

**MINUTES OF THE WOODMOOR IMPROVEMENT ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**November 15, 2007**

1. Bill Walters, WIA Vice-President called the meeting to order at 7:00 p.m.
2. WIA Board Members present:

Bill Walters	Vice-President
Elizabeth Miller	Architectural Control
James Woodman	Forestry
Betty Hutchinson	Treasurer
George McFadden	Covenant Enforcement
Brian Osterholt	WPS
Allan McMullen	Common Areas
3. WIA Board Members absent:

Hans Post Uiterweer	President
Terry Holmes	Secretary
4. Staff in attendance:

Kevin Nielsen	WPS Chief
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5. Visitors present:

Jane Rock Costanza	Homeowner
Gary Marner	Homeowner
Mike Oberle	Homeowner
John Ottino	Homeowner
Chris Pollard	Community News
Nicole Osborne	Tribune
6. Approval of minutes: No minutes from the October board meeting were included in the board packets so the approval of the October minutes was deferred to the next meeting.
7. Walters welcomed visitors to the meeting.
8. Committee Reports: Walters provided a summary of communications committee activities and on the concerts in the barn.
9. Review of October Financial Statements: Hutchinson reviewed the October statements for the board. Some highlights:
  - a. Advertising was over budget due to advertising expenses related to hiring a new employee
  - b. Misc expenses were over budget due to the cost of the stopsigns in South Woodmoor
  - c. Printing expenses were high due to the outside printing of the newsletter
10. Forest Stewardship and Community Wildfire Protection Plan: Woodman presented information regarding the finishing of thinning efforts in the Hidden Pond, and presented

the completed Community Wildfire Protection plan to the board for acceptance. **Hutchinson moved to accept the plan as presented by Woodman. Miller seconded and the motion passed unanimously.**

Woodman discussed the need for Firewise Community volunteers, who would work under the direction of the Director of Forestry. **Woodman moved to form a firewise committee to implement the previously accepted Wildfire Protection Plan. Hutchinson seconded and the motion passed unanimously.**

11. Employee Appreciation: Chief Nielsen recognized Charlie Snyder for his years of service to the WIA. Charlie is retiring this year. Chief Nielsen presented him with a plaque.

### **Old Business**

12. Status on WPS Intrepid: Nielsen informed the board that there has been no luck selling the Intrepid. The board decided to reduce the floor amount that could be accepted to \$3000. Nielsen will report back to the board as to the progress of the sale.
13. Toboggan Hill Parking Improvement and Signage: McMullen discussed the issues with parking and Toboggan Hill. There is a need to enlarge the parking lot for toboggan hill. He also suggested we petition the county to put in a pedestrian crosswalk in order to slow down traffic and make crossing the road safer. **McMullen took the action to talk to the County about this issue.** Homeowner, Jane Rock Costanza provided her view of the situation.

### **New Business**

14. Legal Consult Cost Review: McFadden presented costs provided by WIA staff as to the cost of legal consulting. Currently the cost is \$215 per hour for attorney and \$155 per hour for paralegal. McFadden suggested that we try to negotiate a certain number of “included” consults with our lawyers and that we as an organization, be more cognizant of the costs associate with seeking legal opinion. **McFadden took the action to request the WIA staff to be cognizant of these costs as well and to look into negotiating a number of “included” or gratis consults with our lawyers.**
15. Data Storage options/computer system review: McFadden informed the board of his initial review of the WIA computer capacity which is currently in excess of 300GB of free storage (hard drive) space. This is more than enough space to begin storing photos digitally and to reduce the printing of digital photos.
16. Employee Performance Goals and Review Proposal: McFadden discussed the current employee performance review process, pointing out that many board members were not aware of its existence. McFadden also pointed out that the WIA Bylaws require Directors to supervise and monitor all officers and agents of the association. He presented the board with a revised employee evaluation proposal that would modify the

period of performance to line up with the budget cycle, provide information on employee performance to the directors prior to salary and budget decisions, and allow the directors to provide input to employee reviews. McFadden requested that all directors review the proposal and be prepared to discuss at future board meetings.

**McFadden made a motion to change the employee period of performance to October 1<sup>st</sup> to September 30<sup>th</sup> and to require employee evaluations to be completed by September 30<sup>th</sup> and to be made available to the board before the budget meeting. McMullen seconded. After some discussion of the motion Miller made an amendment to the motion to remove the portion “require employee evaluations to be made available to the board before the budget meeting.” Osterholt seconded. This amendment passed 4-2 with Osterholt, Miller, Woodman, and Hutchinson voting for, and McFadden and McMullen voting against and Walters abstaining. The board then voted on the revised motion: To change the employee period of performance to October 1<sup>st</sup> to September 30<sup>th</sup>. This motion passed unanimously.**

17. Visitor Presentation Policy: McFadden requested that in future BOD meetings, if a presenter is ‘selling’ something, the board should invite opposing views to present as well. McFadden pointed out that the Charter School presentation that was given at the last board meeting could be misconstrued as being supported by the board.

18. Review of Room Rental Rates: McMullen presented a proposal for reduced and revised barn and office rental rates with the idea of increasing barn and office rental. The new rates, listed below, would not affect current renters:

a. Woodmoor Barn – Upstairs, Rental

Time Block (min)	WIA Member	Non-Member
2 Hr	\$35	\$50
4 Hr	\$75	\$120
8 Hr (Daily)	\$140	\$200

b. Conference Room – Downstairs, Rental

Time Block (min)	WIA Member	Non-Member
2 Hr	\$20	\$25
4 Hr	\$45	\$60
8 Hr (Daily)	\$70	\$90

The security deposit required would be set at \$100 per event, but can be adjusted up to \$500 depending on size of event and presence of food and beverage. **McMullen moved to accept the proposed daily fees change for Barn and Conference Room rental with \$100 minimum security deposit. Woodman seconded and the motion passed unanimously.**

19. HOA Statement Fees: McMullen discussed the current charges for HOA statement fees and pointed out that the actual legal requirement for an HOA statement was just to provide a report to the title company that the homeowner had paid dues and how much was owed. He presented examples of title documents for the boards review. McMullen suggested that WIA should endeavor to perform covenant checks sooner than the title companies' request and he volunteered to provide listings to WIA as they become available. **McMullen moved to set the HOA Statement fee at \$25 for a sale, with a \$25 rush fee, and \$0 for a refinance. McFadden seconded. The motion passed 4-3 with McFadden, Walters, McMullen, and Osterholt, voting for, and Hutchinson, Miller, and Woodman voting against.**
20. Unimproved Lot Resolution: McFadden presented the resolution to ratify the vote taken at a previous meeting regarding the setting of the Open Space Safety Initiative (OSSI) to \$75 for 2007, and then \$50 for 2008 and beyond. The previous OSSI was \$95 passed by Resolution on 9/2/1998). **McFadden moved to accept the resolution. Miller seconded. The motion passed unanimously.**
21. December Newsletter Articles: Walters reminded the board that the due date for newsletter articles is December 1<sup>st</sup>.
22. December Hearings: Walters reminded the Board members of the December 6, 2006 Covenant Hearings date and encouraged attendance.
23. December Meeting Date Change: The December BOD meeting will be changed to December 13<sup>th</sup>.
24. Miscellaneous: Miller presented new material to the board for approval. One material was a powder coated material for soffit and facias. The other was a new type of board/plank. **Miller moved to allow the ACC to accept/approve these two new material. McMullen seconded and the motion passed unanimously.**
25. The Board then moved to Executive Session
26. The Board came out of Executive Session and moved to adjourn.

Respectfully submitted,

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Date

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Terry Holmes, Secretary