

WHOA Board of Directors – Meeting Minutes for December 8, 2020 Meeting

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

Absent: None.

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 7:04pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.

2) Approve Minutes – Minutes of the November 10, 2020 Board meeting were edited; Betty moved to approve them, the motion was seconded by Betsy, and the edited minutes were approved unanimously.

3) Due Process Hearings – None.

4) 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, meetings of the subgroup were held, and the top items will be reviewed at January Board meeting, with a thorough review over the month of January and revisions complete by February 2021.

c) NABR as new Platform: Several board members as well as ARC members attended a demonstration webinar led by a NABR representative. The board members who attended this webinar provided feedback to the rest of the board. NABR will avoid manual data updates as it directly communicates with Caliber (CAS system) and has features that will facilitate certain actions such as the reservation of the Woodlake clubhouse through the use of calendars and schedules. WHOA will subscribe to NABR while keeping Smartwebs for a couple of months until NABR can be fully rolled out. This option will allow the Board and ARC to fully utilize the system before introducing this service to the community. Betsy moved the motion of joining the NABR service, Jermaine seconded, and the motion unanimously passed.

d) 2021 Budget: The Board reviewed the 2021 proposed budget from CAS and from Amanda, our treasurer. The Board thoroughly discussed the past few years of expenses and compared to projections for 2021. Jermaine moved to approve, Marine seconded, and Amanda's budget for 2021 passed unanimously.

5) New Business: None

6) Committee Updates

- a) **Building and Grounds** – David White attended the meeting and provided an update from this committee.
 - i) The Pineywoods Townes HOA cleared downed tree debris from their property 6 weeks ago. The debris piles have still not been picked up. Pineywoods CAS manager was supposed to be coordinating this work. David will follow up with CAS.
 - ii) A bridge was installed across the stormwater runoff ditch backing up to Bridgeport. Since this structure was on WHOA property, CAS had asked the residents to remove the bridge several months ago, which the residents did. However, about a month ago, the bridge was reinstalled. Several concerns related to the use of this type of structure include potential creek damages caused by lack of maintenance, potential safety issues and corresponding liability for the HOA. The board confirmed the decision not to allow these structures on WHOA property. This discussion was extended to the wooden ladders installed on muddy ground to connect certain properties to the trails (discussion tabled for next meeting).
 - iii) Landscaping contractor selection: David informed Brightview that the board had approved their bid for the 2021-2023 landscaping contract.
 - iv) Grounds-related activities: The group of volunteers meet less frequently due to COVID-19. Key grounds-related work include refurbishment of the rain gardens at the south end of the lake and in the meadow and installation of edging (made of vertically installed 4"x4" timbers in the meadow water feature (near the bench installed as part of the Eagle Scout project)).
- b) **ARC Requests** – All past communication stored in the current Gmail account will be moved over to the arc@woodlakecommunity.com account prior to deleting the Gmail address.
- c) **Neighborhood Watch** – No updates.
- d) **Communications** – The appreciation party for all Woodlake volunteers will not occur this year due to pandemic and social distancing orders. Betty will mail notes of appreciation.
- e) **Recreation Committee** – No updates.

7) Financial Report:

- a) November 2020 Financials: Financials were reviewed, all is consistent with expectations.
- b) Aged Owner Balances: In non-public notes.

8) Violations, Delinquent Payments, and Foreclosed Property – in non-public notes

9) Open Forum: No attendees.

- 10) **Meeting adjourned 9:25** Betty moved to adjourn the meeting, Jim seconded the motion and the motion unanimously passed.
- a) Our next regular Board meeting will be on January 12, 2021 at 7pm.