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**Board Meeting Minutes**  
January 25, 2018

**Called to Order:**

The meeting was called to order at 5:03pm. Board members present were Susan Scott, Lynn Ostler, Dan Sollee, Jeanine Colburn and Susie Nulty. Steve Kouri from Courtney and Courtney (C&C) was present.

**Approval of Prior Meeting Minutes:** The December 2017 minutes were approved as amended.

**Treasurer's Report:** See attached report. Lynn Ostler is the new treasurer and would like to make sure she knows ahead of time before payments to vendors comes out of the account. Paper checks are preferred over electronic withdrawals for closer monitoring.

**Action Items:**

1. Board members and term expirations will be posted on the website. This will allow us to keep better track of terms of board members.

**New Business:**

1. New contract---A new contract from Courtney & Courtney has been given to the Board. Board members want to review the old contract with Courtney & Courtney before considering the new contract. The new contract will be reviewed by an attorney followed by the Board before signing.
2. Response to homeowner request for information—response was written and discussed. It will be reviewed once more before sending to homeowner.
3. Resolutions---the newest HOA resolutions were amended and have been posted on the website
4. Xeriscaping progress—A master landscaping design for the Woodbridge Townhomes xeriscape project was prepared in 2003. The copy we have found is difficult to read. There was discussion regarding whether we need updates to the plan or should continue with the current project. We will request a professional printing of the current plans for better legibility. O'Maley Lawn & Garden Care is providing drawings for the Board to review. The Board will review each plan carefully before approving each project. Grass areas will be preserved whenever possible. Units 14, 16, 18, 20, 28 and 87 will be landscaped this summer. Temporary mulch has been placed at Unit 34 and will be replaced with Gold Ore rock when available.
5. The deck on one of the units has 2 different floorings. Homeowner plans to replace. Discussion regarding need for continued oversight of exterior quality.
6. Timely website information. Discussion regarding strategies for timely publishing of meeting minutes onto website.
7. Attorney fees/ Dues increase We will be hiring a new attorney in the near future. We are anticipating increased need for attorney consultation due to need to review and update townhome covenants, bylaws and rules as well as intermittent homeowner requirements.  
Discussion regarding increasing dues. Current reserve balance is \$ 182,130 (69% funded). Targeted fully funded reserve is \$262,276. We are almost where we need to be at 70% funding or stronger. We have been lucky with water needs and snow removal. Review covenants and bylaws to determine whether there is a percent increase restriction.
8. Transfer of the WB Gmail accounts. Discussion regarding setting up and transferring Board member email addresses. Susie will handle.
9. Mountain High Proposal. Treasurer would prefer not to prepay for services. She would rather pay as we go for better expenditure monitoring. New contract for tree service will bill via invoice. Rate went up \$362. They provide bug spray and advise us regarding need for tree removal. They also remove dead branches. They will be asked to come April 26 for consultation visit.
10. Members should not store anything under the decks. Unit owners will be contacted if stored items are discovered.
11. Bob Jones will join Dan Sollee, Lynn Ostler and Swede Murphy on the Architectural Control Committee

**Old Business:**

1. Possible fixes for slick streets—Lynn is collecting names of asphalt companies for bids. We have one and will get two more.
2. Interview for HOA Attorney –interviews will be set up. Date: Feb 16, 2018 starting 1:00 pm in Steve’s office.
3. Trash contract---still trying to find out whether we have flexibility in use of trash cans
4. Reserves transfer will be \$2169 every month this year
5. We got the \$2200 reimbursement from Blue Sky---put back in roofs budget as a credit---part of warranty coverage

**Adjournment:** Meeting adjourned at 7:15 pm. The next Board meeting will be on Thursday, Feb 15<sup>th</sup> at 5pm at Dan’s house #93. We will also meet Feb 16 at Courtney & Courtney

Respectfully submitted,

Jeanine Colburn