

WFOA Board of Directors – Meeting Minutes for April 13, 2021 Meeting

Present: Betty Turnbull, Elizabeth (Betsy) Martin, Jim Fleming, Katrina Portwood, Amanda Sosebee, Adam Friedman, Marine Bellucci, T.R O'Neill (CAS).

Absent: Crystal Harden

Community Members: Elizabeth Shaffer (community member)., David White (buildings and grounds committee chair)

Call to Order/ Approval of prior minutes.

- a) Meeting was called to order by Betty Turnbull at 7:08pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.
- 2) Approve Minutes** – Jim moved to approve the minutes of the March 09, 2021 Board meeting, the motion was seconded by Marine, and the minutes were approved unanimously. Jim moved to approve the minutes of the special meeting held on March 22, 2021, the motion was seconded by Betty, and the 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) Pool Opening Discussion – Calendar signup: Planning to open the pool starting Memorial Day weekend until Labor Day. As a reminder, the Board voted at the March 22 Special Meeting to commit extra funds of \$20,000 for the pool season (covering cost for cleaning supplies and a pool attendant to enforce state guidelines related to the pandemic). These funds will allow us to open the pool at least 4 days/week (currently projecting Thursday-Sunday and Holidays). Katrina went over the proposed pool plan for opening hours and pool rules. The Board discussed the possibility of letting pool users unattended during early hours lap swims. However, it was agreed that a pool attendant should be always present during opening hours, to ensure compliance with the Governor's orders and thereby reduce potential liability. Having Woodlake residents volunteering to monitor pool users, instead of employing a pool attendant would eliminate the an additional layer of protection by having a contracted co-defendant responsible for our Covid compliance. The Board discussed ideas related to spacing options to ensure social distancing, use of pool furniture, no-show policy, and pool reservations system made through the NABR platform. Reservations will be

open on a 2 weeks rolling basis. NABR can limit the number of times the same party can sign up for reservation on a given week and can also implement an approval process instead of automatic sign up. T.R. will contact Pinnacle to inquire about the status of the hiring process for the pool attendant. Pinnacle's contract will be reviewed to assess if the pool can be open for 5 days/week instead of 4 days/week and remain in the \$20k additional expenses budget.

Specifics on mailing out vs having the pool documentation (waiver, pool form and covid rules) posted on our Woodlake website to print out, will be discussed at the next Board meeting.

c) NABR as new Platform: NABR has not set up the ARC interface for pool sign up. CAS will help us set up these items, the Board will need to provide the appropriate forms. Priority will be given to the pool sign up system, targeting mid-May for implementation.

- Pool sign-up: T.R., our CAS manager will ensure Katrina gets Administrator privileges so she can monitor the set up of NABR for the pool sign up system.

- ARC interface: Betty will coordinate with ARC to gather the necessary paperwork to be submitted to CAS to set up NABR. Documents that were initially uploaded in SmartWebs may be used to set up NABR. To submit ARC requests and/or to sign up for pool access, Woodlake residents will have to enroll in the NABR platform.

d) Handbook: Betsy moved and Katrina seconded that the revised Handbook be approved. Katrina will cite check, Betty will review for publishing. The official handbook will be published to the community at the annual meeting and within the newsletter.

5) New Business:

a) Annual Members Meeting ballot items: On hold while attorney considers a new revision to the community management laws.

6) Committee Updates

a) **Building and Grounds** –

i) David sent out a map of the trails with indications on the repairs needed on each section of the trail. Two options were proposed with different cost estimates based on long-term (and short-term solutions. Betty moved to approve the use of \$34,000 this year and \$20,000 next year to repair the trails. Amanda seconds, motion passes.

b) **ARC Requests** – No updates.

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

d) **Communications**: A communication will go out to inform the community of our plan to open the pool.

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

7) Financial Report:

- a) March 2021 Financials: reviewed by Amanda and everything is on-point.
- a) 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: 9:54 pm Betsy moved to adjourn the meeting, Betty seconded the motion, and the motion unanimously passed.

- a) Our next regular Board meeting will be on Tuesday May 11, 2021 at 7pm.

***Non-Public Notes Follow**