

**WOODSTREAM HOMEOWNERS ASSOCIATION (WHOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
TUESDAY, JANUARY 29, 2013

The following WHOA Board members were present:

- Michael Hoover, President
- Phil Kanzleiter, Vice President
- Steve Kewer, ACC Chair
- Carol Robinson, ACC Associate Chair
- Elizabeth Ogden, Treasurer
- Vanessa Hohenwarter, Secretary
- Stu Funk, Director

A quorum of five or more members of the WHOA Board of Directors is required to conduct official business. Being present, the President called the meeting to order at 7:11pm.

**AGENDA**

**(1) Introduction of Board and ACC Members**

Members introduced themselves and provided background information about themselves to those present. A motion was made to officially approve the appointment of the following officers:

- Michael Hoover as President
- Phil Kanzleiter as Vice President
- Steve Kewer as ACC Chair
- Carol Robinson as ACC Associate Chair
- Elizabeth Ogden as Treasurer
- Vanessa Hohenwarter as Secretary
- Stu Funk as Director

The motion was carried unanimously.

**(2) Approval of Previous Board Meeting Minutes**

A motion was made to approve the meeting minutes from the previous Board meeting in December 2012. It was determined that the minutes were not available to approve. A motion was made to officially approve emergency tree work, previously approved by the Board in December 2012, on Forest Path Way in the amount of \$1230. The motion was approved unanimously.

**(3) Treasurer's Report**

Treasurer Ogden distributed the WHOA Profit and Loss Through December 2012 spreadsheet and relayed that she had made updates to the "Jan-Dec 2012 Actual" column. Ogden noted that, primarily

due to the lack of snow removal costs and other items that came under budget, WHOA had a net income of \$20,291.03. A discussion ensued with regards to what we should do with the 2012 surplus and included the possibilities of moving at least some of it into an interest bearing mechanism.

A motion was made to update the WHOA Bank Signature Card to include President Hoover, Treasurer Ogden and Director Funk. The motion was carried unanimously. Plans were made to update the Signature Card on Friday, February 1, 2013. While at the bank, the Board members agreed to inquire about CDs and report back to the Board at the next meeting.

In response to concerns by a resident on the north end of Pebble Brook Court, President Hoover ordered that sand be spread on the townhouse streets following recent precipitation. A motion was made to approve up to \$500 for the sand placement. The motion was approved unanimously. With regards to future inclement weather responses, a motion was made to appoint the President (or, in the President's absence, another member of the Board as directed by the President) the authority to order snow removal and/or sand or salt placement using his best judgment and discretion. The motion was approved.

A motion was made to accept the Treasurer's Report. The motion was approved unanimously.

#### **(4) ACC Report**

ACC Chair Kewer stated that his intentions are to purge the current database of inspection violators in order to start a new database that will be maintained in a more meticulous manner. Once three offenses are logged at the same residence in the new database, the owner(s) will be fined.

Specific violators were discussed to include those who use white trash bags, those who do not remove their garbage pails after garbage day and those who leave garbage bags in their front yards and/or driveways for multiple days.

Additionally, specific ACC concerns were discussed to include trees that are on the WHOA's property that have branches that are hovering over a resident's house.

The need to begin contacting the landlords of tenants who violate ACC guidelines was discussed. It was noted that, many times, contacting a landlord produces desired results from tenants. In cases where the tenants and landlords continue to violate ACC guidelines, the idea of taking away parking spots, under the notion that the WHOA is only required by law to give people foot access to their townhouses, was broached.

Kewer and Associate ACC Chair Robinson agreed to walk the neighborhood to tag violators in the next week or two. A part of the spring inspection will include inspecting signs within the community and identifying trees that need to be taken down as well as areas which would benefit from additional trees.

Kewer agreed to e-mail the Violation Notice template to Hoover.

Since no official ACC Report was made, a motion was made to approve the information provided by Kewer and Robinson and approve the intended activities of the ACC. The motion was approved.

#### **(5) Board Member and ACC Member Duties**

The duties of the board members were reviewed and confirmed to include the following:

- President
  - o Presides over all meetings
  - o Responds to or delegates all e-mails sent to the Board
    - Agrees to put any e-mails that may require a discussion up for debate with the Board members
  - o Responsible for calling Dominion if streetlights are in need of servicing
- Vice President
  - o Responsible for the website and anything related to the web
    - Monthly Board meeting dates and times are to be posted to the website with a note to call the President for the location of the meetings
    - Minutes from each Board meeting are to be posted to the website
- Treasurer
  - o Responsible for all financial matters
  - o Maintains a key to/responsible for checking the WHOA Post Office Box
  - o Serves as a liaison between the Board and MJF Associates/Mark Fischer
  - o Handles Disclosure Packets and loan inquiries
- ACC Chair
  - o Responsible for making and maintaining the two WHOA sandwich boards
    - A motion was made to move the expenditure up to \$150 to repair the two sandwich boards. The motion was unanimously approved.
- Secretary
  - o Responsible for e-mailing the Board Meeting Minutes within five days of all Board meetings

#### **(6) Next Newsletter**

It was conveyed that the community newsletter, *The Trail*, is a publication that is to be sent to residents on a quarterly basis. This year's first issue of *The Trail* should be completed by the end of March 2013. The Board members agreed that the newsletter should be both posted on the WHOA website as well as hand-delivered to residents. All Board members agreed that they would be willing to hand-deliver the newsletter. A new template for *The Trail* was approved by the Board members.

Potential articles to include in *The Trail* included the following: friendly rule reminders (reminding residents not to overfill recycle bins, reminding residents when grass clippings are/are not accepted as trash, reminding residents of common violations such as leaving toys in their front yards overnight, etc.), neighborhood wildlife (including a potential "Spot the Fox" or "Name the Fox" contest), using clear plastic trash and recycling bags (and where to find them), notifying residents where their HOA fees go

(to include how much snow removal costs), notifying residents of annual inspections and asking residents to subscribe to our website so that they can receive updates to their e-mail.

### **(7) Develop List of Major Issues/Tasks Facing the HOA/Board in 2013**

1. Capital Reserve Study
  - Goal: to have one conducted professionally or conduct one ourselves
2. Contacting Landlords
  - Goal: to obtain names and contact information (telephone numbers and e-mail addresses) for all landlords
    - Ogden has agreed to take this on as a project
3. Erosion Control
  - Goal: to tackle erosion concerns within the community to include behind the playground, between sets of townhouses and near the townhouse end units
4. Financial Records
  - Goal: to digitize our financial records
    - Start with scanning the Property Files (221 folders)
      - Ogden has the WHOA file cabinet in her possession
    - Move toward consolidating the digital information and possibly creating a database that can be accessed via the website
5. Inspections
  - Goal: to execute our inspections in a timely, organized manner and to crackdown on repeat violators
    - Inspections will be conducted annually in the Spring with a follow-up in the Fall
      - Spring
        - Results will be collected and sent out as quickly as possible
        - Results will be compiled in an organized database
      - Fall
        - Habitual offenders will be our primary focus
6. Sidewalk Repairs
  - Goal: to identify areas that need repair and schedule a time to collectively make repairs
7. Special Assessment
  - Goals: to determine the amount, collect the amount and use the amount
    - Specifically for repaving the streets and repainting the parking space lines and numbers
    - Determine ways to get votes and/or proxies
    - Determine whether we can piggyback on other nearby State projects that might be in the works
8. Transparency
  - Goal: to strive to be transparent to the community
    - Includes putting monthly meeting notifications on the website and posting monthly Board minutes and Treasurer's Reports

#### 9. Tree Work

- Goal: to identify work that needs to be done and schedule a time to collectively conduct the work
  - Behind townhouses
  - To include brush cutting the paths behind the townhouses

#### 10. Website

- Goals: to get residents accessing the website and to communicate to residents via the website
  - Determine how to set up a subscription-like service that will enable residents to provide their e-mail addresses in order to receive updates when they are made to the website
  - E-mail addresses of residents need to be compiled

#### 11. Miscellaneous

- Goal: identify signs in the community that need work
  - Some need to be hammered into the ground (Running Creek at Park Lane sign)
  - Some need grammatical correction (Park Lane Court)
- Goal: discuss the idea of assigning two parking spots per townhouse

#### **(8) Set next Board Meeting Date**

The next meeting is scheduled for Tuesday, February 26, 2013, at 7pm at President Michael Hoover's residence on Running Creek Court.

#### **(9) Adjournment**

Having received no indication of further business to be conducted and with no objection from the Board, the meeting was adjourned at 8:46 pm.