



**WOII HOA Board**  
**Meeting Minutes**  
**Tuesday, April 16, 2024**  
**7pm**

NOTES

1. Call to Order – John Rice
  - a. 7:03PM
  - b. John R, Katie U, Nikki G, Jason L, Mike, Shawn O, Nikki H, Martyna, MJ
  - c. Mrs & Mr Blair, Craig Bowen
2. Approval of March Meeting Minutes (please read prior to meeting)
  - a. Clarification of board members ending terms as of June. Confirmed Ashley, Nikki G, Shawn, Drew – John to verify the terms for each board member and who is on what 1,2,3 or 4 yr cycle
  - b. Approved – 8 approved
3. Treasurer’s Update – Nikki Hollis
  - a. P&L Report, Budget Report, Dues Update
    - i. Nikki reviewed, normal monthly spending; post office notified there are 6 pending pieces of mail that need to be picked up; 5 unpaid dues - Katie to validate with Nikki as we may have a discrepancy of 5 to be turned on – later confirmed we are aligned with 10 pending; vandalism has been paid off
  - b. 2024-2025 Budget Discussion – proposal created
    - i. Landscaping Nikki G – curbing (2,000) on the schedule for July, Mowing Adam Drake (2,750) includes both entrances and all clubhouse spaces including the lot, covers the full year, (3,100) spring/summer early and late/fall treatment, planters need to be purchased (4,500)+ shipping. Nikki G will personally contribute some summer flowers to hold over until the planters are ordered. Need to be cast iron, approx 900 a piece. Could purchase a cheaper option but risk of theft/recurring maintenance, whereas the cast iron should last approx 25 yrs and require no maintenance. Nikki G to send the details to John for review.
      1. Lawn services, we have 2 Adams mowing, need to notify the other Adam that their services are not needed. Nikki G confirmed with other Adam that he is mowing for Landmill and John will notify him he no longer needs to mow that section
    - ii. Events are under budget
    - iii. Pool furniture is same as last year, even though did not spend all of last years but may need for replacements
    - iv. Pool pump; Shawn to look into est for new pump
    - v. Due increase to 350 per year
    - vi. Lawn Cure comes regularly, black diamond and one time spray for mosquitos is in the budget, Nikki G will call to schedule
    - vii. Pump house needs maintenance; Shawn quote on concrete, Nikki G quote on pumphouse upkeep
    - viii. Decreased costs by: annual meeting costs from 3000 to 1500, savings on table and chairs; switched insurance carriers from 5900 to 4000; can further decrease printing and postage, effort is needed to convert all HOA comms to electronic and if something in print is needed like an invoice the neighbor can request it.

1. Mike asked about electronic C&R conversion. John agrees it is ideal. Nikki mentioned 1-2 violations could be done via email. Martyna stated folks could miss these comms. Nikki G stated we need to do a focused effort to ensure all are aware that we are converting to email comms and ensure we get all neighbors updated contact info.

#### 4. Director Updates

- a. ACC – Jason Lewis
  - i. Fence requests
    1. 3 requests approved
- b. C&R – Mike Smith
  - i. Violations update
    1. No violations last month; notice today for a lawn but the property is not in use, Mike will contact the property management company to notify; Nikki asked if a fence is in disrepair (algae on fence) is that a violation, per Mike it isn't explicitly stated but must keep up the fence is expected, Mike will still send a letter; John stated they can split up the neighborhood and tackle the weed violations
- c. Communications – Mellanie “MJ” Hunter
  - i. Asked if any March violations, confirmed none; if anyone has any newsletter updates please send to her tonight
- d. Events – Martyna Warren and Ashley Suddeth
  - i. Resident Safety Meeting – Date: July 17th
  - ii. Needs to be during a weekday and we can select; John recommended we select a day now and get it on the calendar; Nikki H asked if we could have a food truck on the same night, all agreed it is a good idea. Dinner truck, Ice Cream Scoop truck
- e. Facilities – Katie Unruh and Ashley Suddeth
  - i. Monthly Report and Purchases
  - ii. Newsletters announcements and FB for the next 3 months to ensure folks are aware pool parties are an option.
  - iii. Westshore doors, P&C builders,
- f. Pool – Shawn Otto
  - i. Reopening Scheduled
  - ii. Plumber will be here tomorrow, invoice to follow; uncover on April 30<sup>th</sup> or 1<sup>st</sup> of May; app for health dept has been submitted; pool still planned to open by memorial day; pool gate was left open, Katie to check

#### 5. Current Projects

- a. Lot Purchase
  - i. Lot has been graded, waiting for closing date
    1. No response from Landmill since we notified
  - ii. Next Steps after closing
    1. Seed and straw lot for grass, obtain landscaping quotes
    2. Quotes for pavilion, basketball court, playground by contractors
    3. Provide options to neighbors on cost of project and amount of dues increase
      - a. Martyna asked for a communication to be made that the lot is not open for resident use of space. No parties/ect.
      - b. Once quotes are back options to be presented with aligned dues/funding costs/timelines
      - c. 5000 included in budget to create estimates/drawings
      - d. Mike recommended to have neighbors submit drawing ideas

- e. Nikki G shared that we really only have a few neighbors who speak out vocally about the expansion needs; but are those specific, louder voices really the true need for the entire community; more time should be spent in surveying and speaking with the neighbors on what all actually want
  - f. Survey will be completed, Nikki G and MJ will create the survey.
    - i. MJ concerned that lack of response would lead to someone preventing progress.
    - ii. Blair Neighbors again requested big landscaping by the board to give them privacy from the lot amenities. Asked if it had been rezoned from residential, John stated this is what Landmill was doing, had to be done by landmill before it was purchased by the board. The board does not handle the rezoning, landmill does.
  - iii. Whispering Oaks 1 Update
    - 1. 6 residents from WOI were interested in the annual pass, 1 from skyline acres; word of mouth is what has transpired so far, WOI meeting is tonight. If more than 10 sign up, Nikki G asked if we can do a waiting list, to be determined.
  - b. Annual Meeting – Date: June 15th Time: 10a-12p
    - i. Bring a food truck, good idea, Ashley will see if any are interested.
6. Open Discussion
- a. Resident Craig Bowen stated he has sent 3 email and has not gotten a response; wants confirmation of the correct contact information. Wants to buy a camper, recreational vehicles are not allowed per the covenants, asked for clarification on if it will be allowed. John stated what is in the bylaws. Resident to consult with Mike Smith on exemption or ability to stay within rules.
7. Adjourn – 8:26pm Motion by Nikki H, second by Katie U