

**WOODSTREAM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, August 25, 2015

The regular monthly meeting of the Woodstream Homeowners Association (WHOA) Board of Directors meeting took place at the home of Woodstream ACC Co-Chair, Steve Kewer, 8215 Running Creek Court.

The following WHOA Board members were present:

- Michael Hoover, President
- Phil Kanzleiter, Vice-president
- Marla Hurtado, Secretary
- Elizabeth Ogden, Treasurer
- Steve Kewer, ACC Co-chair
- Carol Robinson, ACC Co-chair

A quorum of five or more members of the WHOA Board of Directors is required to conduct official business. A quorum being present, the President called the meeting to order just after 7:00 pm.

AGENDA

1. Meeting Minutes

Mr. Hoover reports that the minutes of the WHOA Board of Directors meeting on July 28, 2015, are not yet ready for the Board's review and approval.

2. Treasurer's Report

Woodstream HOA treasurer Elizabeth Ogden presented the HOA's profit and loss statement through the end of July. Except for the down payment of \$59,433.00 to Brothers Paving and Concrete for the townhouse repaving project, there were no other extraordinary expenses. The remaining \$100,000.00 of the paving project cost will be paid when the HOA is invoiced for the work.

As of July 31, 2015, the HOA held \$61,126.13 in its checking account, and \$103,689.53 in two certificates of deposit.

With the breaking of the HOA's largest CD early in August, and the addition of that money to the HOA checking account, as of August 24, 2015, the HOA held approximately \$137,000 in its checking account and approximately \$30,500 in its

reserve fund in a certificate of deposit. Mr. Hoover presented the Bank of America paperwork for the CD reallocation to the Treasurer for the HOA's records.

After a motion by Mr. Kewer and a second by Mr. Kanzleiter, the Board unanimously approved the Treasurer's Report for July 2015.

3. ACC Report

The Architectural Control Committee chair, Steve Kewer, present the ACC Report. Only one item was approved by the ACC this past month, the replacement of a wooden deck with a ground-level stone patio at a townhouse. The Board had no objection to the approval.

4. Old Business

- Townhouse Street Paving Project

The Board discussed the results of the townhouse street paving project. Board members expressed satisfaction with the results of the street repaving and the repainting of the parking place lines and reserved signs. Mr. Hoover noted that because a number of the old parking places were very narrow, the restriping led to the loss of several parking places on Pebble Brook and on Bubbling Brook since Brothers Paving is required to follow the County code which requires parking spaces be 8 to 8.5 feet wide.

For the future, Mr. Hoover noted that the HOA will likely have to restripe the parking lots more often since Brothers had to use water-based paint to paint the stripes, as required by government regulations.

Mr. Hoover and Ms. Ogden also reported that only four cars were towed during the paving work, all in cases where the owners were out of the area for extended periods and were not available to move their cars.

- Playground Rehabilitation

The Board discussed the need to rehabilitate the playground by replacing the rotted timber edging and adding additional mulch to its surface. The Board agreed to solicit bids for this work, and Ms. Ogden agreed to work on this matter.

5. New Business

- Tree Work

Mr. Kanzleiter reported that he has received bids from Care of Trees and from Strickly Stumps for various tree work in the community, but that the bids are not for the exact same work.

After discussing the matter, and desiring the move the work along, Mr. Kewer moved to authorize Mr. Kanzleiter to accept a bid of up to \$8,000 for the needed work. Ms. Ogden seconded the motion. The Board voted unanimously to approve the motion.

- Master Rehabilitation Plan

The Board discussed the development of a “master rehabilitation plan” for the HOA’s commonly-owned property for the consideration of the HOA membership. Mr. Hoover noted that the community is now 35 years old and certain areas of the HOA’s common property have suffered from erosion and other ravages of time. In particular, Mr. Hoover noted the need to control erosion on a hillside between two townhomes on Pebble Brook and behind the playground. He also noted the need to rehabilitate the community entrance area’s flower beds and to replant trees along Magic Leaf that have been cut down over the years.

- HOA Dues Increase Proposal

In light of the HOA’s spending much of its reserve fund on the townhouse street paving project and the need to rehabilitation work to its grounds, the Board discussed asking the HOA membership for a larger than normal HOA dues increase at the upcoming HOA Annual Meeting.

As part of this discussion, Ms. Ogden noted that the Board should seek an update on the Reserve Study conducted last fall to help determine the amount of additional funds needed on an annual basis to fund the necessary work of maintaining and improving the HOA’s commonly-owned property. The Board agreed to contact the Reserve Stud author to see if updated numbers could be obtained at no or a reasonable cost.

6. Executive Session

The Board entered into executive session to discuss specific homes and residents.

7. Next Regular Meeting

The next Board meeting is scheduled for Tuesday, September 29, 2015, at 7:00 p.m. at the home of Mike Hoover, 8225 Running Creek Court.

8. Next Woodstream HOA Annual Meeting

Mr. Hoover confirmed that the HOA has reserved the cafeteria at the Newington Forest Elementary School on Tuesday October 27, 2015, for the HOA’s Annual Membership Meeting. The room is reserved from 7:00 to 9:30 p.m., and there is no cost to the HOA.

9. Adjournment

Mr. Hoover adjourned the Board meeting at 8:35 p.m.