

**WOODSTREAM HOMEOWNERS ASSOCIATION (WHOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
TUESDAY, MARCH 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

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 7:10pm.

**AGENDA**

**(1) Approval of the February 2013 Board Meeting Minutes**

A motion was made by President Hoover to approve the Meeting Minutes from the previous Board meeting on February 26, 2013. The motion was seconded by ACC Associate Chair Robinson and approved unanimously. Secretary Hohenwarter agreed to send a PDF version of the February 2013 Meeting Minutes to Vice President Kanzleiter.

**(2) Treasurer's Report**

Treasurer Ogden distributed the WHOA Profit and Loss Through February 2013 spreadsheet and relayed that it was a quiet month. Ogden reported that additional dues were collected and that she paid a bill to MJF Associates as well as bills for trash pickup, electricity and lawn service.

Ogden reported that the WHOA Certificate of Deposit (CD) was officially set up on February 7, 2013.

Director Funk offered his assistance to Ogden with regards to the upcoming financial audit.

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

**(3) ACC Report**

ACC Chair Kewer distributed a table of ACC Requests from February 2008 until the present. Kewer discussed a request by a resident who wants to build a fence in their backyard which happens to be in the front of another resident's house. Kewer stated that he approved the request after visiting the residence and speaking with the residents but recommended that the residents who want to build the fence contact the county to ensure that it does not violate any county regulations.

Kewer stated that he will conduct a scan of trash can violators this week and provide a report to the Board.

A motion was made to accept the ACC Report. The motion was approved unanimously.

#### **(4) Spring Inspections**

The Board discussed setting up a schedule for the annual spring Home Inspections. It was decided that the Home Inspections would occur between April 6-14, 2013 and individual streets were assigned to pairs of Board members. It was also decided that the results of the Home Inspections would be discussed at the next Board meeting and that Violation Notices, which will be sent to physical residents as well as to absentee homeowners, would be sent out by the end of April.

A discussion ensued regarding what to look for during Home Inspections. Emphasis was placed on curb appeal, maintenance issues and storing inappropriate items (toys, garbage cans, etc.) in the front of properties. Additionally, the Board agreed to identify the top 12-15 offenders and concentrate specifically on them, to include following up on the spring Home Inspections in the fall, with the hopes of improving the overall appeal of the community.

#### **(5) Executive Session**

The Board entered into an Executive Session to discuss egregious overdue Homeowners Association dues. It was determined that Hoover and Robinson will make verbal contact with the residents responsible for the most delinquent dues and, subsequently, further action will be taken as appropriate.

#### **(6) Other matters of concern**

A discussion regarding the WHOA Community Yard Sale arose. It was determined that the Yard Sale would be the first Saturday in June with a rain date set as the second Saturday in June. Funk agreed to design, order and purchase a Yard Sale banner and signs that can be used annually for the event. A motion was made to approve the procurement of a sign up to \$250 that says, "WOODSTREAM COMMUNITY YARD SALE, FIRST SATURDAY IN JUNE, 8AM-NOON". The motion was approved unanimously.

Via e-mail between March 31, 2013 and April 1, 2013, the Board made a revision to the motion made during the March 26, 2013 Board meeting. The Board unanimously approved the procurement of signage related to the Woodstream Community Yard Sale up to \$500.

No other matters of concern were addressed.

#### **(7) Set Next Board Meeting Date**

The next meeting is scheduled for Tuesday, April 30, 2013, at 7pm at ACC Chair Kewer's residence on Running Creek Court.

#### **(8) Adjournment**

Having received no indication of further business to be conducted and with no objection from the Board, the meeting was adjourned at 8:41 pm.