

## Woodbine HOA Board Meeting Minutes – February 14, 2018 6:30 p.m.

Attendees: Ed Barrett, Barb Hatcher, Lorraine Baird, Dana Sheffield; Kathy Blakely was not in attendance. Michael Marchese (Representing Pro-Management). (We also had two homeowner guests from Bldg. B who asked in advance to be put on our agenda and be part of this meeting. Another homeowner joined the meeting from Bldg. D without prior notification.)

Item #1: Meeting called to Order: The meeting was called to order at 6:30 p.m. by Ed Barrett

Item #2. Approved previous meeting minutes from 11/16/17 (Re-affirmed previous e-mail approval)

Barb made a motion to approve the previous HOA Board Meeting Minutes from 11/16/17. Dana seconded the motion. All Approved. None opposed. Meeting Minutes approved.

Item #3: Homeowner Maintenance Agenda.

The Bldg. B homeowners had concerns about “Preventative Maintenance” and where this category is located on the budget and on the posted financial records. They also voiced concerns about the justification of the Homeowner Dues increase. The homeowners wanted to understand the breakdown of the “expense distribution” for maintenance line items on the budget variance report; they indicated they were familiar with QuickBooks. Michael offered to provide them with the Expense Distribution report requested.

On another topic they did not feel they get results with their “Maintenance Requests.” However, it appeared that they had not submitted requests in writing and it was suggested they submit all requests in writing and on a Maintenance Request Form. They discussed the repair done to a lamppost in their area that was initially done with duct tape, before brackets were installed. They thought the brackets were an inappropriate repair. Michael will go and view this lamp post repair. Michael also provided the couple with copies of Woodbine maintenance reports since September 2017.

These homeowners also had concerns about someone in their building throwing out bread, bones and pizza crust, peanuts and food scraps on to the landscape behind their building. A notice will be posted on each door of Bldg. B advising of this violation and asked to stop all food disposals outside of the dumpster. This homeowner also did not get recent notices of the pest control spraying. These homeowners said the present two methods, door posting advisement of pest control and e-mail of notifying residents, doesn’t seem to be enough. They requested that we could install flyer boxes around the community with important information deposited therein. *(Note: this has already been done – by the mailboxes A, K, U bldgs.)*

The visiting resident from Bldg. D advised she was not getting any HOA e-mail notifications and not receiving any of the newsletters. A suggestion was made to also post notices and information by the mail boxes. Her e-mail information was taken and forwarded to the HOA Office.

This homeowner also has an “outside field mouse” situation. She sees them scampering about and has attempted to put rodent elimination processes in place. It was discussed that HOA could get bids for an outside service to evaluate and possibly eliminate the mice for this area. The homeowner thinks that mice are nesting at the bottom of large evergreens.

This resident also would like some bushes removed and she will purchase the plants to replace the removed greenery. Michael explained that her proposal needed to be presented to the board for consideration and that it could be a project for the spring – depending on the scope of her request. Michael acknowledged that he had her proposal and would take it up with the board.

She also has concerns about a handrail on the outside of her unit fixed into the railroad ties. She advised this was wobbly and feels unsafe. She thought as this is “outside”, the HOA is obligated to fix.

It was noted at the meeting that homeowners do have some responsibility for outside their condos.

*Note: In this case the Declaration of Condominiums (posted on the website) identifies patio responsibility in section 8.3a, however the specific legal document was not identified at the meeting, perhaps because no one remembered the exact section in the Declaration.*

#### Item #4: Newsletter Feedback – Inquiries from Dana

We briefly discussed the use of the “sport court” down by Bldg. T & U. There were suggestions for removing the “moss laden” covering and converting the area to a dog park, a picnic area, or just removing the covering. A dog run creates more area where dog droppings may not be cleaned up. This entire court area was well used when there was a portable basket ball stand out there. A brief discussion was made about the folks who walk dogs and don’t clean up after them. We know this is an ongoing issue. We just want reminders of this in the newsletter again.

We talked about the mice outside of Bldg. D and not having an awareness of them being an issue since moving in 6 years ago. Woodbine is truly a park setting and a certain amount of wildlife is about the property, including pests on the grounds, in the shrubs and trees. Woodbine has a pest control contract to address these each season and for the past two years it has been reasonably successful.

Item #5 Water Discussion: Michael has done an impressive “water/sewer” audit from 2015-2017. Our water/sewer is used and paid for by the HOA, including homeowner usage. The sewer charges are more than water charges because the processing plant needs gravity to remove waste and flow downhill to a waste treatment plant. Clean water delivery to a home is much less expensive to provide.

Michael discussed doing a building by building water audit. This could perhaps pay for some of the extra water/sewer charges if leaky faucets or toilets were found and repaired by the HOA. This could also help determining if there are any major water leaks from any failed underground pipes. Lorraine and Barb will be arranging for the first audit in their building M. This is presently a very high use water/sewer building. They don’t know if there is an undetected outside leak.

Item #6 Lakewood Park HOA Settlement Discussion: This was once again discussed. All of our legally agreed to terms were not met. We agreed to proceed to see if we can legally withdraw from Lakewood Park HOA. Ed advised his main goal this year is to withdraw from LPHOA if possible.

Item #7 January 2018 Financials/Adjusted Budget. A copy of this document was shared with everyone. These documents are also posted on the website. There were no specific questions about these reports.

Item #8 Pro Maintenance Employee Rates- Lisa Departure. Michael advised that our office manager, Lisa, recently resigned because the pay raise and additional benefits he offered was not suitable to her. Lisa was immediately replaced by one of Michael’s other employees, Renee, who is more than capable to assume Woodbine office management duties since she had been covering Lisa’s time off for quite some time.

Michael advised Pro Maintenance has not raised the employee wage charged to Woodbine HOA since the initiation of his contract in 2012. The upturn in the economy and low unemployment in Boise is limiting the job qualification pool. Lorraine voiced concern about not raising the HOA Monthly dues this year. Ed made a motion to raise the contract hourly rate, per the document presented to the board. Barb seconded the motion. All were in favor. No one opposed the motion. The motion was carried.

Meeting adjourned at 8:30 p.m.