



# Woodmoor<sup>SM</sup>

## Woodmoor Improvement Association Board of Directors Meeting Agenda January 12, 2009

- Meet the WIA BOD Candidates** 6:00 – 7:00 p.m.
1. **Call to Order - McFadden** 7:00 p.m.
  2. **Approval of Minutes – McFadden 5 mins** 7:00 – 7:05
  3. **Approval of Agenda – McFadden 5 mins** 7:05 – 7:10
  4. **Owner Comments - Owners address the Board – 20 mins** 7:10 – 7:30
- Reports**
5. **Financial Report – Walters 10 mins** 7:30 – 7:40  
**Motion:** Motion to seek bids for auditing our 2008 financial statements
  6. **Public Safety Report – Steffey/Nielsen 5 mins** 7:40 – 7:45
  7. **Common Areas (Barn Remediation) - Marner 5 mins** 7:45 – 7:50
  8. **Executive Director Report – Mottl 5 mins** 7:50 – 7:55
- Old Business**
9. **Motion: Walters 10 mins** 7:55 – 8:05  
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."
  10. **Past Due Collections Policy – Mottl 5 mins** 8:05 – 8:10
- New Business**
11. **Filling Vacant Board Position – McFadden 10 mins** 8:10 – 8:20
  12. **2009 Annual Meeting/Election Overview & Presentations - McFadden 20 mins** 8:20 – 8:40
  13. **Discussion of exempt/non-exempt employees** 8:40 – 8:50  
**Motion: Walters 10 mins**  
Move to advise exempt employees that "comp time" has been eliminated and that they no longer need to prepare time sheets. Attendance records are necessary for the recording of sick days and vacation days.
  14. **Motion: Brendemuhl 10 mins** 8:50 – 9:00  
Move to amend the WIA Administrative and Financial Policies and Procedures Manual, Section 2 (d) (i), Days of Operation - Holidays, to the following: "The WIA office will be closed on the Holidays listed below. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day plus a floating holiday of employee's choosing with approval of their supervisor In addition, the office will close at 3:00pm on Christmas Eve and New Year's Eve if those days fall on a week day".
  15. **Motion: McFadden 10 mins** 9:00 – 9:10  
Move to set the amount that the President and/or Executive Director may spend on legal expenses without BOD approval to \$1500 per calendar year.
  16. **Motion: McFadden 10 mins** 9:10 – 9:20  
Move that expenditure of budgeted WIA funds in excess of \$200 be approved by the majority of the board.
  17. **Motion: Stevens-Gountanis 10 mins** 9:20 – 9:30  
Move that Paragraph "a" on Page 39 of the DESIGN STANDARDS MANUAL Part V be amended as follows: A decorative wall or pillars of stone, brick, stucco, rail/dowel may be approved on one or both sides of the driveway entrances or exits. These may not exceed four (4) feet in height and shall be limited to a total length not to exceed ten (10) feet on each side of the driveway. Any deviations desired from the aforementioned length must be approved by the ACC on a hardship case basis when safety is an issue. A retaining wall may also be approved along the lot front. These are the only walls or fences allowed at the lot front. One column of not more than 7' high and 3' wide including lighting is allowed on each side of the driveway. All other walls or fences are restricted to the lot sides or rear.
  18. **Confirm date of Jan & Feb Hearings/ Confirm attendees to January Hearings-Mottl 5 mins** 9:30 – 9:35
- Executive Session** 9:35  
Personnel Matter