

WNA Board of Directors Meeting MINUTES

September 10, 2016, 1:00pm, Lincoln Park Sales Office, 17 Farncomb Green, *Approved via email 3-0, 9-28-2016*

1:00pm	Call Meeting to Order	<i>Mindy called meeting to order at 1:04pm. In attendance: Mindy, Courtney, Ryne, Anne and David via video conference.</i>
1:00pm	Neighbor Open Forum (3 min. each)	<i>No Homeowners in attendance.</i>
1:15pm	Consent Calendar	<ul style="list-style-type: none"> • <i>8/8 BOD MTG Minutes approved 3-0 via email 8/23/16</i> • <i>Approve bills (Treasurer & President)</i> • <i>Sign Board Member Oath: Discussion regarding the oath. Oath will be retained as a reference.</i>
1:20pm	Old Business	<ul style="list-style-type: none"> • <i>Insurance: Received 2nd of 2 refunds from cancelled policies on 8/29/16</i> • <i>Delinquent Dues payment plans: 6 Meadowlark Green will be paid off 9/30/16; 10 Bridge St. continues to pay \$130/month</i> • <i>62 Union Mill: Irrigation modifications not completed by 8/31; Owner reported completion on 9/9. Thetford to inspect. As of 9/11 if not inspected and modifications approved, a fine may be imposed.</i> • <i>Bus stop shelter window repair on 9/1 by Gregory Door & Window; est. cost \$465</i> • <i>Phase 1 Painting project 9/7-9/13 by Dixon Painting; cost \$4,185</i> • <i>Solar Lights feedback & dark sky compliance: Anne will consult with the Community Development Dept. for suggested solar/motion-sensor/dark sky lighting.</i>
1:30pm	New Business: Finance	<ul style="list-style-type: none"> • <i>Finance Reports</i> • <i>Treasurer's Report: Detailed review of Ryne's spreadsheet of Reserve Study; concept, items and costs.</i> • <i>2017 Draft Budget: Initial review of overall operating budget and estimates to go to Reserves. Waiting for final estimates/costs from contractors (Oct 1st due date for some hard numbers) and final manager decision. Need to finalize proposed Budget to send out to homeowners by Oct 12th.</i> • <i>2017 Management RFP: Brief review with broad pros/cons of proposals received. Discussion on the major management tasks:</i> <ul style="list-style-type: none"> ○ <i>Communication</i> ○ <i>Enforcement</i> ○ <i>Service / Design Review Committee</i> ○ <i>Billing</i> ○ <i>Financial</i> ○ <i>Metrics</i>

		<p><i>Tentative goal to make a decision by October 12th for the Oct 26th HOA meeting.</i></p> <p><i>Next Step – Narrow RFPs to Top 2 and set up company interviews in the first week of October.</i></p>
	New Business: Board Business	<ul style="list-style-type: none"> • Responsible Governance Policies: <i>M/S/P: Mindy motioned, Ryne seconded to adopt both policies. Motion to adopt policies passed, 2-1 (David abstained from vote).</i> <ul style="list-style-type: none"> ○ Collections Policy ○ Enforcement Policy • Rule Enforcement Discussion: <i>Ongoing discussion</i> <ul style="list-style-type: none"> ○ Determine top priority rules for enforcement ○ Vote to remove Camper Van exception ○ Survey • Fill Board vacancy: <i>David does not intend to fill Ron's vacant position.</i> • Remaining 2016 BOD MTG dates: <i>All agreed that monthly meetings would be great if we can keep them to 1 hour.</i> <ul style="list-style-type: none"> ○ <i>Discussion of budget line item for food and/or beverage for BOD and DRC meetings</i> • Member Meeting: 10/26/16, 6:30pm
2:10pm	New Business: Developer	<ul style="list-style-type: none"> • Lincoln Park update: <i>7 closings to date. More homes under contract. Farncomb Green Transition from TNB to HOA. Punchlist was created, hoping to complete transfer by Oct 5th.</i> • <i>Discussion on snow removal for Stillson Green even though the transition from TNB to HOA will not happen until summer 2017. All homes will be closed by the end of the year and dues will be paid.</i> • Transition from Declarant Control process: <i>Ongoing</i>
2:20pm	Board Comment	<i>Discussion ongoing regarding campers, fines and specification to be applied.</i>
2:30pm	Meeting Adjournment	<i>M/S/P: Meeting adjourned at 3:06pm by Mindy.</i>