



## WOII HOA Board

### Meeting Minutes

**DRAFT**

**Monday, November 11, 2024**

**7pm**

1. Call to Order – John Rice @7:00 p.m.
  - a. Ground rules and appropriate conduct
2. Roll Call of board members and residents
  - a. **Board members present:** John Rice, Martyna Warren, Mellanie “MJ” Hunter, Ann Brown, Mike Smith, Shawn Otto, Nikki Greenwell; Nikki Hollis; Cheryl Graham; Jannie Cunningham
  - b. **Board members absent:** Jason Lewis, Katie Unruh
  - c. **Residents present:** Bill Moser; Martee Blair
3. Approval of October Meeting Minutes (please read before meeting)
  - a. Corrections:
  - b. Motion carried
    - i. 1st: Mike Smith
    - ii. 2nd: Cheryl Graham
4. Treasurer’s Update – Nikki Hollis
  - a. P&L Report, Budget Report, Balance Sheet, Dues update for 2024
  - b. Budget is on track and on pace for what is expected.
  - c. National Night out check coming next week for about \$500, per Martyna
  - d. Total checking and savings = \$109,349
  - e. 13 residents still haven’t paid for this year
  - f. 3 residents delinquent on two years owing more than \$800 – discussion to proceed with small claims court
    - i. Next steps: Nikki H work with attorney to determine small claims pathway, cost, court requirements, etc.
5. Director Updates
  - a. Events – Martyna Warren
    - i. Friendsgiving – 3 residents responded that they wanted participate. With low interest, we will not hold the event
    - ii. Sweets with Santa – December 7 from 9:00 a.m. – noon
      - Need to explore food vendor options for donuts or something similar
      - Sending out Sign-up Genius for Santa Breakfast this week
      - Decorate Friday, Nov. 29 from 10-noon
    - iii. Future events: Easter Egg Hunt 2025
  - b. Pool – Shawn Otto – no updates
    - i. Pool crew member – Cheryl Graham
  - c. C&R – Mike Smith
    - i. Violations Update – 1 violation
    - ii. Consider standing amendment on political signs and flag poles mounted on homes
    - iii. Reminder - Political signs need to come down no later than 6 days post-general election ending.
  - d. Facilities – Katie Unruh – absent
    - i. Great Room – leak again at fireplace. Have two estimates, pending a third. About \$2500 to repair the leak only. To fix the chimney is \$5,900
    - ii. Roof in general is a concern. Past warranty. Last patch repair was in 2022. There are eight active leaks. Working through estimates which could include flashing of chimney, etc. This repair could require a special meeting for budget approval. Again, still working through getting three quotes.
    - iii. Ron is retiring. Working on new cleaning quotes.
    - iv. Facilities/Events Assistant: Ann posed question - Should this role be redesigned – several vacancies in this role. How could this role be more impactful, meaningful with a different structure?

- v. Upcoming: Discuss fitness center survey; budget for furniture \$2,000; redesign on facilities/events assistant role (*Jannie, Martyna, Katie and Cheryl connect to discuss and workout prior to Holidays. John will initiate the meeting*)
  - e. Communications – MJ Hunter – no updates
  - f. ACC – Jason Lewis – absent
- 6. Board Code of Conduct - move to January meeting
- 7. Expansion Project Update – Nikki Hollis
  - a. Updates from initial meeting with Contractor – Chris McCain – builder looked at it the last time.
    - i. Discussed phases and keeping in mind ongoing work – working from back of the lot forward
    - ii. Initial thoughts – What we can do now and what we can do later
      - What is needed in an updated pump house?
        - a. Additional storage – need additional input from Facilities Director
        - b. 1 bathroom – get a quote with and without
        - c. 1 shower
      - Take this information and then get estimates
      - Also, involve Backyard Staycations for an estimate for a pavilion – John will get Nikki H a contact for Backyard Staycations
  - b. Discussion around obtaining estimates
- 8. Misc Topics – Nikki Greenwell
  - a. Incident Reporting – Does the Board need to start tracking Board incidents for future reference? This would be for Board members only to access?
  - b. C&R/By-Law Revisions – Drew, Ashley, MJ and Robyn worked on this. They created a searchable PDF and it is posted online.
    - i. Do we need to create a new project that would kickstart possible amendments, of course following the structure of our governing documents. Agreed to look into with our attorney to learn more and discuss possible timing considering the other big projects underway.
  - c. Roles and Responsibility Documentation – Need to start working on this as a Board
- 9. Open Discussion
- 10. Adjourn
  - a. Motion to end carried at @ 8:30p.m.
    - i. 1st: Mike Smith
    - ii. 2nd: Nikki Greenwell