

Communicating with your homeowners association:

Most every administrative issue can be handled by contacting the **onsite office manager** during the office hours. However if there is a need or desire to communicate directly to the Woodbine HOA Board or the legally mandated property management company, the process to do this is identified below.

There are three ways to contact the HOA Board:

1. Directly e-mail the Board at WoodbineHOABoard@gmail.com
Board members do not use personal emails to conduct Woodbine HOA services. Please respect their privacy and only use the designated Woodbine HOA email listed above. Also Board members will change from time to time while this above e-mail will remain constant.
2. Prepare a written comment, complaint, or inquiry with appropriate documentation and deliver it or mail it to the Woodbine office so that it may be passed on to the Board for consideration.
3. Request to attend the next Board meeting so that you may be given time on the agenda; you must include your topic for presentation or discussion with appropriate documentation when you request to be on the agenda. Once your request is received the Board will contact you with the next date and time of a meeting you can attend.

Office Address:
Woodbine HOA
3601 Gekeler Lane
Boise, ID 83706

Property Management:
Pro Management, LLC
1775 W. State Street #200
Boise, Idaho 83702

Office Phone: (208) 440-0132 **Emergency only:** (208) 440-0443 **Office Facsimile:** (208) 514-0438

e-mail: woodbine@spro.net **HOA website:** woodbine-hoa.com

Office Hours: Monday 10 am – 6 pm / Tuesday through Friday 10 am-2 pm

Landscape and personal exterior projects reminder:

As stated in the memo to homeowners on June 15, 2013:

*“We have had some requests to **upgrade the landscape areas** around some units; however this is not a current year priority with all the health and safety issues and deferred maintenance that is being addressed. On the other hand we are considering a plan that would allow homeowners to propose a landscape upgrade and request that the HOA pay for the labor while the homeowner pays for the plants and/or material.*

This shared expense will be considered on a case by case scenario and will need to be initiated by the homeowner. Regarding ground cover we are using small black perma-bark that has already been introduced in some of the property; plant type needs to be proposed by the homeowner. If you would like to consider a shared cost upgrade to an area near your condo, please contact the management office to make a presentation.”

PLEASE NOTE: Any exterior project needs to be APPROVED FIRST; submitting receipts after a homeowner has planted some flowers etc. will not be considered.