
Board Meeting Minutes

February 15, 2018

Called to Order:

The meeting was called to order at 5:04pm. Board members present were Susan Scott, Lynn Ostler, Dan Sollee, and Jeanine Colburn. Steve Kouri from Courtney and Courtney (C&C) was present.

Approval of Prior Meeting Minutes: The January 2018 minutes were approved as amended.

Treasurer's Report: See attached report. We are below budget for expenses. No snow removal in January.

Action Items:

1. Attorney selection. Interviews needed to be rescheduled due to one attorney having a family emergency. Interviews are rescheduled for Friday, Feb 23 at 1:00 and 2:00 at Courtney & Courtney.
2. Response letter to unit 36—completed and acknowledged

New Business:

1. Snow removal process. The owner of unit 65 alerted the board that snow removal service has been leaving snow on either side of the entryway sidewalks. This often results in melting snow and refreezing which causes a subsequent hazard to some entryways. Bear Claw has been notified and asked to clean the entire sidewalk when shoveling to avoid this concern in the future.
2. HOA fees. The Board is concerned that funding is inadequate for expected future replacement projects and repairs needed for our aging structures and grounds. Additionally, there have been service cost increases. The Board feels strongly that the reserve fund must be increased. A healthy reserve is critical in maintaining a healthy infrastructure and may help ward off the need for special assessments depending upon the project. A dues increase of \$15 was agreed upon and is planned for January 1, 2019. This is the first time in 4 years that a dues increase has been assessed.
3. Special request. The new owner of unit 34 has requested assistance with gutter concerns—Lynn met with the owner, looked at concerns and will contact TORS Gutters (Brian) to check the pitch and make minor repairs. This homeowner plans to put in new plants and rock in place of the mulch when rock is available. HOA will support a percentage of the homeowner's expense for the rock in the front entry where junipers were removed.
4. Nominating Committee for Board Members---discussion around the best protocol for nominating and electing future board members. This topic is not yet resolved and will be discussed again.

Old Business:

1. Discussion around use and function of board member assigned email accounts. Some of the Woodbridge email accounts are not functioning as expected. Susie Nulty has set up these emails and has been contacted to assist with concerns.
2. Resurfacing of slick streets—The Board is collecting names of asphalt companies for bids. We have one and will get two more from C&H and Best Bid. As soon as bids are in, we will gather for a short meeting to make a decision.
3. Trash contract---company has not yet responded to request for information regarding whether certain trash bins are required.
4. Xeriscaping proposals have been submitted. Cost will be about \$2500 for 5 units. Also there will be a new landscaping of front entryway to Woodbridge, supported by donation from a generous benefactor.
5. Timely website information ---we are caught up and have a new procedure which appears to be working.
6. A new homeowner has requested information on requirements for installing a retractable awning. Any changes to the exterior of Woodbridge units require an ACC application. Another homeowner recently put up an awning without approval, increasing that owner's liability for potential future damage as a result of the

installation. Since spring is coming and there will be new projects, we will send out a notice reminding homeowners to request a review of plans. Owners must be mindful of color choices as well as damage to the exterior.

Additional items

1. Things were left behind in one of the parking lots. Ski equipment ---no one has claimed.
2. There is new ownership of Courtney & Courtney. The Board anticipates a new contract from the new owners.

Adjournment: Meeting adjourned at 6.25pm. The next Board meeting will be on Thursday, March 15 at 5pm at Jeanine's house # 97.

Respectfully submitted,

Jeanine Colburn