



November 27, 2016

Dear Woodbine Homeowners,

We hope you all had a great Thanksgiving and are looking forward to the rest of the holiday season. Below are updates to advise you of some management activities affecting your quality of life at Woodbine.

**PAINTING:** After a rocky road lasting a couple of months longer than expected, the painting of Woodbine Condominiums is done... well almost. All buildings, clubhouse, garages, and the maintenance shed have been painted and inspected for touch up; thank you to all who helped with your observations and input. Now that the cold and wet weather has set in any more improvements to the job will be postponed until next spring. We already have some issues to correct then.

Next spring, we will send out notices to all homeowners to again help with a full property inspection, specifically looking for major deficiencies that may show up after the winter. We suspect that there will be areas that were not prepared properly prior to painting and may start to peel or flake. Also with less foliage on the trees and shrubs it will be easier to see areas of missed paint, both high and low. In the meantime, we still have small cans of each paint color and foam brushes in the office that you can check out to touch up somewhere that is small. This might be helpful perhaps for the strip inside your front door that could not be painted if you were not home at the time the painters were at your building.

**VALUE ADDED:** The painting of Woodbine with more modern colors has been very well received by most homeowners as an improvement that added significant value to your condo investment. The cost of this upgrade had a significant impact on the HOA Reserve Account, which currently is down to about \$60K and the same level where it was when Pro Management assumed management of the property in 2012. During these past years the broken spa was restored, the ponds were cleaned out, the pool has a winter cover, the parking lot was resealed, the sidewalk tripping hazards were reduced, drainage systems improved, new building signage installed, various landscape areas upgraded, exterior siding and wood berms repaired and many more small projects accomplished.

**HOA DUES:** However, it is now time to restore the reserve account as well as generate funds for future maintenance and improvements. In a recent meeting of the volunteer HOA Board, a draft of a proposed 2017 budget was presented and based on the bottom line numbers it was voted to increase monthly HOA dues by 5%. Some of you might wish to factor that additional amount into your budget for next year; it will take effect with your January dues and a formal announcement will be sent out this week by e-mail and post.

**BUDGET AND SERVICES:** Additionally, at the recent Board meeting it was voted to budget for cleaning of the rain gutters in 2017 as well as cleaning of the dryer vents from the outside (homeowners are responsible for the inside of their dryer vents). We added funds for plumbing leaks again this year, something we have no control over or ability to predict. In 2016 there has already been over \$13K spent on this frustrating issue which are due to failing main line poly pipe that was installed in 1987. This condition has also cause our water and sewer usage to significantly increase over the last few years, hence additional budget was needed in these categories. **Note:** about 44% of the budget is allocated to utility usage at Woodbine! This is in contrast to 22% for Staffing, 9% for Administration (6% of this is insurance), 6% for Maintenance, 19% for Contracted Services (landscape, plumbing leaks, snow plowing, tree trimming, gutter and vent cleaning, etc.).

**NEW RULES:** And finally, the Board modified one of the existing property Rules and Regulations that are in place for Woodbine. The modification addresses rule # 4 that deals with APPEARANCE of the property. Current rule is reproduced here in black and the addition is in red:

*Storage on balconies or patios or in or near unit entryways, walkways, sidewalks or on any common area is prohibited, except if specifically approved in writing by the HOA Board. **An exception for the underneath areas on ground floor stairway is that adult bikes may be chained up in this location; this exception excludes other storage such as children's bikes or toys, barbecues, gardening materials, tools, or furniture. Tarped items are not allowed and the area must be kept in a tidy and safe condition. Bike ownership needs to be registered with the office or potential removal of undocumented bikes or other items will be possible and at the owner's cost since these may be considered abandoned.***

## WOODBINE CONDOMINIUMS PROPERTY INFORMATION

### Office Address:

Woodbine HOA  
3601 Gekeler Lane  
Boise, ID 83706

### Property Management:

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

### Contact Information:

**Office Phone:** (208) 440-0132  
**Emergencies only:** (208) 440-0443  
**Office Fax:** (208) 514-0438

e-mail: [woodbinehoa@cableone.net](mailto:woodbinehoa@cableone.net) HOA website: [woodbine-hoa.com](http://woodbine-hoa.com)

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

### **Mailbox Key Information:**

Main US Post Office  
770 South 13<sup>th</sup> Street, Boise ID 83708  
(208) 433-4351 hours: 7:30 am – 5:30 pm

**WOODBINE BOARD OF DIRECTORS:** Most every Woodbine administrative issue can be handled by contacting the **onsite office manager, Michelle**, during the above identified office hours. However, if there is a need or desire to communicate directly to the Woodbine HOA Board, the process to do this is identified below.

Woodbine HOA has a Board of Directors (President, Vice Presidents, Secretary, and Treasurer) that are elected annually and conduct various meetings to oversee the operation and maintenance of the property. Current board members can be found under “*About Us*” on the Woodbine website ([woodbine-hoa.com](http://woodbine-hoa.com)). There are three ways to contact the HOA Board:

1. Directly by e-mail to the Board at [WoodbineHOABoard@gmail.com](mailto:WoodbineHOABoard@gmail.com)
2. Prepare a written comment, complaint, or inquiry with appropriate documentation and deliver 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. Please include your topic for presentation or discussion.

Finally, have you picked up a copy of our **Woodbine Owner Information Packet** which contains essential details about living at Woodbine Condominiums? If not please stop by the office and ask for one.

Sincerely,  
Your Pro Management Staff