

**WOODBRIIDGE TOWNHOME  
OWNER'S ASSOCIATION, INC**

— MANAGED BY —  
**Courtney & Courtney**

6265 Lehman Dr.  
Colorado Springs, CO 80918  
Phone: (719) **260-8216** FAX: (719) **494-1219**  
e-mail: [mike.clark@courtneyandcourtney.com](mailto:mike.clark@courtneyandcourtney.com)

**\* D R A F T – not yet approved\***

Annual Meeting Minutes  
November 13, 2008

**Call to Order**

The annual meeting was called to order by Swede Murphy at 6:00pm. Other board members present were Cliff Benson, Bob Jones and Susie Nulty. Charon Nelson was absent. Mike Clark from C&C was present.

**Proxy Certification and Quorum; Verification of Notice**

Mike of Courtney & Courtney verified a quorum was present and reported proof of notice sent 10-08-2008. Owners were given information regarding insurance.

**Welcome and Introduction**

Swede welcomed all homeowners and introduced the Board and Management Company representative.

**Approval of Minutes**

Owners were provided minutes from 2007 meeting. Mr. Hall moved to approve the minutes as presented, the motion was seconded and passed.

**President's Report**

- Restoration report presented by Swede and Bob with information concerning unpaid assessments, legal implications, specific costs, and process to obtain additional paint.
- Increase in late fees is being considered by the Board. Owner comments were requested.
- Parking: With numerous owner complaints, Swede reviewed the covenants and rules regarding this issue. The original covenants did not allow for any overnight parking in driveways by owners. The rules change this to only include open bed trucks.
- Speed limit reminder: Again, due to complaints, owners are reminded that the speed limit on Woodbridge roads is 15MPH. There are a number of children playing in the complex. All are asked to be aware and careful.

**Architectural Control Committee Report**

Cliff reported that there were 7 requests submitted during this year. Owners are reminded to submit requests prior to any outdoor modifications, including windows and window wells.

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### **Landscape Committee Report**

Swede reviewed the written report in Charon's absence. Report follows. Owner asked that the trees near his building be reviewed for possible further trimming. One hundred of the 400-500 trees on our property were trimmed or removed this year.

### **Treasurer's Report**

Bob reviewed the 2008 budget vs. expenditures; noted assessment payment problems; reported growth in reserves from \$96k last year to \$137k currently. Report follows.

### **Maintenance Report**

Susie reported that 9 driveways and 2 entryways were either partially or fully replaced this year. Curbs and additional driveways and entryways will be considered in 2009. Several pond proposals will be considered by new Board. The anonymous donor was thanked for money applied to pond work this summer and Stan Miedich was thanked for use of his water used to re-fill pond this fall.

Sam Giamarvo was thanked for his work on our web site:

<http://www.woodbridgetownhomes.com>

A blinded e-mail list is being compiled that will be used when timely messages are required. If owners wish to be included, please provide their e-mail address to Susie.

### **Election of New Board Members**

There were 2 openings on the board with the retirements of Swede and Charon. Rob Alleger and Helene Knapp were on the ballot. No nominations were made from the floor. The two were elected by affirmation. No objections.

### **Old Business**

A question from the floor regarding the cleaning of gutters: Swede reported that it is scheduled for the month of November.

### **New Business**

No new business was raised. The Board and Management company was thanked by owners.

### **Adjournment**

Wayne Smith moved to adjourn the meeting; Sandy Murphy seconded. No objections. Meeting adjourned at 6:50pm.

Respectfully submitted,  
Susie Nulty

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# **TREASURER'S REPORT**

Annual HOA Meeting - November 13, 2008

Looking at the 2009 Budget Proposal and 2008 YTD expenses:

- Monthly Assessments are behind by \$5,907. This is due primarily to three homeowner's who have not paid and have been behind for over a year. We are working with our attorney to collect these delinquent assessments. Liens have been placed against these properties. Overall, these three homeowners owe a total of \$23,940 for monthly and special assessments. As a matter of note, in 2007 our operating budget was under spent by about \$20,000 and this was placed in reserve at the beginning of 2008.
- Legal costs are over budget this year due to issues dealing with homeowners not paying their assessments and some disputes between neighbors that are requiring legal counsel.
- Water is over budget due to this summer being a very dry year and we asked the landscaping company to increase the watering schedule.
- Building/deck repairs are over due to some work on a homeowner's inside ceiling due to a roof leak.
- Landscaping is over budget due to a decision by the BOD to start implementing the landscape plan that was approved several years ago. The BOD wanted to do work at the complex's entryway and mailbox areas first. Also, a few yards were in need of some repair, so the landscaping plan was implemented for those areas. This was a \$17,400 project. Also, in October, we had our arborist to come and do some major tree trimming of dead branches and removal of some dead trees. This was a \$3,900 project, but it removed a lot of dead limbs that have not been touched in several years.
- Irrigation is over budget due to several water line breaks that required repair. The front entryway had a leak and \$1,800 was spent to fix that area.
- Our reserves at the end of October 31, 2008 were \$136,890. This is compared to \$96,382 at this time last year. However, we did borrow \$12,500 from the reserve account to pay for the restoration project. This will be repaid once the two homeowners who have not paid pay their assessments.
- Concerning the 2009 Budget: Monthly assessments will be increased by \$10 to \$265 effective January 1, 2009. This is the first dues increase since 2004 or 5 years. We do plan to continue our landscaping project with more being done on individual yards and a large common area at the S/E corner of our property. Water budget has been increased assuming another dry summer could occur. Irrigation has been increased since it is apparent our older system is in need of numerous repairs.

Concerning restoration:

- As already stated, two homeowners still owe \$12,570. Liens have been placed against these properties.
- The restoration project has been completed. We did hire someone else to complete some of the unfinished work.
- Sherwin Williams was not fully paid by the contractor. However, no liens were filled against Woodbridge during the timeframe required by law.
- Sherwin Williams has stated they will honor their warranty.
- The final distribution of any unspent restoration money will be addressed once all homeowners have paid their assessment.

Overall, I feel we are in a very good financial position.

## LANDSCAPE

The board approved and paid \$7500.00 for a Landscape Plan in 2003 by NES for the purposes of:

- \*Water conservation
- \*Cohesive esthetically pleasing plantings
- \*Professional management of common areas to decrease tort liability

The Landscape committee updated these goals:

- \*Decrease water usage through the elimination of some sod and altering the current irrigation patterns (especially in identified problem areas such as the 'swamp' between units #60 & 62)
  
- \*Incorporate professional landscape management and proper landscape techniques
  
- \*To select plant material that both enhances the WB community and is drought tolerant

Implementation, planned over 6 years as the budget allows

- \*Coordinate and enliven the symmetry of the entrance, including the center island and the four corners
  
- \*Update common area flower beds with plantings, rocks and metal edging
  
- \*Create a Xeriscape around mailbox #60-62 to include new plantings, rocks and metal edging
  
- \*Update front yards on a rotating basis **as the budgets allows**, removing/replacing old trees/shrubs. Homeowners will have choice in types of plantings (not number of plantings) & some placement (but not close to foundations). Most owners picked out their plantings at the nursery this summer. Units were chosen this year for update based upon over growth and brown areas. The committee next year can review the decisions made this year and alter according to potential winter kill this winter.
  
- \*Redesign the sod area behind units 84-74 to conserve water and maintenance through the use of plantings, rocks and metal edging (saving on water usage, mowing/maintenance costs across 12,000 sq ft of land- costs could be recouped in one yr with current water costs)
  
- \*Update internal common area plantings to include trees, shrubs, plants and metal edging

The irrigation budget was exceeded again this year with repairs to a 25 year old system.

The landscape budget was exceeded this year to “catch up”. The previous 2 yrs were under budget by \$20,000 and 10,000 respectively. It did not make sense to update plantings with the roof, road, and restoration incomplete. Extensive tree trimming and removal was done this fall that had not been done for several years.

When the contract was not renewed, the previous landscape company left precipitously. In an attempt to conserve money we tried focusing on streets/egress routes during storms, then returning after the storm to clean walkways & drives. Because the winter was so cold and icy this did not prove effective, so this year the plan is to clear all areas immediately.