WOODMOOR IMPROVEMENT ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS MEETING
November 19, 2014

EXECUTIVE SESSION – 6:00pm – 7:00pm

There were two (2) legal matters discussed.

BOARD MEETING --

1. Call to Order – Hale called the meeting to order at 7:01pm.
Board members present: Jim Hale (President); Jeff Gerhart (Vice-President); Eric Gross (Director of Forestry); Per Suhr (Director of WPS); Mark Ponti (Director of Common Areas); Erik Stensland (Director of Covenants).

Board members absent: Tom Schoemaker (Treasurer); and Darren Rouse (Director of Architectural).

Staff in Attendance: Matt Beseau (HOA COO/Manager); Kevin Nielsen (WPS Chief).

Visitors present: One member and Jackie Burhans (Our Community News).

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

3. Approval of Prior Meeting Minutes – Hale asked if there were any changes or corrections necessary to the October 22, 2014 meeting minutes. There were no changes. A motion to approve the October 22, 2014 meeting minutes was then made by Gross, seconded by Stensland, and the motion carried unanimously.

4. Owners Comments. – None

Reports

5. President’s Report – Hale reported on the last Highway Advisory Committee meeting concerning the 2015 road maintenance plan. He said some of the roads discussed are in WIA, which will include some paving and chip seal. There are still 3-4 roads in Woodmoor that are gravel. He also mentioned that since the storm water initiative failed, that money was taken out of the budget. Hale also mentioned that there will be a NEPCO meeting on Saturday if any board members could attend.

Hale said the following directors had excused absences: Schoemaker, Rouse.

6. Vice-President’s Report – Gerhart reported that he and the COO had a meeting with the WIA IT support concerning the WIA website overhaul. He said that plans are being set to start formalizing the pages.
7. HOA COO/Manager’s Monthly Report – Beseau reported on the following:
* 2015 annual assessments will be sent out the 2\textsuperscript{nd} week in December
* Attending CAI seminar “Marijuana in Our Community” & Manager Licensing Nov 11. Informed the board regarding Manager licensing to be outlined and required by the State for 2015. Beseau to complete his test in Dec 2014
* The December newsletter articles are due 12/10/14. It will be mailed out mid-December to the membership, sent electronically (email blast), and posted on the website
* A second request for candidates (WIA Board) email blast to be sent and posted on the website

8. Treasurer’s Report – Hale reported October financials for Schoemaker. He said 77\% of the yearly budget has been spent YTD of the projected $711k. October income was almost $21k and expenses of $71k, with YTD expenses of $660k leaving us under budget YTD (6.3\%). He said some fairly large bills are coming up to include: annual assessment statements to be mailed, newsletter mail out, and election/annual meeting mail out.

9. Covenants Report – Stensland reported October covenants statistics of: 68 violations with (1) one going to a hearing, and 15 HOA checks performed. The higher number of violation offenses were: no ACC approval for projects (15), signage not compliant (10), trailer (7), and exterior maintenance (5).

The next Hearing Meeting will be held on December 10, 2014 at 6:15pm. Directors who volunteered to attend were: Stensland, Ponti, and Gerhart.

10. Public Safety Report – Suhr reported the following:
We had 12 reported mailbox bashings that occurred on the night of Nov 7\textsuperscript{th}. It occurred late at night or early in the morning and none of the victims heard or saw anything.

We’ve started to use the new WPS database and we’ve had some issues but we are getting them resolved. I hope to have most of the bugs worked out by the end of the month and it being completely done and running perfectly by the first of the year.

October Stats:
\begin{itemize}
  \item 110 total calls for service
  \item 24 open doors
  \item 10 assists
  \item 14 animal complaints
  \item 17 suspicious activity
  \item 16 Vehicle and or traffic complaints
  \item 5 alarms
  \item 5 criminal activity 3 of which were trespassing at Lake Woodmoor, theft of a fire pit on a patio, and 1 vehicle burglary (unlocked) in South Woodmoor
  \item 5 categories with less than 5 each
\end{itemize}

11. Architectural Control Report – Ponti reported for Rouse that there were 36 projects in October. He said 24 of these projects were approved in the office with 12 going to the ACC Committee for approval. All but one were approved (95\% approval rate) which was subsequently approved the following month.

12. Forestry Report – Gross reported the following October statistics and information:
Evaluation Stats
- **2014 Evaluation Requests YTD:** 134 (19% forestry & 81% firewise & grant)
- **2014 Completed Evaluations YTD:** 134 resident + 11 Common Areas. 145 Total.
- **2014 Site Eval. Details:** Forest Health 25, Firewise 78, Grant 31, Common Areas 11.
  (with none pending completion), (1 additional Forest Health and 4 completed Firewise evaluations between Oct-Nov BOD meetings)

Forest Conditions
The frigid air and snow season is upon us. Don't forget that we have many dry spells during winter and we still need to water.
Water trees and shrubs when we go 2-3 weeks without significant moisture or snow cover. Use 10 gallons per inch of tree diameter on days that the temperature is greater than 40degF and let it trickle into the soil.

Forestry/Firewise
- Initial 2015 Forestry/Firewise plans have been generated. The accompanying budget proposal has been submitted for approval.
- 2014 Wildfire Fuels Risk Reduction Grant reimbursement was paid for 27 finished mitigation projects in Woodmoor. Three of four final grant projects are complete and reimbursement paperwork is being generated.
  - 31 residents will have participated by 2014 grant program end.

13. Common Area Report – Ponti reported on the following:

**Common Areas**
1. Future consideration – amenities discussion -bids solicited and locations discussed for one to two permanent, covered pavilions that are approximately 16’x 10’ in size. Possible locations discussed were; North Park, Toboggan Hill, the Meadows, Twin Ponds, and The Barn.

**WIA Barn**
1. Fountains and flower beds have been winterized
2. Bids solicited for sound proof interior door replacement in the WIA Admin office area. Estimated cost approximately $650. Materials are being ordered for a December installation.
3. Looking into installing new signs for trail heads at Twin Ponds.
4. Will be inventorying and inspecting chairs and tables, ordering replacements as needed.
5. Looking into a new exterior sign announcing meetings/events at The Barn.
6. Looking into a sound system/public address system (microphone/speakers) for The Barn.
7. Received a request and surrounding homeowner approval for a park bench to be located in the common area island on Early Star Drive. Funds are available in common areas budget.

Old Business
14. Governing Documents- Hale informed the Board that document revisions will be deferred to next year with the new Board in February.

New Business
15. 2015 Budget- Hale said that the 2015 budget has been set with a necessary 3% increase from $234 a year to $241.02 (increase of $7.02). The 2015 budget has a shortfall of approximately $12,000 to be covered by a carryover from the 2014 budget. Income has several main variables including: fees, rental income, and new builds. Currently, the WIA reserves are well funded, but the latest “Reserve Study” completed in 2014 plans for increases in the Annual
Reserve Contributions through year 2040. Hale said WIA’s reserves projected out 20 years will have a shortfall. Several of the last 10 years, WIA has not raised dues resulting in $500k less than would have been assessed. Aside from adding to the reserve funding he said that WIA needs to fund a small bonus pool for employees who don’t have a lot of other benefits.

Motion
A motion to approve the 2015 budget to include a 3% increase in assessments, with income of $882,958.60 and expenses at $894,957.74, was made by Gerhart, seconded by Gross. The motion passed unanimously.

Since the budget was approved, Hale requested that the budget be posted on the WIA website.

Hale said that the Board of Directors discussed at the budget meeting, a need to establish an “Emergency Fund” with existing money. Discussion was held concerning the need for this fund and what it would be used for. This money would be set aside for any unforeseen emergency or contingency needed that would not be covered under the regular budget: such as insurance gaps, catastrophic expenses, displacement from building, settlement losses, etc. The requirements of this fund will be further defined by the Board for allowable expenses. Additional discussion was held and Hale informed the Board of the mold issue back in 2009 when insurance did not cover all expenses, leaving WIA to cover $100k. This fund would help to ensure a solid financial standing and help to prevent any special assessments in the future.

Ponti noted that this money would come from existing WIA funds that had accumulated over many years and the Board wants to designate it for emergency funding. Utilizing this fund requires Board approval.

Motion:
A motion to establish and approve a “$100,000.00 Emergency Fund” was made by Gross and seconded by Ponti. The motion passed unanimously.

Motion:
A motion was then made to adjourn by Hale, seconded by Gerhart and the formal meeting adjourned @ 8:16 pm.

Rich Wretschko, Secretary

Date