

WNA Board of Directors Meeting
MINUTES
July 29, 2015 1:00 pm *[Approved via email, 3-0]*

- ❖ Call Meeting to Order: Call the meeting to order at 12:58pm. The following members are in attendance: Courtney Kenady, Laurie Keyes, Anne Gallagher and Ron Schuman. David O'Neil joined at 1:05pm via phone.
- ❖ Approval of BOD Minutes from April:
 - M/S/P: Laurie/Ron – 4-0
- ❖ Owner Forum:
 - Doug Briggs Comments: Removal of willows without permission in the Private Open Space (HOA property) at 12 Union Mill - neighbor has been using the open space for parking for years. As a homeowner, Doug Briggs will be concerned if a fence is placed on open space. Briggs is also concerned about AirBnB rentals and 36 Silver Green – multiple unrelated people living in home. Briggs suggests setting up a policy so that the HOA is aware of renters and the contact person via the lease. Briggs' other concerns: Dumping in open space near the corner of Queen of the West and Midnight Sun. Fenced walkway at curve of Logan Rd. and top two blocks along French Gulch Rd. are now weedy & growing False Chamomile.
- ❖ Old Business:
 - Follow-up on Spruce-up Day, June 20th: It was successful with more than 20 homeowners who stopped in for paint and stain. Plan to continue with early summer date for Annual Spruce-Up Day, with possible dumpster next year?
- ❖ New Business:
 - Finance
 - Approve bills: Approved
 - Finance Reports: Approved
 - Reviewed Banking. Ron raised concerns about having \$50,000 in our Operating Account. Discussed making deposit of excess funds in Operating Account to Reserves Account, and only withdrawing from the Reserves if needed. Laurie and Ron agree that a deposit into the Reserves is justified, and both approve of this system moving forward. Anne will keep a maximum of approximately \$25,000 in Operating Account, with Laurie's approval required to withdraw from Reserves.
 - Delinquencies, Collections, Late Fees and Finance Charges: Anne sent out July letters to delinquent homeowners. Agreement to follow Collections Policy with consistency moving forward, beginning in September, Late Fee will be assessed on the 21st of the month, and Finance Charge assessed on the 1st for the previous month. Homeowners will be sent notice in advance as to when everything goes into effect. Effective September 1st.
 - For the very delinquent (3) Homeowners, Board needs to have 5 letters on file before it goes to Collections. Laurie discussed calling the homeowners personally to see if a payment plan can be arranged. Ron disagreed, but the Board decided that Anne & Laurie will make the calls, while continuing with collection efforts per the Collections Policy.
 - Anne will confirm that Liens are already in place for those (3) delinquent homeowners.

- Budget Items:
 - Anne has updated current budget to reflect Income/Monthly Dues from 204 completed units in the neighborhood.
 - 2016 Budget: Laurie & Anne will work to have Draft 2016 Budget at next meeting.
 - Mgmt contract through Dec. 2016
 - Plowing contract through 2017
 - Shoveling contract through 2017
 - Irrigation contract – Anne will ask for proposal for a 3-year contract with Thetford Landscaping & Irrigation
 - Landscape contract – Anne will ask for proposal for a 3-year contract with ASAP
 - Receivables, plan of attack for delinquent accounts: (discussed above)
- E-Unify Update – Anne and Laurie to touch base with Michael Gardner to discuss who is going to pay for the initial setup costs and the monthly fee.
- Board Business:
 - Roles review – Ron wants the BOD to take on their roles more diligently.
 - President (appointed) bylaws, and policies
 - Vice President (2015-2016) rules & regulations
 - Treasurer (2015-2016) 2016 budget & financial oversight
 - Secretary (appointed) historical document maintain thru hand off
 - Declarant (2017) overall community direction & development
 - BOD meeting minutes on website – Minutes are posted after approved. Homeowners may contact Anne for copy of Draft Minutes. Board agreed to approve Minutes via email to provide for posting to website in a more timely manner.
 - Remaining BOD meetings scheduled for 2015 –September 2nd and November 4th for Board Meetings; October 28th for the HOA Semi Annual Meeting.
- DRC Results review – Standard Submittals this summer
- Landscaping/Maintenance:
 - Update on previous maintenance list: all Maintenance tasks completed, with exception of Irrigation Cover on Rodeo Drive (Russ Backhouse/Dan McCreary).
 - Aspen trees issue – Bio Balance looked at trees, but they don't need treated right now. A normal amount of bugs and mites.
 - Discuss dandelion issue in upper half of neighborhood – Ask ASAP to look at right-of-ways, possibly treat with weed and feed.
 - Look at Asphalt Bids from Jet Black and Topps – Approval to hire Jet Black, to be paid out of Reserves fund. M/S/A – Ron/Laurie
 - Move irrigation timer on Cedar Green? Homeowner asked to have the Irrigation timer moved to HOA property. No estimate from Thetford at this time.
 - Bill Kirkhoff, 12 Union Mill: Letter to Board – Anne will respond with request to submit letter and application to DRC to start the discussion.
- Enforcement items:
 - AirBnB Rentals in the neighborhood – Update from Ron, letters to go out. There is some ambiguity around roommates, unit or lot. First step towards enforcement of Short-term Rental Policy will be to invite individual owners to meet & discuss with BOD in person. (August 11th meeting at 4pm) For the unrelated persons issue, do the same as above, then proceed after discussion.

- Violations – walk-through results, frequency and fines – Anne sent out 55 letters regarding violations in July as a follow-up to the June walk-through & violation letters Jen sent out. Clarification of fines for violations is needed moving forward. Ron would like Emily to spearhead looking at rules & regulations regarding fines for Violations like Short-Term Rentals, camper/trailer fines, and other fines for miscellaneous violations.
- Campers/trailers – clarify current rules, discuss possible amendments: BOD needs to consider the rules and regulations & possible changes to allow for temporary presence of campers on lots for loading & unloading/cleaning. Clarity in rules is necessary for consistency with enforcement. Again, Emily is possible point-person on this.
- ❖ Board Comment: David O’Neil stressed Transparency & Due Process as essential to the way the BOD conducts Association business.
- ❖ Meeting Adjournment: 2:59pm
 - M/S/P: Laurie/Ron