



WoodmoorSM

Woodmoor Improvement Association Board of Directors Meeting Agenda December 16, 2008

1. **Call to Order - McFadden** 7:00 p.m.
2. **Approval of September, October, November Minutes – McFadden 10 mins** 7:00 – 7:10
3. **Approval of Agenda – McFadden 5 mins** 7:10 – 7:15
4. **Owner Comments - Owners address the Board – 20 mins** 7:15 – 7:35

Reports

5. **Financial Report – Walters 5 mins** 7:35 – 7:40
6. **Public Safety Report – Steffey/Nielsen 5 mins** 7:40 – 7:45
7. **Executive Director Report – Mottl 5 mins** 7:45 – 7:50
8. **Forestry Report – Smith 5 mins** 7:50 – 7:55
9. **Common Area Report – Marner 5 mins** 7:55 – 8:00

Old Business

10. **Past Due Collections Policy – Mottl 10 mins** 8:00 – 8:10
11. **Board Responses to Resident Inquiries: Smith 10 mins** 8:10 – 8:20
12. **Re-evaluation of Agenda Items based on time and necessity – McFadden 5 mins** 8:20 – 8:25

New Business

13. **Motion: McFadden 5 mins** 8:25 – 8:30
Ratify e-mail/phone call motion of approval of mold and asbestos remediation contract to Executive Restoration in the amount of \$41,279.50
14. **Motion: Walters 10 mins** 8:30 – 8:40
In the WIA Administrative Policies and Procedures Manual, I move to add the following sentence after the sentence ending "Friday" in Sec 2(a) "The Administration office shall be closed from 12:00 noon to 1:00pm for lunch." (2) Further, I wish to move that we adhere to the office hours as stated in our policy manual to have the office open for business from 8 am to 5pm excepting the lunch hour, Monday through Friday. (3) And I move to replace Section 2 (c) with "Non-exempt members of the administrative staff can, at the discretion of their supervisor, have either a late arrival or early departure time to allow for attendance at WIA meetings held after hours."
15. **2009 Annual Meeting and Election - Wilson 20 mins** 8:40 – 9:00
 - Presentation of Candidates for the Board
 - Ballot/Proxy Approval
 - Approval of ballot handling process
 - Set date for "Candidate Night"
16. **Deadline dates for inclusions in mail outs (Newsletter & Annual Mtg.) – Mottl 5 mins** 9:00 – 9:05
17. **Deadline for Annual Meeting Presentation Input – Mottl 5 mins** 9:05 – 9:10
18. **Legal Audit/Contract Audit – McFadden 5 mins** 9:10 – 9:15
19. **Confirm date and attendees to January Hearings – Mottl 5 mins** 9:15 – 9:20

Executive Session

Approval of Executive Director Evaluation
Final Budget to include Salaries

Out of Executive Session

Walters: Move to approve the 2009 Budget