

WNA Board of Directors Meeting Minutes

November 2, 2015 2:00 pm

- ❖ **Call Meeting to Order at 2:00pm:** *Emily, Laurie, Ron, Courtney and Anne in attendance. Anne had to leave at 2:50pm.*
- ❖ **Approval of BOD Minutes from September:**
 - M/S/P: *Approved via email 4-0*
- ❖ **Neighbor Open Forum:** *none*
- ❖ **Design Review Committee:**
 - Drew Kosmowski – *Not in attendance*
- ❖ **Old Business:**
 - Campers/Trailers – one fine issued, all campers & trailers removed in October – *Great progress this summer, but we need to be more specific. Emily will review the language to be more specific and in a better situation to enforce.*
 - Improper parking (not on parking pad) violations – will resume enforcement next summer. *We don't have any enforcement for those who don't have asphalt or runners (parking on gravel/dirt).*
 - Move irrigation timer on Cedar Green – look into during 2016 season
 - Jet Black – Asphalt cracks project – completed 10/12/2015, paid for out of Reserves
- ❖ **New Business:**
 - **Finance**
 - Approve bills & sign checks: *Approved by Ron & Laurie. Ron signed checks.*
 - Finance Reports: *Ron believes that accrual basis is the correct way. Laurie and Anne will review and determine how the financial reports should be created w/accountant. Assume Accrual basis from here on out, unless you hear otherwise from Anne & Laurie.*
 - Sign updated paperwork for Alpine Bank ACH Service – *Agreements need to be updated. HOA BOD members' signatures needed to uphold what is in place. Will hold off signing until further review.*
 - **Budget Items:**
 - 2016 Budget (ratified at Semi-Annual Meeting 10/28/15)
 - Shoveling contract (Nov. 1 2015 – April 15, 2016) with Orso Skill Services needs to be signed – *Anne reviewed with them today and Anne will sign as the HOA Agent.*
 - Irrigation proposal (3-year) from Thetford – review and approve. Drew Goldsmith would like to meet with the Board to discuss. *Drew is asking for a 50% deposit next summer – to be discussed. Ron would like Laurie and Anne to review and get it close to the Line Item amount of the Budget and then present to the Board particular items and move forward. Also, overall inflation increases may need to be considered in 2017 and 2018 Budgets for monthly dues.*
 - Landscape proposal (3-year) from ASAP – *Laurie & Anne will review and approve.*
 - Ron suggests getting a 3 yr. proposal from Anne for Association Management Fees.
 - **E-Unify Update** – no update to report – *Check in with Jen M. to get an estimate of consulting services and work with Anne.*
 - **Board Business:**
 - Schedule BOD meetings for 2016 – *Anne will send proposed 2016 dates to the Board.*
 - Feedback/Action items from Semi-Annual Meeting
 - Cash basis vs. Accrual Basis for financial reporting – *see above*
 - Accounts Receivable on Balance Sheet (Laurie) – *the negative amount represents dues paid ahead, but Laurie would need to dig into it further to clearly understand.*
 - Shed on Kirkhoff property/Open Space (Ron) – *Ron spoke with Chris Kulick – the shed is located in the HOA open space. 2007 permit – a picture was sent in the correct location, but sometime after 2008 it was moved. The HOA may hold off on approving his DRC application until further investigation.*
 - Parking Issue – *street parking, possible map of neighborhood – Anne can try to make a simple map with highlighted guest parking areas, no parking, etc... Good information to send out to new homeowners.*

- Lincoln Park Budget - *Still reviewing the options and fee schedule. We are also hoping to get with attorney to determine the paperwork needed for the Townhomes dues, budget and maintenance. By Friday, Nov. 20th BOD will review maintenance schedule, budget and come back with comments, questions and suggestions.*
- Reserve Study review – *BOD to review independently and discuss at January meeting.*
- **DRC Results review**
 - Bill Kirkhoff, 12 Union Mill & Private Open Space
- **Snow Removal:**
 - Contracts with both Orso & All Phase begin November 1st.
- **Miscellaneous:**
 - Halloween—Wendy Frazier suggested we alternate blocking streets for Halloween between the lower half and upper half of the neighborhood to share the expense of handing out candy. *Consider a program where other Homeowners contribute candy to the very busy sections of the neighborhood.*
- ❖ **Board Comment:**
- ❖ **Meeting Adjournment:** *Meeting adjourned at approximately 3:00pm.*
- M/S/P: