WOODMOOR IMPROVEMENT ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS MEETING
January 23, 2013

EXECUTIVE SESSION – 6:15pm – 6:51 pm

Two (2) personnel and (3) legal matters were discussed.

BOARD MEETING

1. Call to Order – Jim Hale called the meeting to order at 7:06 PM.

Board members present: Jim Hale (President), Jeff Gerhart (Secretary), Anne Stevens-Gountanis (Director of Architectural), W. Lee Murray (Director of Common Areas), Eric Gross (Director of Forestry), Darren Rouse (Director of Covenants).

Board members absent: Kirstin Reimann (Vice President), Nick Oakley (Treasurer), and Paul Lambert (Director of WPS), all excused.

Staff in Attendance: Matt Beseau (WIA HOA Manager), Kevin Nielsen (Chief of WPS).


2. Approval of Agenda – Hale asked if there were any changes to the agenda. There were three (3) additions under new business: #16 Employee Uniforms, #17 Revised WIA Holiday schedule, and #18 WIA Phones. Stevens-Gountanis then moved to approve the agenda, seconded by Gross. The motion carried unanimously.

3. Approval of Prior Meeting Minutes – Hale asked if there were any changes or corrections necessary to the Nov & Dec meeting minutes, as the Dec Board meeting was cancelled. There were no changes. A motion to approve the 12/19/12 & the 11/28/12 minutes was made by Gross, seconded by Murray. The motion carried unanimously.

4. Owners Comments. – None

Reports

5. President’s Report – Hale thanked Paul Lambert and Nick Oakley for their service and hard work during their terms for a job well done. He also stated that he was happy to be re-elected to the WIA board for a second term. Hale said that much was done last year with a new WPS garage, and full staffing.

6. Vice-President’s Report – None

7. HOA Managers Monthly Summary – Beseau reported that the new Covenants & Forestry Administrator (Sherrie Smith) is coming along well in her training and that the
new Architectural Control Administrator (Bob Pearsall) is also doing well. He also reported that there were quite a few residents put in for the Good Neighbor Award and asked the board to approve 5 members. Approval was given.

8. Treasurer’s Report – Hale reported for Oakley. Income for 2012 was $834,895.11 with a budget of $793,000.40 putting us at 105.3% of our budgeted income (additional unexpected office rental income). He reported expenditures at 86.8% of budget. The final numbers will not available until Jan 31 when all income/expenses are accounted for.

9. Covenants Report – Rouse reported on covenant statistics for December and stated that there were 15 violations (mostly vehicle issues).

The next scheduled covenant hearing meeting will be held on February 13, 2013.

10. Public Safety Report – Lambert absent. Chief Nielsen informed the board that he was wearing the newly designed WPS Officer uniform which is dark green. He said the new patches came in wrong (backing not on them and the color quality is not good and that he was working on getting them corrected.

Nielsen also reported one break in, in south Woodmoor whereby a basement window was broken in to gain entry into the home. He said the WPS response time was 6 minutes and may have interrupted the attempt.

Nielsen also thanked Lambert, Oakley and Hale for their service on the board for their term.

11. Architectural Control Report – Stevens- Gountanis reported that there were 7 projects for the previous month, which included new stucco. She stated that the Design Standards Revision had not been completed and said we need to get this done. Hale said that we need to still consider changes that affect the R&R’s parts I-IV, Firewise materials, and Multi-Family. All which have not been fully addressed.

12. Forestry Report – Gross reported that forestry site evaluation requests YTD for 2012 was 226 (Forest Health 79, Firewise 133, and Common Areas 14). He thanked all of the 2012 Forestry Volunteers, Firewise Committee Members and WIA office staff for all of their help and hard work.

Gross said winter has been warm and forest conditions are dry. He said Common Area scrub oak mitigation will begin in February and that the Firewise Committee is meeting weekly to complete a Woodmoor specific “Your Personal Wildfire Protection Plan” bulletin for February Board approval and a mid-March mail out.

Gross also reported that WIA received notice from CSFS of two fuel mitigation cost share grants which WIA may qualify for one of them. He said that 2013 events include a Chipping Day (tentative date of May 18, 13), and a Firewise Community Day (tentative date of June 15, 13).

13. Common Area Report – Murray reported that the new planters (4) and the new benches (2) were purchased and installed in front of the barn as part of the new facade.
He said lighting was repaired by installing a new photo cell on the outdoor lights, and replacing (2) two basement ceiling lights. Murray informed the board that the upper and lower Twin Ponds had been dredged out removing all cattails and 1-2 feet of silt.

**Old Business**
14. Governing Docs Revision – Beseau reported we have received more consents and that 627 are still needed for the Declaration of Covenants Revision. Staff will continue soliciting consents from “walk in” residents and placing phone calls & emails. Discussion was held on ideas to get the remaining consents needed. A table will be set up at the annual meeting to remind attendees.

**New Business**
15. Annual Meeting/Special Meeting – Hale stated that the annual meeting will be held Jan 28, 2013 at the Lewis Palmer Middle School and that the Special Meeting (Board re-organization) will be held January 30, 13 at 7:00pm.

16. Staff Uniforms – Hale stated that WPS had been working on revising the Officer uniforms from blue to green with a newly designed WIA patch to make them more distinguishable to the residents. He also stated that the WIA admin will be getting polo shirts with the WIA insignia on them to help identify WIA staff in the office and out in the field.

Motion:
Stevens-Gountanis made a motion to approve the new WPS green uniforms and Admin polo shirts for a cost of $1400, seconded by Rouse. The motion passed unanimously.

17. WIA Holiday Schedule – Hale stated that the board agreed to a change in the Administrative holiday schedule/WIA office closed days.

Motion:
Gerhart made a motion to approve adding Martin Luther King Day, Washington’s Birthday, and Columbus Day to the WIA Administrative closed holiday list and remove the current floating holiday, seconded by Stevens-Gountanis. The motion passed unanimously.

18. Phones – Beseau reported that after exhausting the bid process for a replacement phone system for WIA, he recommends going with Microtech-Tel who had the best bid with the most services and support. The new phone system would be out of reserves.

Motion:
Stevens-Gountanis made a motion to accept the bid and purchase the new phone system from Microtech-Tel, seconded by Murray. The motion passed unanimously.

Motion:
A motion to adjourn was made by Gerhart, seconded by Stevens-Gountanis. The motion passed unanimously.
The meeting adjourned @ 8:17 pm.

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Jeff Gerhart, Secretary

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Date