



**Woodcove Homeowners Association**

**Board Meeting Notes**

January 16th, 2017 6:30 PM

<u>In Attendance</u>	<u>Absent</u>	<u>Visitors</u>
Preston Thygesen Kara Albright Cindee Sommer Reagan Taylor Sandra Grayson Dorothy Worthington	Greg Hibbs Jesse Ruybal	

<b>Parks/Common Areas</b>	<p><b><u>Winter snow removal issues:</u></b> Snow must be removed within 24 hours per West Jordan City. Reagan will confirm with Gene that he aware of this.</p> <p><b><u>Garbage clean up during winter months:</u></b> Reagan will confirm with Gene that he is emptying trash cans during winter.</p> <p><b><u>Eagle Scout:</u></b> Would like to do a project for our parks. Cindee will bring some ideas and will go through the process to get it completed with sign off from a member of the board.</p> <p>We are obtaining quotes for a few projects that we have in the works:</p> <p><b><u>Walkway around parks:</u></b></p> <ul style="list-style-type: none"> <li>• The contractor will quote asphalt, rocks, and concrete.</li> </ul> <p><b><u>Painting of the Basketball Court:</u></b></p> <ul style="list-style-type: none"> <li>• Cost should be only a couple hundred dollars which can include adding hopscotch and other activities.</li> </ul> <p><b><u>Replacing Front Sign:</u></b></p> <ul style="list-style-type: none"> <li>• Dirk is an electrical contractor, he is pricing out a few different options for us.</li> <li>• It will be cheaper to replace the sign, then remove it. Wasatch Signs will also be giving us a quote.</li> <li>• Initial thoughts are that we will have the new sign placed in the</li> </ul>	Preston
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	<p>corner of the front park.</p> <ul style="list-style-type: none"> <li>• We are also quoting adding lights to current sign.</li> <li>• We have a deadline of October 2018.</li> <li>• The fee has been waived per our agreeance to correct the violation.</li> </ul> <p><b>Street Signs:</b></p> <ul style="list-style-type: none"> <li>• The city of West Jordan was contacted to replace the street signs that are worn or faded throughout the neighborhood. The city okayed. It should take a couple of months to be completed.</li> </ul> <p><b>Remove Park Items:</b></p> <ul style="list-style-type: none"> <li>• Back/Small park does not meet code. We need clarification on removal, members may need to vote on removal.</li> </ul> <p>We will continue to look for improvements through Winter to begin in Spring.</p>	
<b>Reserve Study</b>	<p><b>Newly Completed Review:</b></p> <ul style="list-style-type: none"> <li>• Received a second opinion.</li> <li>• The initial study was on par, even low based on his opinions.</li> <li>• His recommendation was to raise assessments by the \$7 per month as recommended by Complex.</li> </ul> <p><b>Complex Study:</b></p> <ul style="list-style-type: none"> <li>• Make final decision and vote</li> </ul> <p style="text-align: center;"><b>ALL ARE IN FAVOR</b></p> <p>We would like to have a homeowners meeting to discuss before implementation. Planned for Feb. meeting</p>	Preston
<b>CC&amp;R's &amp; Bylaws</b>	<ul style="list-style-type: none"> <li>• Reviewed CC&amp;R updates. Discuss and vote on any changes. Changes to be made for Rev. 2</li> </ul>	Board
<b>Collections</b>	<ul style="list-style-type: none"> <li>• We have collected 5 times more money since August 2017 than we have in any year in the past.</li> <li>• 7 out of the 8 30 day notices that were sent out this month have paid in full.</li> </ul>	Preston
<b>Repairs</b>	<ul style="list-style-type: none"> <li>• We will begin issuing notices for needed repairs to homeowners but we will allow them until April-May to correct.</li> <li>• West Jordan likes to be the last line of defense again compliance offenders.</li> </ul>	Board
<b>Financial Review</b>	<ul style="list-style-type: none"> <li>• Dorothy and Cindee have begun the financial reviews each quarter. They will note, discuss and sign off each quarter.</li> <li>• Audits run 7-8k for income of our size, however not recommended. Reviews are sufficient.</li> </ul>	
<b>NEXT MEETING</b>	<p><b>All in Homeowners Meeting tentatively scheduled for 2/20 @ 6:00</b>  <b>Itineris Early College High School, 8714 S Roy Del Circle</b></p>	



**Woodcove Homeowners Association**

**Board Meeting Notes**

February 20th, 2018 6 PM

Itineris Early College High School

<u>In Attendance</u>	<u>Absent</u>	<u>Visitors</u>
Preston Thygesen Kara Albright Cindee Sommer Reagan Taylor Dorothy Worthington	Jesse Ruybal Sandra Grayson	8 homeowners
<b>QUORUM REQUIREMENT MET</b>		

<b>Payments</b>	<ul style="list-style-type: none"> <li>Why do we no longer have the ability to pay by quarter? It was suggested by our attorneys to narrow down to 2 options to streamline the billing/collections process.</li> </ul>	
<b>Parks/Common Areas</b>	<ul style="list-style-type: none"> <li>Do we need to replace front sign, can we remove instead? Multiple bids are being collected right now from the board to explore all options on this and see prices. A sign is needed up front to designate and give our community a nice entrance.</li> </ul>	All
<b>Reserve Study</b>	<ul style="list-style-type: none"> <li>Can we see what we can remove, instead of replace to bring down costs of upkeep? We will gather information in coming weeks from homeowners on possibly removing "hidden park" playground to see how this could bring down costs of reserve increase.</li> <li>Homeowners recommend gaining feedback from all homeowners in the community? See above as we will start gathering this information via a newly formed committee board to gain feedback from our homeowners. Homeowners are also encouraged to speak out to the board with feedback via email or by showing up at scheduled homeowners meetings.</li> <li>They recommend holding off on any increases until we have feedback from the community. Please not an increase is still</li> </ul>	All

	needed but more information and feedback will be gathered on what the exact number for price increase will be.	
<b>Community</b>	<ul style="list-style-type: none"> <li>Gain feedback from all of community via committee. Several community members have volunteered including Geri Bailey and Raphael Menezes. A board member must also be on the committee- Preston volunteers.</li> </ul>	All
<b>Repair/Fines</b>	<ul style="list-style-type: none"> <li>Is this within our jurisdiction to fine Homeowners? Homeowners suggest that this is a city issue. Preston explained that while the city is suppose to fine as well the association has the right to enforce and fine upon all their governing documents including state and city ordinance. The board will reach out the city of West Jordan to discuss this further and gather more information.</li> <li>City should fine instead?</li> </ul>	All
<b>NEXT MEETING</b>	<b>March 6th, 6pm. Invite will be sent to all board members.</b>	

Approved on: 3/12/2018

Secretary of the Association

Signature [Handwritten Signature]

Print Name Karla Ann Smith

Board Witnesses

Signature \_\_\_\_\_

Print Name Tracie Cuyler

Signature [Handwritten Signature]

Print Name Binder Sommer



**Woodcove Homeowners Association  
Board Meeting Notes**

5/3/2018, 6 PM

<u>In Attendance</u>	<u>Absent</u>	<u>Visitors</u>
Raphael	Amy	Emily
Pat		Alisha
Kara		
Greg		
Jesse		
Hovnan		
Teri		
Geri		
I		

<b>OPENING REMARKS</b>		
<b>Vote for Open Positions</b>	<ul style="list-style-type: none"> <li>● President-Pat</li> <li>● Parks Manager-Greg</li> <li>● Secretary- Teri</li> <li>● Treasurer- Kara</li> </ul> <p style="text-align: center;">ALL ARE IN FAVOR</p>	Board
<b>Accounting</b>	<ul style="list-style-type: none"> <li>● Contract Account- Zac?</li> <li>● We will review/audit account before new people take over any accounting functions.</li> </ul>	Board
<b>Bylaws</b>	<ul style="list-style-type: none"> <li>● We need to finish updating the Bylaws, currently need 91% approval to pass revisions.</li> <li>● We need to match the West Jordan City Codes</li> <li>● West Jordan Officers should be enforcing their codes.</li> <li>● Keep them very simple, governing the parks and common areas only.</li> </ul>	Board
<b>App Folio</b>	<ul style="list-style-type: none"> <li>● Fully integrated system that will handle all homeowners accounts.</li> <li>● We will continue to look into this.</li> </ul>	Kara
<b>Meeting Rules</b>	<ul style="list-style-type: none"> <li>● We should follow Robert's Rules when conducting meetings.</li> <li>● Always be respectful in meeting, raise hands, etc.</li> </ul>	
<b>Reinvestment Fee</b>	<ul style="list-style-type: none"> <li>● This is for our use only.</li> <li>● We are only allowed to collect \$250 from to recoup money from homeowners.</li> <li>● We will not collect from any homeowner that is in good standing when they sell their house.</li> <li>● We will specify this in the Bylaws.</li> </ul>	Board
<b>Info Emails</b>	<ul style="list-style-type: none"> <li>● Who will be our contact person for homeowners?</li> <li>● Teri will answer our emails.</li> <li>● Greg and Pat will take phone calls.</li> </ul>	Teri
<b>Communication</b>	<ul style="list-style-type: none"> <li>● Talk to homeowner and find out what they care about, what they want to be updated on and how.</li> <li>● Board communication, use WhatsApp?</li> </ul>	Board
<b>Gates</b>	<ul style="list-style-type: none"> <li>● Woodcove will be responsible for replacing any damage to fences, walkways, etc.</li> <li>● Do we want to close them up?</li> <li>● Canal Master said that the gate at the end of the street, next to the canal is our gate and we can put a gate, if we'd like. You can get in trouble for using the road without permission.</li> </ul>	Pat/Greg
<b>Front Signs</b>	<ul style="list-style-type: none"> <li>● City has no record of our citation, we will not worry about the front sign unless we hear from the city again.</li> </ul>	Board
<b>Park Maps</b>	<ul style="list-style-type: none"> <li>● We were working on a park map, labeling trees, pipes, etc. We will continue to work on the map.</li> </ul>	Board
<b>Yard Sales</b>	<ul style="list-style-type: none"> <li>● Yard sales are allowed. You can have in the front park, with permission.</li> </ul>	Board
<b>Bank Account</b>	<ul style="list-style-type: none"> <li>● We will add Pat and Kara to the bank account.</li> </ul>	Jesse
<b>Pump</b>	<ul style="list-style-type: none"> <li>● New pump is in progress.</li> </ul>	Greg
<b>Gene Contract</b>	<ul style="list-style-type: none"> <li>● Gene has asked for us to review his contract, we will review with him.</li> </ul>	Greg/Pat
<b>Meeting Locations/Times</b>	<ul style="list-style-type: none"> <li>● Amy has a place where we can hold meetings on Redwood Rd.</li> <li>● What days? Saturday's @10 AM works for everyone.</li> </ul>	Board
<b>NEXT MEETING</b>	<b>TBD</b>	



**Woodcove Homeowners Association  
Board Meeting Notes**

7/14/2018, 11AM

<u>In Attendance</u>	<u>Absent</u>	<u>Visitors</u>
Raphael Pat Greg Hovnan Teri Amy	Jesse Sandra	John Richards

OPENING REMARKS		
<b>New HOA Attorney</b>	<ul style="list-style-type: none"> <li>● Richards Law Offices</li> <li>● John Richards – 20 yrs experience</li> <li>● Vote to change to new attorney - All are in favor</li> </ul>	Board
<b>Landscaping</b>	<ul style="list-style-type: none"> <li>● Pump Shaft is installed</li> <li>● Fences will be closed up on 7/30/18</li> <li>● We are back to night watering only for the parks</li> </ul>	Gregg
<b>Bylaws/CCR's</b>	<ul style="list-style-type: none"> <li>● Updates needed, Board provided feedback to Pat</li> <li>● Pat compiled all comments</li> <li>● All in favor of moving forward to review with new Attorney</li> </ul>	Board
<b>App Folio</b>	<ul style="list-style-type: none"> <li>● Contract signed by previous board for a one-year commitment</li> <li>● Up and running to accept online payments</li> <li>● Notice sent out to homeowners</li> </ul>	Board
<b>Billing/Books</b>	<ul style="list-style-type: none"> <li>● Cinde with Picket Enterprise, a property Management Company will manage Billing</li> <li>● CPA – Shaun Wilford to audit books going forward</li> <li>● All are in favor</li> </ul>	Board
<b>Board Positions</b>	<ul style="list-style-type: none"> <li>● Kara is moving and has resigned as Treasurer</li> <li>● Vote to assign Amy as new treasurer – All in favor</li> <li>● Geri not able to continue as board member – resigned</li> </ul>	Board
<b>Park Projects</b>	<ul style="list-style-type: none"> <li>● Discussion to Fertilize and removal: Fertilize Trees (\$1,396), Removal of Willow Tree in Front Park and Removal of Poplar Tree in Large Park by the sign next to a House (\$6,000) and closing of the fences to Applecross (\$2,150) for a total of \$9,546.00 With \$3,790 in the line item budget, but over \$30,000 in the bank, the vote was to wait on the tree removal or move ahead. Motion was made by Pat to move ahead with tree removal to avoid potential lawsuits.</li> <li>● Vote was five in favor of removal, one opposed (Greg). Vote passed to move ahead with all three projects.</li> </ul>	Board
<b>HOA fee discounts</b>	<ul style="list-style-type: none"> <li>● Discussion to offer a one month or two month discount for homeowners that pay one year in advance. Motion for one month free was proposed by Pat</li> <li>● Vote for multiple month discount ;one vote was in favor by 5, vote opposed by Raphael. Vote passed to move ahead with one month.</li> </ul>	Board
<b>HOA Fees</b>	<ul style="list-style-type: none"> <li>● Discussion to raise the annual Homeowner Fees by a flat 3% to cover the cost of inflation (same as today). Motion for 3% was made by Pat</li> <li>● Vote for 3% was in favor by 5, vote opposed by Raphael</li> <li>●</li> </ul>	Board
<b>Annual Homeowners meeting</b>	<ul style="list-style-type: none"> <li>● Date was decided on September 15th (no vote)</li> </ul>	Board
<b>Repayment of pre-paid annual fees for home sale</b>	<ul style="list-style-type: none"> <li>● Discussion of Repayment of Pre-Paid Annual Fees in the event of the sale of a home. Currently, the HOA does not reimburse residents for the repayment of pre-paid homeowner fees. Motion by Pat to leave as is, do no reimbursements to current homeowner, and to have realtors and Title Company reimburse/compensation new homeowner if prepayment exists.</li> </ul>	Board



	<ul style="list-style-type: none"> <li>• Vote for motion passed 4 in favor, 1 opposed (Raphael). For this vote, Teri had left the meeting.</li> </ul>	
<b>Proxy Voting</b>	<ul style="list-style-type: none"> <li>• Discussion as to allow Proxy Voting at Annual Homeowners' Meeting and/or HOA Board Meetings. Will allow proxy votes per board discussion.</li> <li>•</li> </ul>	<b>Board</b>
	MEETING ADJOURNED AT 12:40 P.M.	
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<b>NEXT MEETING</b>	<b>TBD</b>	



**Woodcove Homeowners Association  
Board Meeting Notes**

Date/Time – 9/8/18 – 10am

<u>In Attendance</u>	<u>Absent</u>	<u>Visitors</u>
Raphael	Sandra	
Pat	Amy	
Greg	Jesse	
Hovnan		
Teri		

<b>OPENING REMARKS</b>		
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Cinde and Amy pulled all info from quick books to add into appfolio – shaun will audit by year end</li> </ul>	<b>Board</b>
<b>Bi Laws/CCRs</b>	<ul style="list-style-type: none"> <li>• Discussion: Any changes will need 67% approval to make</li> <li>• Proxy can be used once bi-laws approved and active</li> </ul>	<b>Board</b>
<b>Parks</b>	<ul style="list-style-type: none"> <li>• Fence has been repaired – no cost</li> <li>• Landscaping – Services not satisfactory – received 6 bids for replacement – All State Lawn Scape won bid</li> <li>• Playground – updates to be on next year’s budget (april)</li> <li>• Discussion to Raising Fence to 7 feet or add shrub to help mitigate – board to get bids on adding shrub only.</li> <li>• Tree service rescheduled for 9/17/18</li> <li>• Vote to add new park signs (private property) – all approved</li> <li>• True green scheduled for middle of September to spray tree</li> <li>•</li> </ul>	<b>Greg/Board</b>
<b>Treasury/Budget</b>	<ul style="list-style-type: none"> <li>• Review previous budget, research needed for full review on line items.</li> <li>• Review of new budget (reserves, late pay, account bal)</li> <li>• Will to revisit Appfolio once contract completed</li> <li>•</li> </ul>	<b>Pat/Board</b>
<b>President notes</b>	<ul style="list-style-type: none"> <li>• Vandalism reported to WJ police – if anyone is seeing anything, please call the WJ police</li> <li>• City annexed small strip of property out front of new home builders</li> <li>• Board member nominations – no nominations yet</li> </ul>	<b>Board</b>
<b>Annual Meeting</b>	<ul style="list-style-type: none"> <li>• We want to get feedback on potential projects from home owners</li> <li>•</li> </ul>	<b>Board</b>
	<ul style="list-style-type: none"> <li>• Meeting Adjourned 11:40am</li> </ul>	<b>Board</b>
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<b>NEXT MEETING</b>	<b>Annual Meeting – September 15, 10am</b>	

Approved By:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

