

WOII HOA Board Meeting Minutes

February 13, 2023

7PM

- I. Call to Order: Meeting called to order by Jason Greenwell at 7:05pm
 - a. Board Members present: Jason Greenwell, Shawn Otto, Katie Unruh, John Rice, Nikki Hollis, Drew Scovanner (phone), Martyna Warren, Nikki Greenwell, Jennifer Lawrence (phone), Mellanie Hunter (phone)
 - i. Absent: Jason Lewis, Scott Koukola
- II. Approval of Minutes – January 13, 2023
 - a. Minutes were presented by John Rice
 - b. Nikki Hollis motioned to approve the minutes, Katie Unruh second
 - c. Minutes approved unanimously
- III. Treasurer’s Report – Nikki Hollis
 - a. Nikki H. presented the checking account balances
 - i. Total current assets are \$100,792.14
 - ii. 2023 Budget VS Actual was also presented
 - b. We are currently at 66% of budget for the year, which is where we should be for the time of the year
 - i. Some higher items or at budget are pool chemicals, repairs and maintenance, and water testing
 - c. Storage shed has been emptied and we are no longer having to pay for storage off site
 - d. Jason G. made comments about having a difference with net income and having a zero-based budget, Nikki H. answered with cash flow and that we have not typically closed out budget years to ensure matching occurred with budget line items, this will be reviewed at fiscal year end in June
 - e. Jason and Nikki H. believe that we have enough funds to delay printing dues until after the annual meeting, making a new due date of 7/31

Current Projects:

- I. C&R Restrictions
 - a. Jason Lewis has no update
- II. Outstanding Dues
 - a. Nikki H. presented that we have 4 homes with outstanding dues, 2 are currently in bankruptcy and 2 were from closing miscommunication
 - b. Nikki H. and Jason G. have worked to bring the list of 13 homes down to 4 overdue
 - c. Nikki H. will be issuing liens for overdue accounts and filing liens with the county
- III. Committee Updates:
 - a. Front Entrance

- i. Nikki G. has quotes for electrical and curbing, will obtain another quote for electrical due to high cost and will send out to the board members in email
 - ii. Katie will obtain another quote for electrical from 2 recently used contractors
 - b. C&R and Bylaws Update Committee
 - i. Mellanie said that the committee has got back to work on rewriting the bylaws and covenants
 - ii. Mellanie again discussed that we can combine the bylaws and covenants together from the 2 separate boards in the past, utilizing one single document, the board all agreed a single document is better for the neighborhood
 - iii. Mellanie discussed the items we are wanting to ask the attorney: enforcement of by-laws, restrictions, language around violations
 - iv. Mellanie asked for timeline on townhalls and presenting new document to residents, Jason suggested the by-laws and covenants to be presented at the end of summer and to hold a special meeting to adopt new items
 - c. ACC Committee process update
 - i. No update
 - 1. One ACC request need to be reviewed for final approval
 - d. Facilities Update
 - i. Katie presented her update
 - 1. Katie said there are 2 TV's and 4 chairs that need donated
 - 2. Lights in the workout room have been installed
 - 3. Switches for outside lights have been replaced
 - 4. New mats have come in for the bathrooms
 - 5. Katie asked about deep cleaning of the clubhouse that has not been done since it was stopped during Covid, board agreed to add in 2023 budget and have done this summer and again next Spring
 - e. Events Update
 - i. Jennifer had no update for this meeting
 - f. Expansion Project Update
 - i. Jason Greenwell presented preliminary renderings and layouts for an expanded pool, pavilion, new pump house with bathrooms, a playground and basketball court
 - ii. Jason G. fielded questions from the board and made a list of questions to take back to the architect and builder
 - iii. Townhalls will be pushed to after the February 2023 board meeting
- IV. Preparation for Annual Meeting
 - a. Annual Meeting will be on Saturday, June 10th
 - b. Nikki H and Jason G will begin work on 2023-2024 proposed budget
 - c. John will gather items needed for the Annual Meeting packet

- d. John and Mellanie will work on an electronic ballot system and utilizing our current online subscription service
 - e. Nikki H would like to send invoices out electronically and mail those who do not have email, cutting down on printing costs and postage
 - f. John will gather number of board members up for re-election and have for next meeting to review term lengths
- V. Open Discussion
- a. Nikki G suggested that we have the lawn sprayed prior to opening the pool so it is treated for insects, Katie will check with Black Diamond to see what is available
 - b. Nikki G discussed an Easter Egg hunt and it was suggested that someone chair the event, Jennifer could not stay on the call, but she will be asked if she wants to do this project or if a group in the neighborhood is willing to plan the event
 - c. Jason G discussed the utilization of a trash can cleaning company to spray the trash cans at the clubhouse, this service is about \$17/month and most board members agreed the trash cans are in need of cleaning

Meeting was Adjourned at 8:53pm, motion by Nikki H, second by Katie U.