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**Board Meeting Minutes**

December 13, 2012

**Called to Order:**

The meeting was called to order by President Larry Fortner at 5:00 PM. Other board members present were Bob Jones, Sally Metzger, Doug Massingill and Susie Nulty. Board member, Cliff Benson was absent. Owner, Rob Alleger and Steve Kouri from Courtney and Courtney were present.

**Approval of Prior Meeting Minutes:**

The approval of the prior meeting minutes was made at the annual meeting in November. The annual meeting minutes will be eligible for approval at the next annual meeting.

**President's Report:**

Homeowner's are reminded that guest parking is restricted to guests for a short duration. No open fires are permitted on decks. Only fires enclosed in Bar BQ containers are allowed. The BOD did adopt a change to the Rules and Regulations that better defines what type of fire containers we can have on our decks. This change is now posted on the Woodbridge web page: [www.woodbridgetownhomes.com](http://www.woodbridgetownhomes.com).

The BOD wants to remind all homeowners that an ACC request is needed when doing anything to the outside of the homeowner's unit. This includes replacement of windows, landscaping that is on common area grounds, permanent changes to decks, satellite dishes, awnings, etc. Remember, the outside of the unit and ground, driveways, and decks belong to the association and are considered "common property", not homeowner's property.

The BOD encourages all homeowners to visit the HOA web page as it has a wealth of information that homeowners need to know. The web page is [www.woodbridgetownhomes.com](http://www.woodbridgetownhomes.com). It is kept updated with the most recent meeting minutes and financial reports. Also, all copies of Covenants, By Laws, Rules and Regulations, etc can be found on this site.

The board asked Rob Alleger to join the board and act as interim President. Board organization was determined as follows:

Interim President: Rob Alleger

Vice President: Doug Massingill

Treasurer: Bob Jones

Secretary: Susie Nulty

Committee Appointments:

ACC: Cliff Benson, Chair. Members: Swede Murphy, Rob Alleger and John Foss

Landscape: Doug Massingill, Chair. Members to be determined.

Maintenance: Susie Nulty, Chair. Members to be determined.

Newsletter: Rob Alleger

Larry Fortner turned over meeting to the new board and was thanked by all for his fine work over the last few years.

**Executive Session**

**Owners Note: If monthly owner assessment is past due more than 30 days, a small claim will be filed by the association.**

**Treasurer's Report:** See attached report. Rob Alleger will review the reserve study and dues structure for the Board prior to July 2013.

**Committee Reports:**

Landscape Committee – Well-Groomed's work was discussed including the special watering and 2<sup>nd</sup> irrigation shut-down. City water costs are increasing and restrictions are being considered. Current spring through fall watering schedule implemented by Well-Groomed helps to eliminate waste. Most watering is done between 8pm and 5am. Dan of Custom Landscape is doing a good job maintaining the pond along with several owner volunteers. The Landscaping and Snow Removal contracts for the upcoming year were renewed and signed by board officers.

Architectural Control Committee – no report at this time.

**Other Reports:** None

**Property Manger's Report:**

Steve will be addressing several board requests in the next week. Bank account signatures were collected for the new board positions and current month checks were signed by the treasurer.

**Adjournment:** Meeting adjourned at 6:45pm. The next Board meeting will be at 5pm on January 17, 2013, in unit #53.