

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

**June 25, 2007**

1. Hans Post Uiterweer, WIA President, called the meeting to order at 7:00 PM.

WIA Board Members present:	Hans Post Uiterweer	President
	Bill Walters	Vice-President
	George McFadden	Secretary
	Elizabeth Miller	Architectural Control
	Gary Marner	Common Areas
	Steve Malfatti	Covenant Enforcement
	Amy Smith	Forestry
	Jake Shirk	Public Safety

WIA Board Members Absent:	Terry Holmes	Treasurer
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Staff in attendance:	Camilla Mottl	WIA Executive Director
	Kevin Nielsen	WPS Chief

Visitors present:	Phil Steininger	Woodmoor Water & San
	Jessie Shaffer	Woodmoor Water & San
	Bob Irwin	Colorado Lakeshore
	Nicole Chillino	Tribune
	Laura Hirt	Resident

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2. Approval of the Minutes

The May minutes were approved as presented.

3. Post welcomed all visitors.

- Flea Market After-Action Report

Allan McMullen was not at the meeting. Mottl shared that, according to McMullen's report on the meeting, he collected fees from 26 residents and 1 commercial vendor totaling \$275. His itemized expenses included \$30.62 for water, soda and ice and \$60 for entertainment leaving him with a balance of \$185 in cash and checks. He requested the balance be donated to the Community Center Concert Fund to pay entertainers that take part in the October concerts. Mottl noted that administration spent an additional \$198.89 for ads, signs, flyers etc. ordered by McMullen for the Flea Market.

4. Approval of Agenda

The Agenda was approved as written.

5. May Financial Report

Treasurer Terry Holmes is out of town so Mottl gave a recap of the May Financial Statement which was distributed to members the previous week.

## 6. Executive Directors Report

Mottl reported that:

- She placed an ad for a new Bookkeeper and received 19 resumes in response. Of those, eight met most of our criteria and were interviewed over the phone. Four of the phone interviewees were then scheduled for personal interviews at our administrative offices. After consulting with the Treasurer, Mottl hired Sandy O'Donnell, a graduate of CSU, who received her CPA Certification in Texas. Sandy will be working from 8am to 1pm, Monday thru Thursday. Denise spent a several hours w/Sandy going over particulars.
- At the last Board meeting, Mottl was given permission to spend up to \$850 on fixing the roof leaks in The Barn and the Admin offices. The repairs have been completed by Timberline Roofing & Construction for \$450.
- Water restrictions at the Barn are to be treated the same as an individual owner. WIA can water on Sunday, Wednesday and Friday between 6pm and 9am
- Because of the many complaints we have been receiving regarding drainage, Mottl spoke with Bob Popovitch, an EPC Engineer. He visited with Mottl on June 6 and checked some areas that had particular complaints. Popovich immediately had a barricade installed at intersection of Knollwood Circle and Knollwood Blvd. as there is a very large cavern beneath the road sub base. Other areas he looked at were standard runoff issues that WIA owners have not experienced in years due to our former drought conditions. Popovitch left a copy of EPC's Stormwater Drainage Facilities Maintenance Policy to help owners understand what responsibilities belong to the homeowner versus the county. Mottl distributed a copy of the county handout.
- The El Paso County Commissioners are currently making suggestions as to what county services they will cut in order to meet a two million dollar budget shortfall. Services that might be cut and will directly affect Woodmoor residents are :
  1. Discontinuing maintenance of non-paved roads
  2. Discontinuing snow removal of secondary roadways

Mottl spoke with Jim White at County roads. He stated he had not heard about discontinuing any snow removal and cannot confirm anything but what has already been stated at this time. So far the only statement that has been made confirming what DOT will cut is "The Department of Transportation (DOT) will trim \$624,000 from its budget. Citizens in the unincorporated areas of the county will be impacted the most by this. DOT will eliminate re-graveling of roads, but it will continue to maintain the roads. Not re-graveling will affect travel on these roads."

- WIA mailed out another past due billing and will begin placing liens on past due accounts in late July.
- Mottl and Beseau have been discussing ways to get a current status on each home in Woodmoor and a better feel for outstanding violations. Beseau suggested we ask for volunteers to go from house to house. Instead, we'd like for the members to consider how they feel about sending out an Inventory Questionnaire to each homeowner. (shed, ancillary bldg., fence, playset, tramp, etc.).
  - Discussion ensued. Overall Board members did not feel that owners in violation to the covenants would respond to such a questionnaire. Amy

Smith suggested Mottl investigate alternative solutions to managing and addressing covenant control violations.

- Mottl reported having extensive discussion w/several parties regarding legal issues to be discussed in Executive Session.
- Mottl handed out a flyer on the upcoming El Paso County Sheriff's Office Teen Academy.

#### 7. Woodmoor Water & Sanitation

Phil Steininger of Woodmoor Water and Sanitation announced their plans to empty Lake Woodmoor to the Woodmoor Improvement Association Board of Directors on June 25<sup>th</sup>. The underground drain and drain valve in the lake is forty years old and while it is not an emergency situation, some corrosion has taken place. While the draining of the lake has already begun, its completion and the repair work will take place over the next two years. They expect the draining to be complete by September of 2008 and have the repairs done in the two to three months following. If all goes according to schedule they will begin re-filling the lake in January of 2009. Obviously, the length of time it will take to fill the lake will be subject to weather factors.

One of their concerns is making sure the public is aware that drainage will continue in the winter months. While walking on ice in ponds and lakes is never safe, the drainage will cause voids under any ice that forms which will create an even greater possible hazard for those that may venture on the lake.

Steininger also shared the basics of WW& San's Water Demand Management Program which includes water restrictions. While water is a resource we should always conserve, their reason for instituting this portion of the program is to keep peak usage down resulting in lower capital costs. Since spring and summer are when we use the most water, their aim is to smooth out the peak demand times. They do not expect that water usage will actually go down but not having to purchase and install more pump stations and lines only needed during the warmer months for irrigation purposes saves area residents money on capital costs.

They are also educating area youth about conserving the resource of water by holding poster contests in the elementary schools. For adults, they have xeriscape education classes. Those interested can contact their offices for dates and times of these classes. Rebates are another part of their program and eligible purchases are listed in their brochure. Finally, they informed the Board that this fall they will be introducing a new service rate schedule.

WW& San's engineer, Jessie Shaffer, then shared their future plans to use a raw water delivery system for irrigation to the elementary school and the new high school off of Woodmoor Drive. There will be a pump, either floating or buried in the lake with a pipeline that will feed the irrigation to the two schools.

Steininger stated they hope to make another presentation to the WIA Board in August providing members with more details regarding these issues and their

Emergency Preparedness Plan required for owning a Class I dam that is now being prepared for the State and County agencies.

Phil Steininger, Jessie Schaffer and Bob Irwin departed at 7:45 p.m.

8. Public Safety Report

Nielsen reported that:

- Nielsen was disappointed that, once again, there is a fireworks stand located on Lake Woodmoor Drive. Nielsen reported that, as in the past, he requested Peoples Bank allow WIA to place one of our banners stating “NO Fireworks Allowed in Woodmoor” on their property. Peoples Bank, as always, were very cooperative. However, the owner of the strip mall told the bank he would pull his business if they allowed the sign on bank property. The ‘No Fireworks’ signs and banners will go up on June 26.
  - Following discussion, members agreed that WIA will have to purchase more signs to remind people of the rule.
  - There was also discussion of the level of the fines for fireworks but members agreed to table this item until after July Fourth to decide whether fines need to be raised.
- Nielsen downloaded and printed the most recent list of Priority One, Two and Three streets as categorized by El Paso County for snow removal.
- Although no mosquito larvae was found in WIA ponds, Nielsen inspected and treated all ponds and standing water with larvaecide on June 11.

**New Business**

9. Chipping Program

Amy Smith, Director of Forestry, stated that the response to WIA’s two day Chipping Program the first weekend in June was far greater than expected. In two days, 440 loads of slash were disposed of, filling nine full 30 yard dumpsters with chipping material. Woodmoor owes a tremendous thank you to John Psensky of Tree Masters, Brian Beland of TriLakes Disposal and the Fire Department for their generosity in support of this program. Without their initial donations of service and equipment, the program would not have been held. Donations collected from those that utilized the service also helped offset the cost. However, since the response was so great, Woodmoor spent an additional \$4,500 that was not budgeted to cover the cost.

Because of the amount of slash and downed trees still in Woodmoor, Smith wants to move forward by making plans to hold another Chipping Day in early fall. Members agreed. Because of the high cost of this program, discussion ensued regarding requiring a minimum donation per load being required in the future if WIA wants to make this an ongoing service. Woodmoor residents are urged to consult the upcoming newsletter for dates and times.

10. Firewise Update

Smith reported that the first Neighborhood Firewise Meeting had been held in the Silhouette Way area. The Fire Department has listed this area as the one with the

greatest fire hazard rating due to the amount of scrub oak, dense pine and flag lots. Five homeowners from the area participated and learned how to reduce fire danger on their lots and in the neighborhood. It was a good community building event and all that attended signed up to have Firewise Evaluations on their property and homes. Smith stated they hope to hold a total of five of these meetings this year.

11. Status of Ponds/Common Area Mowing & Spraying

Gary Marner, Director of Common Areas, stated they would soon begin spraying for noxious weeds and mowing will begin after July 4<sup>th</sup>. There is some pond work that needs to be done, especially in the Wild Duck area, but it will be better to have it done in cooler weather in the fall so he will get bids for the work to be performed. Executive Director, Camilla Mottl, stated we did have reserve funds for the ponds. Marner is not aware of, but is going to check on the availability of any safe herbicide against cattails that can be used when dredging is complete.

**New Business**

12. August Newsletter

Post informed members that their August newsletter articles need to be submitted to Mottl no later than Monday, July 23<sup>rd</sup>.

13. October Concerts

The WIA Community Center will again host five concerts in The Barn every Tuesday evening at 7 pm in October. Entertainers will include Monument Station, the Shriner German Band, the Tri-Lakes Community Bell Choir, Exit 161 Jazz Choir, and the Lewis-Palmer Jazz Bands. Vice President, Bill Walters is coordinating this effort for the second year in a row.

14. June 26 LPHS Key Communicators

Post reminded members that the next LPHS Key Communicators Meeting will be held on June 26. Post requested input from the Board members on what Board members would and would not like him to discuss at the meeting.

15. Mid Year Budget Review

Bill Walters requested a Mid-Year Budget Review Meeting date be scheduled. Discussion ensued. Since the Treasurer was not present, members agreed that, with Holmes concurrence, the Budget Review would be held during the July Board Meeting.

16. Reserve Study Update

Walters wanted to know the status on updating the Reserve Study. Mottl reported at the May Meeting that our goal was to have the updated Reserve Study completed by the end of August. Post suggested having a committee do the work and present their recommendations to the Board. Post requested that Walters Chair a Reserve Committee, with Holmes and Mottl assisting as well as another Board member. Marner agreed to join and Walters also suggested that previous Treasurer, Betty Hutchinson also attend the meeting, if possible.

17. 2006 Income Overage

Walters wanted to know where last years income overage was. Mottl informed him that, currently, those funds were included in the unallocated operating expense category. Walters would prefer to see this money allocated to specific items.

18. July 23 Board Meeting Agenda Items

- Fall chipping Program – Smith
- Mid Year Budget Review - Holmes
- Update on Reserve Study Committee - Walters
- Strategic Planning and Budget Meeting Dates - All
- Appoint Nominating Committee - Post
- Appoint Elorie Award Committee - Post
- Update on conclusion of Power of Attorney in relation to an owner of record/record owner holding a Board position – McFadden
- Common Area Update – Marnner
- Forestry & Firewise Update - Smith

19. Attendance to July 11 Hearings

Miller, Post, Smith, Malfatti and Shirk will attend the July Hearings.

20. Homeowner Suggestions

Post reported that he and Holmes had an extended meeting with a homeowner in order to address questions about the Association. The homeowner also made some suggestions as follows:

1. WIA should create an Emergency Evacuation Plan and install air raid sirens on cell towers to warn residents of any evacuation or other danger. *Members felt that, depending on the type of disaster, El Paso County should instruct the community in regards to evacuation procedures. WIA has no access to cell towers nor do our covenants allow them in Woodmoor.*
2. A phone tree should be created for use in an emergency. *Members agreed that the Reverse 911 Program is more efficient.*
3. The owner stated we should use our capability to e-mail more.
4. WIA sign restrictions are too tight. *The Board cannot change the sign restrictions without getting 66 & 2/3rds of the ownership to agree.*

20. Smith announced that she is working on a more “user friendly” Forestry section for the WIA website.

21. Standardization of Application Fees

McFadden would like to see all ACC application fees standardized. Discussion centered on making all ACC refundable application fees \$25. Smith suggested that Board members receive advance information explaining the reasoning involved when members are requested to make decisions on requests of this nature. This would allow members the time they need to completely review all available information and have questions answered prior to making important

decisions. There was also mention that the Architectural Control Committee is currently reviewing the Design Standards Manual inclusive of the fees.

22. Standardization of Holidays

McFadden stated that, as a Board member, he has an obligation to the owners to cut costs and discussed eliminating the single personal holiday given each administrative employee per year, comparing it to other business employee holiday time off. As Executive Director, Mottl stated it was her responsibility to hire and retain an educated and competent staff that will serve the community well. Mottl pointed out the available and unavailable benefits to WIA employees.

McFadden **moved** that WIA eliminate the floating holiday for administrative employees effective January 1, 2008. The motion was **seconded** by Bill Walters.

The motion **failed** 2-4 with Walters and McFadden voting for and Malfatti, Shirk, Smith and Miller voting against. Marner abstained.

The Board adjourned to Executive Session at 9:39 p.m. to discuss legal issues.

The Board resumed regular session at 10:03 p.m.

The meeting adjourned at 10:04PM

RESPECTFULLY SUBMITTED:

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Date

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Camilla Mottl, Executive Director

\_\_\_\_\_  
Date

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George McFadden, Secretary