

**Woods Manor HOA  
Annual Homeowners Meeting-Minutes  
Woods Manor Clubhouse Meeting Room  
1:00pm  
July 3, 2010**

Meeting was called to order at 1:03pm by HOA President, Jay Rust.

Board Members in attendance: Jay Rust, Wes Cobb, Chuck Sebald, Len Vest, Jon Schutz and Karen Schilling .  
Steve Erlandson was present representing Four Seasons Management company.

WMA and WMI owners in attendance:

· Leonard and Lynn Rieth week 52 unit 102, Henry Loeb week 3 unit 101, Larry and Naomi Brutlag Unit 202B, Jim and Caroline Murphy Unit 201B, Karen and Steve Werner Unit 204A

pp Proxies returned: 101A Tracy Adams & Alfred Schrems, 102A Harold Paulson, 302A Nancy Cox, 304A Sidney Baskin, 104B Ruth & Howard Dutzi, 301B William & Ann Logan

Unit #101 week owners 9, 10, 11, 24, 28, 30, 47,

Unit 102 week owners 9, 10, 19, 28, 29, 30, 46,

Unit 203 week owners 7, 8, 23, 24, 26, 28, 36, 42, 48, 49,

Unit 204 week owners 6, 12, 14, 19, 25, 37, 39, 49

Unit 303 week owners 2, 8, 11, 22, 23, 26, 30, 37, 47,

Unit 304 week owners 4, 6, 7, 40, 46, 47.

Quorum established as noted by Steve Erlandson.

Motion made by Steve Werner to approve the 2010 agenda. Motion passed.

Additions to the agenda: noise abatement (interior of units); motion approved.

Minutes from the 2009 HOA meeting were reviewed. Motion to approve by Steve Werner, seconded and approved unanimously.

Len Vest reminded the attendees that our web site is <http://www.woodsmanorcondos.com/> and it provides meeting minutes, budgets, policies, information about timeshares/options to rent available units and more.

Maintenance and Financials reporting – Steve Erlandson, Four Seasons Property Mgmt.:

Steve reported that all toilet seals were replaced in the WMI units. Concerns about leaks from older toilets, plumbing lines and seals discussed. Owners are encouraged to have these checked by a plumber to maintain good working order and avoid any future leaks. Four Seasons indicated that they could be contacted to coordinate plumbing inspections and would bill owners for their services. Problems originating from individual owners' units are paid by the unit owner.

Karen Werner added her interest in having the exterior windows washed by a window washing company. Pending budget considerations, the Board may authorize this work this fall.

Steve Erlandson discussed that they are in process of getting bids to update the exterior decks, so that they would meet safety standards. Larry Brutlag asked about the ability to expand the decks to make them bigger and the group had a general discussion about the process that would be required to address a total restructure of decks across all units. It was suggested that this would be a topic to address during any exterior remodel plans in the future. Please submit suggestions to Four Seasons for the Board to review at a future date.

· Steve Erlandson reviewed several items that had been addressed in the maintenance actions for 2010:

- Emergency lights were updated;
- Elevator landings were re-painted;
- Rain gutter downspouts were repaired;
- Property Markers were re-identified and marked with concrete surrounds;
- Unauthorized walking paths were “re-dressed” to minimize public access and usage;
- Fire Alarm system was repaired;
- Carbon Monoxide detectors were added to the WMI units;
- Some furniture was refinished in the WMI units;
- WMI toilets were re-fit with new seals.

Chuck Sebald was thanked for cementing around the new Woods Manor property survey pins.

Financials- Steve Erlandson reviewed the financials:

- \$20,000 currently in the operating account of WMA;
- \$17,500 currently in the reserve account of WMA;
- \$535.00 per month is being added to the reserve account from the WMA operating account;
- WMA owners are paying on time or in advance; no problems to report;

- WMA operating expenditures was reviewed and WMA is within budget.
- \$74,000 in reserves for WMI;
- 12-15 owners in WMI have not been paying their dues, out of 300 owners; Steve Werner commented on the process that we have been using to pursue any default owners for back dues; Jay Rust commented on the challenges of pursuing some default owners (4 WMI week owners are deceased; some titles are transferred to trusts that have no funds);
- WMI now owns 7 WMI weeks; Discussed renting these weeks to raise cash to cover delinquent WMI dues;
- WMI pays WMA 100% full HOA dues every month at the same proportional rate that whole owners pay;
- Steve Werner proposed that we look at any possible restructure options for WMI weeks;
- Group discussed options in managing the timeshares and challenges with current structure; all financial perimeters are in good order and up to date.

Steve Erlandson reported that all Special Assessment payments have been submitted to WMA.

The Board will start 2011 budget discussions at the next Board meeting. There was not a dues increase this year and this will probably not be the case for next year.

Motion was made by Steve Werner to ratify the budget for both WMI and WMA. It was seconded and passed by consensus.

Four Seasons Management was thanked for the high quality work they do at Woods Manor. Four Seasons is truly a professional company that takes pride in their workmanship. Steve Erlandson said that Four Seasons is pleased with the work performance of our resident manager Jay. Homeowners agreed.

Land Sale Update: Jay Rust reviewed the current status of the land sale. A recent communication from Royce, the buyer and developer, was reviewed by the group. WMA continues to work toward the land sale and progress indicates that Royce now has new financing to move forward with the project.

Land Sale Package: \$320,000 upon signing the sale contract; \$340,000 at the closing of the project; new asphalt parking lot/driveway; new boulders to replace rail road ties located in the back Clubhouse deck area. Funds from the sale of the property will fund the WMA reserve account which pays for capital improvements.

#### **Other Woods Manor Projects**

Concrete Back Walkways (from Buildings A&B to the Clubhouse): These walkways will need to be totally replaced sometime in the near future.

Clubhouse Back Deck: Due to safety concerns this deck cannot be used. It will need to be totally replaced sometime in the future.

Clubhouse security: it was suggested that we need secure access to the Clubhouse and lock it up at night to avoid vandalism. Various locking methods were discussed. Steve Erlandson will explore a “key lock solution” that would provide security at a lower cost.

Noise Abatement: Primary concern is noise generated from remodels when flooring is modified from carpet to hard surface. Group discussion included suggestions of using “cork underlayments and sound barrier materials” to minimize any added noise that the unit below hears. The group also agreed that our remodel policy should be updated to help provide guidance and approvals for any changes in flooring materials that an owner may want to proceed with. It was also noted that we need to address ensuring that contractors follow the policy and that the Board should review projects before start dates.

Nominations to the Board: Steve Erlandson reported that no nominations were sent in to run for the Board. Jay Rust opened the floor for nominations to the board. No new nominations were made. Motion was made to close nominations and reelect Jay Rust, Karen Schilling and Chuck Sebald to the Board. Approved unanimously.

Hallway furniture, artwork and decorations- Jay Rust and Karen Schilling:

The hallway decorations and furniture project has been completed. New tables, lamps, table dry flower arrangements, mirrors and historical artwork are now in place. Comments from the group were very positive about the new appearance and the group shared their appreciation to those involved on the great job that they did updating our hallway décor. Karen thanked members of the committee: Lisa Cobb, Kathleen Rust and Dee Sebald.

Caroline Murphy said the Woods Manor gardens are beautiful.

Homeowners thanked the Board for their efforts and hours of work.

Motion was made to adjourn the meeting at 3:00pm. Seconded and passed with consensus.

Snacks and refreshments supplied by the HOA for homeowners social after the meeting.

Respectfully submitted,

Jon Schutz