

# **Woodbridge Townhomes Association**

## **Meeting Minutes**

**December 1<sup>st</sup>, 2009**

**6:00 pm – 8:40 pm**

Meeting was called to order by Larry Fortner. All board members were present, as well as Mike Clark with Courtney & Courtney.

### New Board Organization Determined:

Officers:           President: Larry Fortner  
                          Vice President: Bob Jones  
                          Secretary: Julie Habermann  
                          Treasurer: Bob Jones  
                          ACC Chair: Cliff Benson  
                          Landscape Chair: Jerry Bruning (possibly) & Bob Jones

Management: HOA Representative: Larry Fortner & Bob Jones

Contract: Annual contract with Courtney & Courtney. Mike Clark asked the Board to change the contract renewal date to January, instead of February. Changing Courtney & Courtney's contract renewal date would place all HOA contracts renewing in January of each year.

Subcontractors: Mike explained as an HOA manager he has an array of vendors he recommends and uses. Protocol has been to provide our HOA with at least three quotes when subcontracting work is necessary.

Legal Representation: Steve Lebel

Monthly Newsletter: Board members agreed on importance of communication and continuation of Newsletter. Also, agreed that distribution of Newsletter by e-mail was best, saving the HOA time and money.

Snow Removal: Need to determine who contacts vendor, Chad, when snow removal is necessary. The Board also needs to get a phone number for Chad.

Other Issues Discussed:

- Cliff provided the Board with a current list of applications for exterior alterations or landscape modifications
- Larry recommended the HOA become a member of the Council of Neighborhood Organization (CONO). There is an annual member fee of \$35. Our HOA would need a representative to attend the monthly meetings. Decided that Larry or Bob would attend.
- The pros and cons of increasing the reserve contribution rate for homeowner's were discussed. There will not be an increase in HOA dues for 2010; however, a \$10 increase per homeowner for 2011 may be necessary.

The next Board meeting will be held on January 21<sup>st</sup>, 2010 at Cliff Benson's house, #40. The meeting will start at 5:30pm.