



WOII HOA Board
Meeting Minutes
Monday, January 13, 2025
7pm

1. Call to Order – John Rice @ 7:07pm
2. Roll Call of board members and residents
 - a. Board Members present: John Rice, Martyna Warren, Jason Lewis, Katie Unruh, Mike Smith, Shawn Otto, Nikki Greenwell, Nikki Hollis, Cheryl Graham, Janie Cunningham
 - b. Board members absent: Mellanie “MJ” Hunter, Ann Brown
 - c. Residents: Martee Kinkaid and Doug Fremder
3. Approval of November Meeting Minutes (please read before meeting)
 - a. Motion carried
 - i. 1st: Mike Smith
 - ii. 2nd: Janie Cunningham
4. Treasurer’s Update – Nikki Hollis
 - a. P&L Report, Budget Report, Balance Sheet, Dues update for 2024
 - i. P&L through end of December shows we are at nearly 60% of budget; Checking and Savings total: \$99, 947.
 - ii. Identified a few areas where the budget is over: Clubhouse Suppliers, Pool Supplies, and Utilities. Discussion around getting a new water meter to account for the wastewater credit for the pool, Shawn Otto will get a new meter at the beginning of the pool season. Discussion around the cost of new holiday decorations. Shawn discussed the overage in pool supplies and Nikki said she would look at moving a few items over to pool maintenance if warranted.
 - iii. Nikki has contacted Adam to review mowing since he has not billed and wants to avoid another large bill like prior years.
 - iv. Katie discussed looking at another vendor for the snow removal due to some communication concerns with current contractor.
 - v. Accounts receivable: 13 unpaid dues; 8 are from current year, 2 are from prior year and 3 are from both current and prior year. 1 resident has paid since the liens have been filed in January with 1 making a partial payment and 2 additional residents making plans to pay.
 - vi. Nikki discussed the need to pursue small claims for those that are past due for 2-3 years since the lien process is not getting them to pay. Discussion around the options we have and how we can take civil claims against those who are not paying dues. Nikki will contact our attorney to initiate pursuing small claims court for those past due beyond current year.
5. Director Updates
 - a. Events – Martyna Warren
 - i. Martyna wanted to thank everyone for a wonderful Sweets with Santa event. The crafts were a big hit and the space in the front room for Santa was well received and helped a lot with the flow and had some great pictures.
 - ii. Suggested an opportunity to have time to take pictures one time with a food truck, everyone really liked the pictures. We can always get another backdrop or do something outside if the weather is nice.
 - iii. Discussed the Easter Egg hunt, scheduled for Saturday, April 19th at 11am.
 - b. Pool – Shawn Otto
 - i. Reopen is scheduled for week of May 12-16th, contract with the Pool Man will be renewed.
 - ii. Nikki will order 7 new loungers as part of the upgrade schedule. Shawn is wanting to look at new chairs and table to replace the plastic table that is looking bad.
 - iii. \$3200 in budget for pool replacement items, Nikki to check on pricing and review with the others.
 - c. C&R – Mike Smith
 - i. No violations to report
 - ii. If a resident is wanting to file a complaint, please have residents submit using the tool on the website.
 - iii. Mike completed the C&R sop document and it is saved to the google drive.
 - d. Facilities – Katie Unruh

- i. See report sent in email regarding clubhouse rental, updates, and upcoming needs.
 - ii. Pool party reservation – can we discuss and review if we would like to continue for the upcoming season.
 - iii. Need a new microwave, 1 round table and 4 new event chairs.
 - iv. Still working on estimates to repair the roof as we currently have some conflicting quotes. Will also need to assess the leak with the fireplace. Will provide them at the next meeting.
 - e. Communications – MJ Hunter
 - i. No update
 - f. ACC – Jason Lewis
 - i. No new requests
- 6. Board Code of Conduct
 - a. Small discussion around the code of conduct, John will send out the document to the board members and give everyone a chance to review and come prepared to discuss at the February meeting.
- 7. Expansion Project Update – Nikki Hollis
 - a. Meeting with Nathan Grimes and Contractor in a couple weeks on 1/22/25 to look at the pump house remodel and addition of a bathroom and the pavilion, all on the same lot adjacent to the pool currently.
- 8. Misc Topics – Nikki Greenwell
 - a. Incident Reporting
 - i. Discussion around documenting the “random” or “one-off” situations and instances that occur but minutes do not provide a lot of detail or solutions to any incident or problem. This could also be used to document when board members leave or if someone is asked to leave the board. Having a common place to house all this information would be beneficial to review if there are issues that arise in the future to look back in the past to see how something was handled. Since we are always cycling through an ongoing set of board members, this document could be where we have that information to assist with future board members. John stated that we could certainly create something like this and document other instances in which residents have grievances against the board, so as board members rotate this information is not lost.
 - b. C&R/By-Law Revisions
 - i. Discussion around picking back up on C&R revisions, is there a need? It does not appear there are any residents petitioning the board for changes, so for now we can table until there is more of a need or desire for the board to revise our covenants.
 - ii. Agreed that we can look back at former changes and simplification, creating a one-pager and see what work has already been done and if it is still relevant and if the changes are still necessary. Suggested this may be a 2025-2026 project.
 - c. Roles and Responsibility Documentation
 - i. The goal is to have all documentation done by end of March for each position so it can be ready to review for each position before the board changes happen this summer.
- 9. Open Discussion
 - a. Resident request for landscaping
 - i. Discussion around the need for landscaping along the new common area and to provide some barrier between the new common area and the homes. The project is still very far from the point of determining the landscaping needs of the project at this point as we are still very early in the planning process.
 - ii. Questions came up regarding the construction debris and if Land-Mill can be contacted regarding removal of these items. HOA will reach out to the developer and will see what can be done but they technically do not fall under the jurisdiction of the neighborhood covenants and by-laws.
- 10. Adjourn
 - a. Motion to end carried at 8:32pm
 - i. 1st: Nikki Hollis
 - ii. 2nd: Katie Unruh