

WNA Board of Directors Meeting MINUTES

August 8, 2016, 6:15pm, Courtney Kenady's office, *Approved electronically 3-0, 8/23/16*

- ❖ Call Meeting to Order: *Mindy called meeting to order at 6:16pm. In attendance: Ryne, Mindy, Courtney and Anne. Mark Johnston – TOB Streets and Parks Manager.*
- ❖ Approval of BOD Minutes from 7/14/16 Meeting: *Approved 3-0*
- ❖ Responsible Governance Policies
 - Review 9 policies and discuss revisions
 - *HOA BOD Meeting – Open Meeting – Mindy requested times and locations posted on website*
 - *Collection Policy is up for debate – same fine schedule for any violation?*
 - *Rules and Enforcement seems very difficult – all or nothing?*
 - *Other policies are straight forward and mostly common sense – easier to consider adoption.*
 - *Final revisions of Collection and Enforcement Policies still in the works, to be reviewed by BOD*
 - Vote to approve 7 of 9 policies: *Reserve Study Policy, Alternative Dispute Resolution Policy, Conflict of Interest Policy, Inspection of Records Policy, Conduct of Meetings Policy, Investment of Reserve Policy and Adoption Policy.*
 - *M/S/P: Mindy motioned to adopt 7 policies, Courtney seconded. Policies adopted 3-0*
- ❖ Reserve Funds
 - Asphalt consultation with Mark Johnston, TOB Streets and Parks Manager
 - *Bottomline – Reserve Study is good and forward thinking*
 - *TOB roads evaluated every year. Rated 1 to 10 (1 is bad/gone, 10 is good/brand new)*
 - *Evaluation of WNA streets: Olivia Lane was overlaid last year so is a 10, Wolff Lyon & Union Mill are a 7 (about 10 years to overlay)*
 - *7 to 6 could take 1 to 5 years (mostly cosmetic), buses are worse for roads, we don't have many of these driving our alleys, large trucks not as bad*
 - *Alleys estimated at 4 or 5 in 2025*
 - *Reserve Study does not include any asphalt patching (recommended), only crack seal, seal coat and overlay projects. TOB does not do seal coat on streets, just crack seal, patching and overlay.*
 - *Mark suggests getting estimates for both partial and entire overlay project, and budgeting for patching every 5 years after overlay*
 - *Mark will review cost estimates to give them a reality check.*
 - Discuss Reserve Study and Repair/Replacement Schedule
 - *Concrete discussion: Will honor the estimate in the Reserve Study. Will reevaluate in 2019.*
 - *HOA Reserve is falling a bit behind Reserve Study projection. Reserve study recommends \$102,000 in Reserve at 2017. Estimate we will be \$16,000 below this goal.*
 - *Water use and cost is a concern because the July bill was substantially increased. Suspect: irrigation started up earlier, additional meter/3 zones, raised water costs, possible leaks?*
 - *Fence Painting in 2016: Little Cedar, Willow and Huckleberry - Discussed and compared 3 bids. Approved hiring "Company B"*
 - *BOD Agreed on the general concept and findings of the Reserve Study.*
 - BUDGET
 - *Ryne will review the numbers and revise Reserve Study - target 2025 for Asphalt Overlay*

- *Mindy will get some estimates for snow removal, asphalt companies to Anne*
- *Goal to have a preliminary budget for Sept. 8th HOA BOD Meeting*
- Working Capital contributions to Reserves
 - 3 months' dues collected on closings on new units
 - No working capital collected in Phase 1 (109 units up to Union Mill): *Why not?*
 - Working capital collected in Phase 2 (95 units from Bridge St. to Logan Rd.)
 - Working capital to be collected in Phase 3/Lincoln Park (78 units)
- Discuss reasonable monthly contribution to Reserves per unit
 - *Will consider while drafting 2017 Budget with Reserve Study in mind*
- ❖ Executive Session
 - Management Position discussion
- ❖ Meeting Adjournment: *Meeting adjourned by Mindy at 8:45pm.*