

WOODS MANOR BOARD MEETING MINUTES

DRAFT

Woods Manor Clubhouse 10:00 am

October 13, 2019

Meeting called to order at 10:00 a.m.

Attending: Jay Rust, Julie Peper, Sandy Hahn, Chuck Sebald

- I. **Approval of the agenda:** Motion to approve was made by Sandra and seconded by Julie; approval was unanimous.
- II. **Conversion plan update:** Two partition suits have been filed by us to allow sale of 202B and 203B.

The board is trying to reach settlement with two owners who own 7 weeks between them in the remaining 4 time-share units. Chuck moved that we direct legal counsel to proceed in preparation for judicial proceedings; seconded by Julie and unanimously approved. The board further moved and approved that Michael Connelly, HOA attorney, begin working on candidates to serve as litigator for the board to hire if we need to move to court proceedings. An additional motion was made by Julie and seconded by Sandra directing Jay and Chuck to interview litigator candidates for the board to consider. Approval was unanimous.

- III. **Maintenance Report:** From Noah Orth:

Completed items:

- Elevator Stainless Steel Refinishing
- Small heating units were disconnected in building A & B garages

- Building A & B baseboard heater knobs were removed
- Aspen Trees that were damaged or wilted were removed
- Screens in timeshares were replaced
- Spa humidistat and fan were replaced
- Spa autofill was installed

- Roof Inspection and minor maintenance by Turner Morris was completed
- Building A & B gutters and heat tape were inspected but seamless gutters and a proposal was given to replace building A, B and Clubhouse gutters and heat tape.
- Building A & B garages were cleaned out by WPM X2 and Chuck also cleaned both out garages at the end of summer
- Resident spigot was replaced as it had a broken internal shaft
- Upper rock pathway was dispersed (people put the rocks back to make the path again)
- 304 railing splatters from deck repair were painted
- Elevator information holders were ordered and installed
- Property survey was completed and posts were installed to mark property lines
- Property signs were installed on upper Woods Manor Property line
- Snow removal contact was proposed signed and turned in to Early Bird Snow Removal

In Progress:

- Building B gutter and heat tape installment. Rob and Scott are half way through the installment of the gutters and running new heat tape and I am meeting with Adam with Alpha Omega Electric to discuss electric connections.
- November 1st. Service Monkey Fireplace preventative Maintenance
- Consider it done window cleaning date TBA
- Building A & B garages CO2 sensors and transformers are on order for replacement
- Turner Morris has one more part of the roof inspection repairs (Snow bars) which will be concluded the week of October 14th

IV. **Buildings A & B roof issues:** Repairs and replacements to snow melt tape and gutters are underway on building B. Electrical work will be done to ensure adequate electrical capacity for additional heat tape. Damaged gutters and downspouts are being replaced. The board voted to approve the estimated cost of \$45,000 by email on 9/15. It was moved and approved to ratify the email authorization of this

expenditure. Building A and the clubhouse roof issues are included in the 10-year capital plan for next year.

- V. **10-year capital reserve plan:** The plan was reviewed. It was moved by Sandra, seconded by Julie and approved by the board to approve the 2020 Capital Reserve Plan. This includes a special assessment for the WMA to be due at the end of April. Special assessment amounts will be sent by invoice 60 days in advance of due date.
- VI. **Remodel/Renovation Policy:** It was moved by Chuck, seconded by Julie to approve the revised policy with revisions as discussed. Vote for approval was unanimous.
- VII. **WPM General Manager:** Leanne Shaw is replacing Keith Chamberlain as General Manager of Wilderrest Property Management. Keith has advanced to accounting and financial work for the company.
- VIII. **WMA & WMI 2020 Budgets: Operating & Reserves:** Chuck moved, Julie seconded and all approved the 2020 Operating Budget as presented, including a dues increase, the first in several years.

WMI budget approval vote is deferred as additional deficiency in non-payment of dues is expected. This requires further consultation with the accountant to revise the budget accordingly.

Next Meeting of HOA Board to be determined.

2020 Annual Meeting to be July 11, with Board meeting at 10 a.m., Homeowners meeting at 1 p.m.

Meeting adjourned at 2:15 pm.