WOODMOOR IMPROVEMENT ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS MEETING
February 27, 2013

EXECUTIVE SESSION – 6:15pm – 7:00 pm

One (1) personnel and two (2) legal matters were discussed.

BOARD MEETING

1. Call to Order – Kirstin Reimann called the meeting to order at 7:05 PM (Hale absent-excused).
Board members present: Kirstin Reimann (Vice President), Jeff Gerhart (Secretary), Tom Schoemaker (Treasurer), Per Suhr (Director of WPS), W. Lee Murray (Director of Common Areas), Eric Gross (Director of Forestry), Darren Rouse (Director of Architectural).

Board members absent: Jim Hale (President), Anne Stevens-Gountanis (Member at Large).

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

Visitors present: Ed Miller, Liz Miller, Jim Woodman, Lisa Hatfield, Carolyn Streit-Carey, and Harriet Halbig (Our Community News).

2. Approval of Agenda – Reimann asked if there were any changes to the agenda. There were no changes. Gross then moved to approve the agenda, seconded by Murray. The motion carried unanimously.

3. Approval of Prior Meeting Minutes – Reimann asked if there were any changes or corrections necessary to the January 23, 2013 meeting minutes and the January 30, 2013 Special Meeting minutes (Board re-organization). There were no changes. A motion to approve the Jan 23 & 30, 2013 meeting minutes was made by Rouse, seconded by Gross. The motion carried unanimously.

4. Owners Comments. – None

Reports

5. President’s Report – Reimann stated President Jim Hale asked her to extend a welcome to the new board members Tom Schoemaker and Per Suhr.

6. Firewise Committee Update – Jim Woodman stated that the committee has been very busy and meeting every other week to prepare for educational events in 2013 and a 12-page bulletin entitled “Preparing A Personal Wildfire Action Plan” for residents in Woodmoor. It was prepaid using 2012 funds.

Upcoming Events:

- Wed. May 01 7PM Class on “How to Apply Defensible Space” around your home. To be held at the WIA Barn.
- Sat. May 18 WIA Chipping Day at the Woodmoor Dr. Fire Station.
Woodman also said he is working with Jeff Gerhart on ways to help keep owners current via email for Forestry information and will post the new “Plan” bulletin after March 25. Email copies of this plan will be sent to neighboring HOAs and NEPCO. Finally, Woodman asked the board to approve the mailing of a copy of the “Preparing a Personal Wildfire Action Plan” brochure to each resident via USPS.

Motion:
A motion was made by Gerhart to approve the Forestry brochure mail out to all WIA residents, seconded by Suhr. The motion passed unanimously.

7. Vice-President’s Report – None

8. HOA Manager’s Monthly Report – Besseau reported that the new Covenants & Forestry Administrator (Sherrie Smith) is doing well in her training and that the new Architectural Control Administrator (Bob Pearsall) has been here just over (3) months and is also doing well.

Besseau stated that last month the Board approved the purchase of a new phone system. Since that time, it has been found that the cabling and wiring needs to be re-wired. The reason for re-wiring is that when the IP phone system was put in (6) six years ago, the cabling was not put in the phone room but run into (3) separate offices. Besseau requested that the board approve this cabling and re-wiring bid (cost $3101.26) to correct the wiring so that it is all located in the phone hub. This will improve office access and security and bring the cabling together in one location.

Motion:
A motion was made by Gerhart to approve the bid of $3101.26 for re-routing and replacing the cabling and wiring for the new phone system, seconded by Suhr. The motion passed unanimously.

9. Treasurer’s Report – Schoemaker reported that approximately 90% of our lot annual dues have been paid for 2013 with this being the majority source of income for January which was $691,319.59 with a budget of $814,188.00 putting us at 84.9% of our budgeted income. He reported expenditures of $58,180.02 (7.1% of budget). He highlighted (8) items as over budget YTD but explained these items are not paid monthly and that we are at about 7.1% of budget when figured monthly on a 12-month basis.

Schoemaker said that we are still accruing monthly fee charges from the bank which was discussed last year whereby an offset would be done in lieu of interest. A meeting has been set with the bank this week to eliminate these fees.

10. Covenants Report – Reimann reported on covenant statistics for January and stated that the majority of violations related to signage and animals. She said there were (15) HOA checks completed.

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

11. Public Safety Report – Chief Nielsen informed the board that the new uniforms will be worn starting on February 28 and that he is still waiting on the new patches to come in as the 1st order was poorly made.

Nielsen also said that he has begun purchasing some basic tools to keep in the new garage as WPS will perform light maintenance work on the vehicles (brakes, rotors, etc). He also informed
the board that while the smart trailer is operational, he does not put it out in bad weather due to safety. He said WPS purchased a game camera which has night vision to be utilized where needed.

12. Architectural Control Report – Rouse reported that he held his first meeting as new ACC Director and that the meeting scheduled for this week was cancelled due to no new projects and bad weather. He said projects in January consisted of 1 deck, 1 fence, 1 other, 1 Pod, 1 repaint, and 2 snow fences. Rouse informed the board that he plans to appoint a sub-committee soon to work on the Design Standards Manual (DSM) revision.

Motion:
Rouse made a motion to appoint the following people to the ACC Committee as the 2013 members: Mark Ponti, Ted Filzen, Brett Baldwin, Ed Miller, Liz Miller, seconded by Suhr. The motion passed unanimously.


Motion:
Gross made a motion to approve the following people to be appointed to the 2013 Firewise Committee: Jim Woodman (Chair), Carolyn Streit-Carey (Secretary), Bill Lockwood, Eric Gross, and Lisa Hatfield. Seconded by Murray, the motion passed unanimously.

Gross stated that WIA applied for a Fuels grant and if we are accepted, the Firewise Committee will decide on how to allocate funds which would be intended entirely for member use. He also said there were (8) forestry evaluation requests YTD.

14. Common Area Report – Murray reported that deck bids will continue in March and that the planting bed and pots are being planned for spring planting. In addition, the disturbed grassy areas will be reseeded same time. Murray said that a photo cell (dusk to dawn) was installed on the new garage for the front lighting.

Old Business
15. Governing Docs Revision – Beseau reported that more consents have come in since the insert was placed in the annual statement mail out. 582 are still needed for the Declaration of Covenants Revision to pass. Staff will continue soliciting consents from “walk in” residents and placing phone calls & emails. One board member has volunteered to go door-to-door.

New Business
None

The meeting adjourned @ 7:38 pm.

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Jeff Gerhart, Secretary

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Date