

**WOODSTREAM HOMEOWNERS ASSOCIATION (WHOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
TUESDAY, AUGUST 27, 2013

The following WHOA Board members were present:

- Michael Hoover, President
- Phil Kanzleiter, Vice President
- Elizabeth Ogden, Treasurer
- Vanessa Hohenwarter, Secretary
- Steve Kewer, ACC Co-chair
- Carol Robinson, ACC Co-chair
- 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, President Hoover called the meeting to order at 7:06pm.

**AGENDA**

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

Hoover made a motion to approve the July 2013 Board Meeting Minutes. The motion was approved unanimously.

**(2) Treasurer's Report**

As promised, Treasurer Ogden provided a more detailed breakdown of the WHOA's finances in her Profit & Loss Through July 2013 Report. Ogden clarified that the category of "Office/Administrative" is referring to the cost of the annual post office box fee, stamps and financial software. Ogden further explained that she added new categories to include one for reusable signs/banners used to convey information to residents and one for newsletter expenses and yard sale advertisements.

With regards to the community's signs, it was noted that, despite several attempts to put signs on Timber Brook Lane to notify residents of upcoming events, the signs keep disappearing. The Board noted that money has been spent on these signs and, if for some reason someone does not want the signs up, the Board would prefer that the individual(s) notify the Board in lieu of removing the signs.

Ogden stated that the WHOA appears to be on schedule, to date, with regards to the annual budget.

Ogden noted that the HOA has been charged "redeposit fees" for bounced checks. Hoover made a motion to collect redeposit fees through MJF Associates by charging any redeposit fees back to the homeowner responsible for the bounced check. Director Funk seconded the motion. The motion was approved unanimously.

Ogden further noted that she has submitted the requested information to the insurance company and she expects to hear back from them soon.

Lastly, Funk and Ogden agreed that Ogden should begin developing the 2014 budget so that it can be presented at the annual meeting in October.

Vice President Kanzleiter made a motion to approve the Treasurer's Report. Funk seconded the motion. The motion was approved unanimously.

### **(3) ACC Report**

ACC Co-chair Kewer reported that he took two dilapidated picnic tables to the dump.

Kewer also gave out some red notices for trash can violations.

It was noted that there are homeowners at one residence in the community that have repeatedly received notices with regards to the upkeep of their property. The Board outlined further steps to take with regards to these homeowners.

Kewer stated that he spoke with a family on Forest Path whose lawn desperately needed to be mowed. The family explained that they had been overseas and agreed to mow their lawn by a certain date and time. As promised, as of that date and time, the lawn had been mowed. Hoover noted that a similar issue occurred with one of the houses that is currently for sale. In this instance, the lawn was also mowed.

Funk made a motion to approve the ACC Report. Ogden seconded the motion. The motion was approved unanimously.

### **(4) Tree Work**

After receiving several estimates and scheduling multiple appointments with tree work service providers, Kanzleiter recommended using Care of Trees and Strictly Stumps to complete tree work around the community.

Hoover made a motion to spend \$2,460 to hire Care of Trees to take down seven trees on our property behind Middle Valley Drive and \$7,700 to hire Strictly Stumps to elevate trees between the townhouses, around fences, take care of dropped trees and conduct tree work around the playground area. The motion was approved unanimously.

The Board decided to exclude an \$800 tree work job from the Strictly Stumps estimate for the time being while Hoover contacts the county to see if it is the county's responsibility to remove the particular tree.

### **(5) The Trail – September 2013**

The Board discussed articles for the upcoming issue of The Trail. Board members agreed to send articles to Secretary Hohenwarter by mid-month. Hohenwarter intends to publish the issue by the end of September.

## **(6) Other Matters**

The Board also discussed the following:

- A homeowner's written response to the Spring Home Inspections. The Board outlined a plan to respond to the homeowner.
- The importance of getting a quorum at annual WHOA meetings. As such, the Board discussed ways to ensure that proxy forms are collected before the next annual meeting.
- A dues increase following the annual meeting in October. The Board noted that we need to have MJF Associates mail out an estimate of the dues increase in mid-November - must be 30 days prior to the increase.
- Obtaining a new estimate for sealing the streets and repainting the lines and street numbers.

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

The next meeting is scheduled for Tuesday, September 24, 2013, at 7pm at Fryburger's residence on Pebble Brook.

## **(8) Adjournment**

Having received no indication of further business to be conducted and with no objection from the Board, the meeting was adjourned at 8:40pm.

### **\*Note\***

On Friday, August 30, 2013, the Board met in executive session at 7:00pm at the home of Board President Michael Hoover to discuss a police incident that occurred on Thursday, August 29, 2013 on Pebble Brook Court. The Board members in attendance approved a letter to Woodstream residents regarding the incident, which was delivered by several board members to residents' homes by hand on Saturday, August 31st. The following board members were in attendance: Michael Hoover, President; Phil Kanzleiter, Vice President; Elizabeth Ogden, Treasurer; Vanessa Hohenwarter, Secretary; Steve Kewer, ACC Co-chair; Carol Robinson, ACC Co-chair and Holly Fryburger, Director.