

**WOODSTREAM HOMEOWNERS ASSOCIATION (WHOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
TUESDAY, FEBRUARY 26, 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
- Holly Fryburger, 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 7:05pm.

**AGENDA**

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

A motion was made to approve the meeting minutes from the previous Board meeting on January 29, 2013. The motion was approved unanimously.

**(2) Old Business (January's "To Do" list)**

Items from January's "To Do" list were discussed. Accomplishments include the following: 1) install a plug-in on the WHOA website which enables users to "subscribe" to our website to receive community updates (Kanzleiter), 2) purge the current database of inspection violators and begin maintaining a new one (Kewer), 3) start a list of Trash Can Violators – one violator was discussed (Kewer), 4) obtain a list of rental properties and any contact information that we already have from Mark Fischer for the landlords of the rental properties (Ogden), 5) develop a letter to Absentee Landlords to include in the April bill explaining that the WHOA is updating its records and we need their current contact information as well as reminding them about the WHOA website (Ogden), 6) e-mail the 1/29/13 Board Meeting Minutes to the Board within five days (Hohenwarter), 7) write articles for *The Trail* (Hohenwarter), 8) update the WHOA Bank Signature Card to include President Hoover, Treasurer Ogden and Director Funk (Funk) and 9) locate the second key to the Post Office box (Hoover).

It was determined that the following items still require completion: 1) book our annual meeting for October at Newington Forest Elementary School (Hoover), 2) *The Trail* articles need to be written and sent to Hohenwarter (Hoover), 3) post the 1/29/13 Board Meeting Minutes and Treasurer's Report on the website (Kanzleiter), 4) post a notification about the next Board Meeting to the website (Kanzleiter), 5) walk the neighborhood to tag violators (Kewer and Robinson), 6) make and maintain WHOA sandwich

boards – will be done in the spring (Kewer) and 7) research a possible Capital Reserve Study further (Funk).

It was noted that the list of rental properties and Absentee Landlords that Ogden received from Fischer cannot be printed and only includes mailing addresses. A future goal would be to update the list into a database that includes not only current mailing addresses but also additional contact information. Furthermore, it would be preferred if the database was capable of being printed and updated as needed.

The Board discussed the letter to the Absentee Landlords that Ogden drafted and discussed including within the letter that the WHOA will not release any contact information provided; rather, the information is needed in case contact is necessary regarding any tenant issues or in emergency situations. It was also noted that the option of subscribing to the WHOA website for community updates should be included in the letter.

On a side note, Ogden stated that she will check with Fischer to see if the Quarterly Assessment noted in the WHOA Disclosure Packet reflects the correct current amount and that the amount shown in the Disclosure Packet is being properly updated each time the amount changes.

It was noted that the two WHOA Post Office Box keys are currently with Hoover and Ogden.

### **(3) Treasurer's Report**

Treasurer Ogden distributed the WHOA Profit and Loss Through January 2013 spreadsheet and relayed that, other than the inflow of monthly dues, it was a quiet month from a financial perspective. Ogden stated that she paid the electric, trash removal and tree care bills. She also stated that \$30,000 was moved from the WHOA Checking Account to an interest-bearing CD at the beginning of February which is not reflected on the January spreadsheet but will be reflected on the February spreadsheet. Ogden noted that she has not yet received a bill for the sand that was spread on the townhouse streets in January.

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

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

ACC Chair Kewer recounted an ACC request that was made and approved in February. An additional ACC request regarding the placement of a planting bed was discussed and approved.

Kewer detailed one violation in the form of white trash bags that have been on a resident's property for over one month. The resident was asked verbally and via a written warning to remove the trash bags; they have not been removed to date. The Board discussed options for further action with regards to this violation. It was noted that a second warning includes a fine. An additional ACC concern regarding the storage of toys left on front lawns was discussed.

A motion was made to approve the ACC Report. The motion was approved.

## **(5) Newsletter**

The next quarterly issue of *The Trail* is scheduled to be published on March 15, 2013. All articles will be sent to Hohenwarter by March 9, 2013. Articles to be included in the next newsletter include, but are not limited to: 1) cleaning up pet waste (Hohenwarter), 2) website updates (Kanzleiter), 3) financial updates (Ogden), 4) a summary of the WHOA rules (Hoover) and 5) an announcement about the upcoming spring home inspections (Hohenwarter). Edits were made to the current draft of *The Trail*. Hoover stated that he would like to include a summary of the WHOA rules in the newsletter on an annual basis. No objections were made.

## **(6) Spring Inspection Schedule**

The Board decided that annual home inspections will be conducted on Saturday, April 13, 2013 (additional date and/or rain date: Saturday, April 20, 2013). Violations will be noted at the time of inspection and letters will be drawn up and mailed out by the end of April. The focus will be on habitual offenders. The Board discussed the possibility of sending out certified violation letters to repeat violators in order to ensure that the notices have been received. A discussion ensued about the clarity of the diagrams used to conduct home inspections. Kewer and Robinson agreed to compile a list of rules/violations needed for the April home inspections to review with the Board so that members know exactly what to look for on April 13<sup>th</sup>.

## **(7) Miscellaneous Matters**

- Arborist
  - o Kanzleiter stated that he met with an arborist who identified and gave estimates for the appropriate care of seventeen trees within the community. Hoover, Kanzleiter and Kewer agreed to see if there were any small trees that they could address themselves. It was determined that a more complete discussion of tree work in the community would be held during the next meeting.
- Spring Cleaning
  - o Kanzleiter stated that we have the option to order two dumpsters for community cleaning purposes. The Board discussed ordering one in May, possibly on Memorial Day weekend, and one in the fall.
- Erosion
  - o Areas of erosion were identified by Board members as being near the playground, between townhome units and near several townhome end units.
    - Possible solutions discussed included monkey grass, calling upon erosion specialists to obtain professional opinions and reaching out to an acquaintance of Hoover's who has knowledge in the field for advice.
- Etc.
  - o Mulch volcanoes

- Mounds of mulch placed around community trees have been spotted and need to be addressed as they are harmful to the trees. Hoover indicated that he will call the appropriate landscaping authorities to address these.
- Solicitations
  - There are no known rules regarding solicitations on community property. Even if there were, they would be tough to enforce. There is a greater chance that we can control the solicitations on the townhouse streets since the WHOA owns the streets but, still, the question of enforcement remains.

**(8) Set Next Board Meeting Date**

The next meeting is scheduled for Tuesday, March 26, 2013, at 7pm at Secretary Hohenwarter's residence on Pebble Brook 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 8:32 pm.