

WNA Board of Directors Meeting MINUTES

July 14, 2016, 11:30am, Ron Schuman's office

CONSENT CALENDAR items

Approved 3-0 on August 8, 2016

- ❖ Call Meeting to Order: *Ron called meeting to order at 11:30am. In attendance: Ron, Mindy, Ryne, Courtney and Anne.*
- ❖ Approval of BOD Minutes from May: *Approved via email 4-0 on 6/3/16*
- ❖ Neighbor Open Forum (3 minutes per homeowner):
 - Kate Brewer, 92 Union Mill – *irrigation issue on property*
 - Heather Gard, 24 Cedar Green – *Association vs. homeowner responsibilities; budget concerns; Declarant control turnover timeline*
 - Tim Faia, 60 Bridge Street – *campers, trailers, RVs issue*
- ❖ **Consent Calendar items: Approved 4-0**
- ❖ Old Business:
 - TOB Transit to neighborhood update: *Construction on bus turnaround starts in September. New stops will be serviced starting November. Purple #2 Route was approved by Town Council which runs the opposite direction of Purple #1.*
 - Quickbooks: *Ryne's suggested changes regarding pre-paid dues: ongoing process, researching how to categorize as liability on QuickBooks.*
 - Leap Frog Foreclosure: *Anne has received checks from JPMorgan Chase, refunded owner*
 - **Insurance: Policies with American Family in place; have received 1 of 2 refunds from previous insurance companies; discuss adding Crime/Fidelity policy: Crime/Fidelity policy approved**
 - **62 Union Mill Irrigation: homeowner applied retroactively to DRC for 7/11 meeting**
 - **39 Willow Green: owner plans to plant bushes and re-shape aspens**
- ❖ New Business:
 - Finance:
 - **Approve bills & sign checks:** *bills approved by Ryne and Ron, checks signed by Ron*
 - Finance Reports: *Ryne provided overview of current financials, Financials approved.*
 - Reserves
 - ◆ **No Reserves contribution in June in anticipation of July expenses**
 - ◆ **Possible budgeting for fixed monthly Reserves contribution?**
 - Reserve Study: *Ryne and Mindy to review Reserve Study before July Board Meeting: all agreed upon need for additional meeting to review and discuss Reserve Study/Fund in more detail, possibly establish a committee*
 - ◆ **Painting Phases: Fences, Trellises, Gates: Anne will get this project started**
 - Bridge St. Foreclosure: *Stipulation to Lien Priority, will meet w/Bob Gregory to discuss Foreclosure process. Ryne believes we can recoup all of the dues owed if we follow the process.*
 - **80 Union Mill: Airbnb Fine – Lien**
 - AIA A401 document for Sub-Contractors: *contract clarifies that SUBS are not employees. Board would like this contract in place with all of our sub-contractors.*
 - Budget Items:
 - *Board will schedule an Executive Session for August*

- Draft 2017 Budget: Ryne & Anne will revise and send out for review and discussion/approval at September BOD Meeting.
 - ◆ Cloud Back-up? *Yes, at Manager Expense*
 - ◆ **Olivia Lane Bus Stop trash can**
 - ◆ Discounted Trash Service (Ryne): *companies contacted so far will only offer discounted rate if all properties serviced; Ryne will only pursue if a significant savings to homeowners*
 - ◆ Increased water costs – 3 add'l accounts in existing neighborhood: *Pumphouse Water meter installed – 3 Irrigation Zones that flow through there that have not been billed for 9 years: Dragonfly Green, Bridge St. and Paradise Green.*
- Gates Community Mgmt proposal for 2016-18: *Anne will fulfill her contract through 2016 and send updated proposal for 2017. Ongoing discussion about possibly revising position to full-time, with set office hours.*
- Board Business:
 - Board Documents
 - **Board Code of Conduct:** *Board members to sign and return to Anne*
 - Board Resolution for Day-to-Day Management and Emergencies: *Board set maximum amount that Manager can spend without prior authorization to \$500.*
 - ◆ *M/S/P: Ryne motioned, Courtney seconded to adopt Resolution. Motion to adopt Resolution passed unanimously, 4-0.*
 - **Good Governance Policies (CCIOA):** *will engage an attorney to draft these policies.*
 - Developer/TNB
 - Transition/Handover from Declarant Control: *Anne is researching and will put together information for Board concerning Transition process*
 - ◆ *Possible turnover date of January 1, 2017*
 - ◆ *Developer Audit / Election of new Board*
 - ◆ *New Board may void pre-existing contracts*
 - Lincoln Park Update: *Courtney updated on latest LP Closings and invited HOA BOD for a tour of Lincoln Park*
 - ◆ *Mindy asked whether new homebuyers in LP pay a working capital, and Courtney confirmed they pay 3 months' dues as working capital in addition to monthly dues*
 - Possible TNB-funded projects
 - ◆ *Landscaping along walkway between Logan & alley*
 - ◆ *Dead aspens along Logan and Paradise Green*
 - ◆ *Pumphouse water meter – HOA expense*
 - **Remaining 2016 BOD Meeting Dates: 2nd Thursday of every other month: Sept. 8, Nov. 10, TIME?**
 - Revise Rules/Regulations: *Feedback on Mindy's suggested revisions: Ron also sent out revisions of rules before the meeting. Heated discussion on what the definition is of a camper. The Mercedes Sprinters are not being fined for parking in the neighborhood where other homeowners with campers are being fined – current camper van exception conflicts with Declaration. BOD is divided as to how to move forward with rule revisions and enforcement. Anne will develop an online survey to find out homeowners' opinions concerning campers, RVs, etc.*
- ❖ Meeting Adjournment:

➤ M/S/P: Meeting adjourned at 12:45pm by Ron.

UNFINISHED AGENDA ITEMS:

- Neighborhood playground at Central Park
- Lighting on trellises: Replacing rope lights on trellises that have electricity and purchasing three solar lights to test on trellises in upper half of neighborhood

➤ Miscellaneous:

- Violation Enforcement
 - Improper parking on gravel, grass, dirt, etc.
 - Campers, Trailers, RVs
- Speeding in neighborhood
- Upcoming events:
 - Garage Sale – Saturday, July 16th
 - Semi-Annual Member Meeting – October (determine date/time)

❖ Board Comment: