

Wakefield Chapel Woods Homes Association

Annual Review of Board Activities

2023

Thanks to our volunteer board and other community members that pitch in when needed. Keeping our annual dues at the incredibly low cost of \$175 is a direct result of their willingness to spend a few hours on our behalf. Whenever possible, if a tree falls, volunteers use their own chain saws to remove them; rather than hire an expensive HOA management firm our board of directors takes care of our administrative duties. All these volunteer activities save our community thousands of dollars in fees.

Administrative (Fiscal Year is November 1 – October 31)

Board meetings 4-5 times a year

Collect HOA dues, follow up collection of late fees (Pura Valdez)

Provide current financial statement at each board meeting (Pura)

Maintain up to date appropriate insurance and state mandated forms (Pura)

Annual review of books conducted at end of fiscal year

(Audit conducted by Tate & Tyron CPA/RSM LLP)

Provide HOA packets of information to realtors for home buyers (Donna Caruso)

Monitor neighborhood to keep homeowners in compliance with our by-laws' architectural rules

(Paul Brayshaw and committee members)

Outreach

Regular emails with timely information via WCWHA email Listserv

(Donna Caruso and Cindy Griffin)

Online version of homeowner directory, updated regularly (Donna)

Maintain WCWHA website (Donna)

Parkland Management

Spring Clean-up (organized by Al Meyer, with many community volunteers)

Solicit bids and sign contract for summer mowing (Al)

Painting park benches, as needed (Al)

Frequent park walk-throughs to check park status (Al)

Removing large deadfall (Al, Fred Wright, Brian Kiviat, Scott Schaefer, and others)

2023 Board of Directors

Donna Caruso

Cindy Griffin

Tom Herrmann

Liz Segall

Pura Valdez

Committee Chairs

Paul Brayshaw - Architectural Committee

Al Meyer - Parkland

Playground Maintenance - Frances Brayshaw