

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

**May 27, 2008**

1. Steve Malfatti called the meeting to order at 7:07 PM.

Attendance to meeting

WIA Board Members present:	Steve Malfatti	President
	Terry Holmes	Vice President
	Kevin Weese	Secretary
	Anne Stevens-Gountanis	Director Architectural Control
	Gary Marner	Director Common Areas
	Amy Smith	Director Forestry
	Jake Shirk	Director Public Safety

Board members absent:	Bill Walters	Treasurer
	George McFadden	Director Covenant Control

Staff in attendance:	Camilla Mottl	WIA Executive Director
	Kevin Nielsen	WPS Chief

Visitors present:	Bob Irwin	CLHC
	Ken Shorter	Homeowner
	Tim Spelman	Homeowner
	Chris Pollard	Homeowner/OCN
	Nicole Chillino	Tribune

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2. Approval of the April Meeting Minutes

The April Meeting minutes were submitted for approval. The following change was agreed upon:

- Item 5 delete the sentence “The Board needs to make a motion to sanction the addition of this line item.” Members agreed that no motion was required to create the new line item.

**The April 2008 Meeting minutes were approved as amended.**

3. Welcome Visitors

- Malfatti welcomed all visitors.
  - Anne Stevens-Gountanis introduced Gene Hoffman, President and CEO of Woodmoor Pines Golf and Country Club. Hoffman gave a brief history on the golf course and an overview of the many obstacles they have had to deal with in the recent past with local utility and governmental entities regarding water sources. The good news is that they have completed the work and will begin refilling the golf course ponds in the next week to ten days.
  - Bob Irwin addressed the Board.

4. Approval of Agenda

Because McFadden was unable to attend, per his earlier request, Items 8, 9, 16 and 17 were deferred to the June agenda. Smith requested the Board add tikki torches as Item 10a with the Forestry update and Holmes requested a personnel issue be added to Executive session. The agenda was approved as amended.

5. Financial Report  
See Board Packet.

6. Executive Directors Report - Mottl

- Mottl referred members to Schedule 2 attached to the financial report. The purpose of the schedule is to clear up misinformation that WIA has \$300,000+ in cash just sitting there to do anything we want with. The schedule breaks down exactly what is in the Operating Fund/Unallocated Cash. This \$313,000 includes the money that WIA would or might have if we sold all our assets and collected all our receivables. In other words, if we discontinued business and sold our assets, collected all our receivables and paid off all our liabilities, this is what we would have left in cash. It is not the actual amount of cash we have available to spend on whatever we choose. The current balance in our Operating fund is \$312, 998. This figure includes the current and fixed assets at \$126,520. Once the assets are deducted, the \$313,000 becomes \$186,498 which also includes accounts receivable in the amount of \$49, 403. Obviously, WIA hopes to collect all past due accounts. However, until they are collected, the current “Operating Fund/Unallocated Cash” available is actually \$137,075.
- There is also a schedule for vehicle depreciation. According to GAAP, we cannot credit the Operating/Unallocated fund for the money spent out of that account for the new vehicle. Sandy has provided Schedule 1 to explain how the money is properly tracked. Nielsen will speak with accountant about the vehicle depreciation schedule.
- Website Updates
  - i. The e-mail addresses for Board members is located under menu item Board of Directors: Contact your Board. Smith requested wording be added to the page explaining to owners that these e-mail addresses were not for day to day needs and questions which should be directed to staff. Board e-mail addresses were for owners that have overall input to association issues or specific needs they want to communicate.
  - ii. An additional menu item was added under Covenant Control regarding sign rules due to the number of sign complaints – up by 53 from the same time last year.
- In regards to putting off the refurbishment of the Community Center and office bathrooms; Mottl confirmed that WIA was scheduled to do the work last year. Unfortunately, the bids procured in 2007 were much greater than what the fund provided. The new reserve fund does not schedule bathroom refurbishment again until 2023. Since no refurbishment was done, the study will need to be updated.
- Mottl included a copy of SB1135 regarding covenant violation hearings in the Board packet.
- We are receiving inquiries about whether or not there is a summer watering schedule for Woodmoor residents. For those who missed the notification sent out by the water company in April, the 2008 summer watering schedule can be accessed on the website at [www.woodmoorwater.com](http://www.woodmoorwater.com).
- Mottl passed on the compliments and thanks from a resident in regards to the work Marner had contracted on Wild Duck Pond. Residents are very pleased with the finished project.
- Mottl deferred her question on tikki torches to item 10a added to the agenda.
- The staff continues to receive inquiries on stocking of the ponds. Marner stocked Lower Twin, Hidden and Wild Duck Ponds last week.
  - i. Marner reviewed the fishing rules as follows:
    - Catch and release with a ONE FISH limit. If you are unable to release the fish back into the pond alive, you must stop fishing for the day.
    - Lures and flies only.
    - Kids 12 and under may use natural baits such as worms, salmon eggs, and grasshoppers. No corn, power bait, or other artificial bait.
- Mottl is to place these rules on the website.
- Mottl explained that Brian Beland would be supplying the recycling bin at no cost to Woodmoor

so it will take some time for him to find and refurbish a used bin. In the meantime, Charter School may need a place to put their bin until the new school grounds will be ready to receive it. If needed, can the school put their bin in the WIA parking area for approximately two months? Members agreed that this would be a good trial to see if the bin is used properly.

7. Public Safety Report – Shirk and Nielsen

- Nielsen is in the process and will complete the treatment of the Woodmoor ponds tomorrow to kill mosquito larvae. The ponds were treated even though no larva was found. The larvicide used is Altosid XR briquets and will prevent mosquito larva from developing into adult mosquitoes for 150 days. On the larger ponds such as Hidden Pond, Lower Twin Pond, and Wild Duck Pond we will use anywhere from 6 to 10 bricks. On the smaller ponds such as Greg's Pond, Upper Twin Pond, and the other Hidden Pond on Winding Meadow Way we will use 4 to 6 bricks.
- Nielsen reported seeing a few kids fishing at Lower Twin Pond today and they were hooking a few fish. A nice size fish was caught and released back into the pond.
- Nielsen encouraged residents to organize into groups and form Neighborhood Watch. It is an excellent program and the El Paso County Sheriff's Office will give the presentation with a WPS officer attending to give specifics about Woodmoor and WPS.
- Both new vehicles are in service and the 2006 jeep will have a short rest to try to extend its life since we were primarily using this jeep while waiting to get the new jeeps in service. The primary WPS jeep is lettered in blue with Public Safety and has a small white spotlight on top. The reason for this spot light is that the door post spot light is not made for this new design yet and the only other alternative was a hand held. Unfortunately, a good handheld used for any length of time gets extremely hot and will actually melt the seat if you lay it down in the vehicle (not a good option). Although the light on top of the jeep is unattractive, it works very well. In fact, it has a remote control and an officer can carry the remote up to 100 yards away and still control the light so in that aspect it works very well. The other jeep is lettered in gold and will be the dual use vehicle that the WIA office staff can also use. It has the radios and lights inside but it will not have the white light on top.
- The old jeep is advertised on Craig's List for \$6500 and had a few bites early but they've tapered off. The price will be adjusted and if it is not sold by June 9<sup>th</sup> it will either be advertised in the Gazette or taken to a consignment lot.

**Old Business**

8. From the Table: Covenant Hearing Information - McFadden

Deferred to the June meeting.

9. From the Table: Covenant Enforcement – McFadden

Deferred to the June meeting.

**New Business**

10. Forestry Update – Smith

Smith reported:

- The Annual Firewise Event was held on May 10<sup>th</sup>. The Committee is going to re-evaluate when and how their program is presented in hopes of increasing resident participation.
- To date, approximately 35 residents have taken advantage of the Firewise Grant. Each participant is located in a 'most severe' fire danger neighborhood in Woodmoor and requires a trained volunteer to perform a Firewise lot evaluation with a detailed a written report.

- A final reminder that Woodmoor Chipping Days will be held Saturday and Sunday, June 7th & 8<sup>th</sup>, at the Tri-Lakes/Monument Fire Station from 10am to 2pm. Residents are invited to bring all slash, downed trees, dead branches. Our sponsors are TreeMasters and Tri-Lakes Disposal.

10a. Fire Marshall Bryan Jack told Smith that El Paso County has no guidelines regarding the use of tikki torches and do not consider them part of the ban. Discussion ensued. Board members agreed that Woodmoor will not place restrictions on the use of tikki torches by residents.

11. NEPCO Update - Holmes

Holmes reported that the (NEPCO) Northern El Paso Coalition of Owners homeowner association membership has reached 25. They meet every other month. This year NEPCO established a fourth season of having a Master Gardener at the library to consult and answer questions for area residents. The Monument Mayor, Byron Glenn, was the guest speaker at the May meeting. Glenn informed members that the Baptist Road work is scheduled to be completed within two months and work on the Baptist Road interchange will begin in the next week. The Town of Monument will require bike trails in all new developments and is also involved in a study regarding mass transit. On July 12 NEPCO will address weeds and landscape. Lenard Rioth will be a guest speaker on lawsuits against HOAs on September 13. On October 11 Wayne Williams is scheduled to speak. More information on the organization can be found at [www.nepco.org](http://www.nepco.org).

12. Motion: Contract with Mountain States Employment Council - Shirk

**Shirk moved that we contract with Mountain States Employers Council. Holmes seconded the motion.** Discussion ensued.

**Holmes moved to amend the motion by adding the words “for a one year membership”. Weese seconded the motion. Malfatti called the amendment. All were in favor. The amendment carried.**

**Malfatti called the question: That WIA contract with Mountain States Employers Council for a one year membership. All were in favor. The motion carried.**

The cost will be expensed to Membership Dues and Subscriptions. Any other charges on the account for services will be expensed to Professional Fees. Mottl will send the WIA Administrative Policies and Procedures and the WPS SOP to MSEC for their review.

13. Motion: Change the DSM Preface – Stevens-Gountanis

**Stevens-Gountanis moved that the Board approve, via resolution, a motion changing the fourth bullet on the PREFACE page to the Policies, Procedures, Rules and Regulations Part V; Design Standards Manual to read “The WIA Board of Directors shall publish the Proposed Change on the WIA website, [www.woodmoor.org](http://www.woodmoor.org), five business days preceding the vote. Amendments to the Proposed Change shall not require re-publication of the proposed changes. All approved changes will be published in the WIA newsletter and on the website. Shirk seconded the motion.** Discussion ensued.

**Smith moved to amend the motion by changing the words from “The WIA Board of Directors shall publish the Proposed Changes on the WIA website” to “Proposed Changes will be published on the WIA website”. Holmes seconded the amendment. Malfatti called the amendment. All were in favor. The amendment passed.**

**Malfatti called the amended motion. All were in favor. The motion carried.**

Mottl to place a menu item under Architectural Control called Proposed Changes and note in the news alert that all future proposed changes will be published on the WIA website.

For the record: Stevens-Gountanis noted that there has never been a \$25 charge for home business applications submitted to the Architectural Control Committee.

14. Motion: Wording in the Agenda Item Process - Malfatti

**Malfatti moved that the Wording in the WIA Process for Agenda Items be changed by removing the words “1 week prior to the board meeting” and replacing those words with “not later than 12:00 Noon, five business days prior to the day of the board meeting” and to “and Executive Director” after BOD so the sentence now reads: “Distribute informational items a-e to BOD and Executive Director, via email not later than 12:00 Noon, 5 business days prior to the day of the board meeting.”** Stevens-Gountanis seconded the motion.

**Malfatti called the question. All were in favor. The motion carried.**

15. Motion: Wording in Policies, Procedures, Rules & Regs, Parts I – IV, Meetings, Para 2(b) Owner Participation – Malfatti

**Malfatti moved that the wording in the POLICIES, PROCEDURES, RULES AND REGULATIONS OF WOODMOOR IMPROVEMENT ASSOCIATION Parts I, II, III, IV, with introduction to Part V**

**EXHIBIT A: Meetings, Para 2, (b) Pg 22, Owner Participation at Board Meetings be changed by removing the words “at least five days prior to the Board meeting”; replacing those words with “or e-mail to the Executive Director not later than 12:00 Noon, 5 business days prior to the day of the board meeting” so that it now reads: “Owners who wish to discuss a certain issue, complaint, or request shall submit such in writing or e-mail to the Executive Director not later than 12:00 Noon, five business days prior to the day of the board meeting.”** Holmes seconded the motion.

Discussion ensued.

**Weese moved to table the motion. Shirk seconded the motion to table. The motion to table carried.**

Weese to wordsmith the motion as discussed for presentation at the June meeting.

16. Motion: Covenant violation paperwork expunged/one year – McFadden

Deferred to the June meeting

17. Motion: Limit legal expenses by Board President and Executive Director - McFadden

Deferred to the June meeting.

18. Motion: Survey Committee - Smith

**Smith moved that WIA enact a committee responsible for developing a resident survey, sending it to the residents, tallying the responses and presenting it to the Board. Shirk seconded the motion.**

**Malfatti called the question. All were in favor. The motion carried.**

Malfatti appointed Smith to head the Survey Committee.

19. Attendees to June 11 Hearings

Mottl confirmed that Marner, McFadden, Smith, Walters and Weese are scheduled to attend the June 11 Hearings. Terry Holmes offered to be available as a replacement member if needed.

20. Upcoming Board Meeting Agenda Items

Items 8, 9, 16 and 17

Take Item 15 from the table.

The Board adjourned to Executive Session to discuss a personnel item at 8:50 p.m.

The Board resumed Regular Session at 9:20 p.m.

The meeting adjourned at 9:20 p.m.

RESPECTFULLY SUBMITTED:

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Date

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Camilla Mottl, Executive Director

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Date

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Kevin Weese, Secretary