

WHOA Board of Directors – Meeting Minutes for March 09, 2021 Meeting

Present: Betty Turnbull, Elizabeth (Betsy) Martin, Jim Fleming, Katrina Portwood, Crystal Harden, Amanda Sosebee, T.R O'Neill (CAS).

Absent: Marine Bellucci, Adam Friedman

Community Members: Dylan Zhang & Caleb Hall (community members).

Call to Order/ Approval of prior minutes.

- a) Meeting was called to order by Betty Turnbull at 7:05pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.
- 2) **Approve Minutes** –Amanda moved to edit and approve the minutes of the February 9, 2021 Board meeting, the motion was seconded by Jim, and the edited minutes were approved unanimously.
- 3) **Due Process Hearings** – None.
- 4) **Old Business:**
 - a) Cameras at the Pool/Parking Area: Discussion previously tabled, will continue to be tabled until the pool is scheduled to open.
 - b) Handbook Revisions: Betsy and Steven are still working offline to agree on ARC edits to finalize the revised handbook. We anticipate final revisions by the second meeting of the Board for March.
 - c) Pool: The Task Force sent out a pool survey about pool use this coming season. The respondents (200 households from the community) were very in favor of opening the pool. Results of survey are attached here. Generally, we could open 13 hrs/ day on Th, F, Sat, Sun, which covers the days most people want to attend. This cost would be approximately \$16k for an attended pool, with limitations on use/ guests/ etc. The Task Force offered many recommendations of how to open the pool. Betsy moved that we set aside \$20k to open the pool in the summer, Katrina seconded it, and the Board discussed the motion. Amanda noted that this should come from the budget and not from capital expenditures moving forward and noted that we don't have an extra \$20k in the budget. The Board discussed assessments (not just for the pool but for the trail and increased general tree work), as well as potential increases in fees. Bylaws p.64 subsection c establishes the fees may be increased by a 2/3 vote of the voting members at a meeting after quorum is established. TR will speak with our attorney about how this section would play out in a pandemic (with virtual meeting and mailed ballots) if we needed to increase our dues to accomplish our community's needs. Betsy rescinded the motion pending more information from the attorney.

- d) NABR as new Platform: The NABR website/app is currently under construction and was rolled out in advance and without Board approval to the community today. Betty and Jim will coordinate with Steven and CAS to get NABR up and running with our forms/ information for Woodlake.

5) New Business:

- a) Late Fee Charges: Homeowners received letters for past due amounts due to not being caught up on the current amounts of monies due. Members received a variety of letters demanding amounts of \$12-\$170 due within 15 days. Private notes for particular situations are in non-public notes. TR will bring to the Board all the aged owner balances and reports to see the reasons for the monies owed, the letters sent, etc.
- b) Pool Lien – our pool contractor from the work in 2020 was paid for their work, but they did not pay their subcontractor and the subcontractor has placed a lien on the Woodlake Pool. The Board instructed TR to speak with our attorney regarding pursuing freezing of the contractor’s assets to get the subcontractor paid and the lien removed. CAS is instructed to not pay any bills without obtaining a lien waiver from any contractor covering all subcontractors.

6) Committee Updates

a) **Building and Grounds** –

- i) David White toured the community with Betty and Adam, and also with Betsy, since the last meeting to review the trail work required. Betsy updated David’s spreadsheet outlining trail sections with pictures from the tour. The Board discussed the financial implications of this project, and the trouble of having some sections needing work over the coming years, while other sections may require sooner action. The costs for the work appear to be \$25k+, although we have not determined scope of work. Board asked David for a map with the markings made there and the sections laid out as the most required sections, the adjacent sections and the whole recommended sections. The Board understands that portions of the trail should ideally be done at the same time, even if not in bad condition, due to the logistics of getting the equipment to the needed spaces.

b) **ARC Requests** – No updates.

c) **Neighborhood Watch** – No updates.

d) **Communications**:

- i) **AGM Date**: The Board is considering having our Woodlake attorneys or CAS as moderators for our upcoming annual general meeting. T.R. will contact the attorneys to inquire about their cost and availability for April dates. TR will update us at the later March meeting.

e) **Recreation Committee** – No updates.

7) Financial Report:

- a) February 2021 Financials: Financials are not ready and will be ready for the later meeting in March.
- 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:** 9:34 pm Betsy moved to adjourn the meeting, Betty seconded the motion, and the motion unanimously passed.
 - a) The Board will have an additional meeting on either March 22 at 7pm or March 23 at 6pm.
 - b) Our next regular Board meeting will be on Tuesday April 13, 2021 at 7pm.

***Non-Public Notes Follow**