



WOODRIDGE FOREST COMMUNITY ASSOCIATION, INC.
REGULAR BOARD MEETING MINUTES
Thursday, February 17, 2022 @ 4:00 PM
Virtual Meeting via Zoom

Board Members present at the meeting were Andy Ramirez, Eric Self, Gustavo Melo, Stacey Lewis and Pat Twohy. Also, present was Mandi Branam, CMCA® of Preferred Management Services, AAMC®.

CALL TO ORDER

With quorum established the meeting was called to order at 4:02 PM.

EXECUTIVE SESSION – The Board immediately moved into Executive Session.

MANAGER'S REPORT

Delinquency Report – The latest delinquency report was reviewed and accepted by the Board.

Deed Restriction Report – The latest Deed Restriction Report was reviewed.

Attorney Status Report – The Board reviewed the January 2022 report. Preferred Management Services will respond to the attorney as directed.

New Owner Report – The Board reviewed the new owner report. The report reflected four new owners for the period of January 1, 2022 – February 10, 2022.

Account 890018 Address the Board – The Board reviewed the letter submitted by owner.

Contract Summary Discussion – The managing agent provided a contract summary package and summarized the Association's contracts.

Executive Session adjourned at 4:42 PM.

The Board Reconvened Open Session at 4:43 PM and made the proper Executive Session Announcements.

ELECTION OF OFFICERS

The Board unanimously approved the following officer positions:

President – Andy Ramirez

Vice President – Pat Twohy

Treasurer – Eric Self

Secretary – Stacey Lewis

Director – Gustavo Melo

APPROVAL OF MEETING MINUTES

A motion to approve the November 17, 2021 minutes was made by Pat Twohy and second Eric Self. The motion passed in favor.

REVIEW OF FINANCIAL REPORTS

The December 31, 2021 preliminary financial reports were reviewed. The managing agent advised that the financial reports would be emailed to the Board once they are finalized.

INTERIM DECISIONS

There were no interim decisions reported.

PATROL CRIME STATISTICS REPORT

The Board of Directors reviewed the January 2022 Patrol Crime Statistics Report.

COMMITTEE REPORTS

Social Committee 2022 Budget – The approved 2022 social committee budget was reviewed by the Board.

PENDING BUSINESS

Access Control System Upgrade Update – The managing agent provided an update on the access control system upgrade and let the Board know that the equipment was on order.

NEW BUSINESS

Approval of ARC Appointment Policy – A motion was made to approve the ARC Appointment Policy by Eric Self and second by Gustavo Melo. The motion passed in favor.

Appointment of ARC Committee – The managing agent presented the candidates that applied for the ARC Committee to the Board of Directors. The Board tabled for further review and to interview the candidates.

Residential Design Guidelines Update – The managing agent reported that the Residential Design Guidelines would be updated and sent to the Board for review.

Approval of 2022 Pool Maintenance Contract – The Board tabled the review of the pool contract and requested two additional proposals.

Approval of Pool Repairs – The Board tabled the review of the pool repair proposals and requested that the scope of work be sent to additional vendors that are submitting proposals for the maintenance contract.

Approval of Pool Furniture Proposal – The Board tabled the review of the pool furniture proposal. The Board will take inventory of existing pool furniture and advise managing agent.

Approval of Low Hills Dr. Bollard Paint – The Board tabled the review of the bollard paint for inspection.

Approval of Spring Power Washing Proposals – The Board tabled the review of the Spring Power Washing Project.


Approval of Correction Special Warranty Deed – A motion was made to approve the Correction Special Warranty Deed by Eric Self and second by Pat Twohy. The motion passed in favor.

HOMEOWNER'S/GUESTS

The managing agent answered questions and concerns for owners present.

ADJOURNMENT

There being no further business, the meeting was properly adjourned at 5:31 PM.


Andy Ramirez (Apr 29, 2022 13:43 CDT)

Approved

Apr 29, 2022

Date






WRF 02-17-22 Minutes

Final Audit Report

2022-04-29

| | |
|-----------------|--|
| Created: | 2022-04-29 |
| By: | Mandi Branam (mandi@preferredmgt.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA9JICkDHSg3kN4X-JEhawWPD-EgNDhHmg |

"WRF 02-17-22 Minutes" History

-  Document created by Mandi Branam (mandi@preferredmgt.com)
2022-04-29 - 3:36:07 PM GMT
-  Document emailed to Andy Ramirez (ramirez.wfhoa@yahoo.com) for signature
2022-04-29 - 3:36:29 PM GMT
-  Email viewed by Andy Ramirez (ramirez.wfhoa@yahoo.com)
2022-04-29 - 6:42:58 PM GMT
-  Document e-signed by Andy Ramirez (ramirez.wfhoa@yahoo.com)
Signature Date: 2022-04-29 - 6:43:29 PM GMT - Time Source: server
-  Agreement completed.
2022-04-29 - 6:43:29 PM GMT