seconded the motion and the motion unanimously passed.
- a) Our next regular Board meeting will be on December 09, 2020 at 7pm.