

Woodbine Annual HOA Meeting Minutes
February 22, 2018 6:30 P.M.

Woodbine HOA Board Attendees:

Ed Barrett, Lorraine Baird, Barbara Hatcher

Pro-Management Attendees: Michael Marchese, Shelly McMahan,
Renee' Miller

Meeting Opened at 6:32 p.m. with approximately 16 homeowners attending.

Item #1: Election or Re-election of HOA Board Members- nominees.

We do not have enough homeowners attending for a 25 vote quorum. Michael and Shelly advised a "group e-mail" could be sent to all homeowners asking for the votes to re-elect the HOA Board. Also, another general meeting could be requested.

Item #2: Paint Contract Warrantee.

This is the second and final year of our Collins Brothers Painting Contract of Woodbine completed in 2016. The HOA Management will soon begin a building-by-building re-inspection of the paint job. To assist us, we request you report to the office any issues you see so we can document them for the painters. As we had requested last year, we are asking the photo's be e-mailed to woodbinehoa@cableone.net or visit the office with your report. Last year we marked "issues" with blue painters tape. We are expecting this final touch up to be done sometime in the summer. Please see the Winter 2018 Newsletter II for more "paint needed" details.

Item #3 HOA-Homeowners Landscape Program.

The details of this program were discussed. To best assist the homeowner with landscape requests there is now a "Woodbine HOA-Homeowner Landscape Program Form." This form explains the guidelines for the HOA to participate in the planting of requested items. This completed form can be submitted to the HOA Board for discussions/recommendations and approval and our HOA budget impact.

A homeowner has concerns about the "mud" behind Bldg. K. This building has experienced some major water leaks and the area and the grass will be replanted in the spring.

A homeowner discussed the HOA Dues being used for specific planting on a unit. The reply advised any landscape improvement on any individual unit does help the value of the entire property.

A suggestion was made to submit a "work order" in writing for any requested needed exterior repair. A list is kept of these requests and they are tracked to completion.

Item #4 Our Water/Sewer expense crisis - discussion and proposals.

The HOA pays for the water bill and was 23.7% of our total operating expenses in 2017. Woodbine has had 22 water leaks since 2013 and has spent over 50 thousand dollars to fix. We were only reimbursed \$516.98 from Suez Water for leaks. The problem is the failure of the aging underground "blue water pipes."

An extensive water/sewer analysis was done to include 2015, 2016 and 2017. Each building has its own 'usage' water/sewer bill. High water use buildings have been determined. Water conservation suggestions were reviewed. A homeowner suggested this report be sent out with a news letter. This is a visible comparison and statement of usage and advised this could encourage water conversation.

The sewer charges are more costly as it costs more money to take away the water than to pump in fresh water.

A "water audit" of each unit and also each building was discussed. This audit would include checking for leaks, dripping faucets and/or showers and running toilets. Also, exterior areas would be reviewed for "muddy/moist" areas.

This spring we would like to "pin point" individual building exterior water pipe leaks. We would like to take one building at a time and stop water usage for $\frac{1}{2}$ hour. We would monitor the meter to determine if it is spinning, even if there is no water usage. If the meter is spinning we could begin to look for exterior leaks.

Our plant/grass irrigation was briefly discussed and this irrigation water is free. We don't use city water for landscape.

A homeowner mentioned the "car wash area." There is a water leak and it is shut off. It is believed this is on city water. We did not want to spend the extra money to fix this leak. This repair involves large equipment and asphalt replacement. There is also another car wash area down by the apartment end of the complex available for our use.

Item #5 Rules and Reg's: Patio appearance/Pet Rules/Exterior Property Maintenance.

We discussed these items:

Section 8.2, "The Association shall be responsible for the maintenance and repair of exterior surfaces of building and improvements, but only those as original construct by Declarant... A homeowner asked about the resolution of a "leaky gutter" and ice forming at this leak. The difficulty of "in-house-gutter cleaning" was discussed. There are 8

screws to be removed and replaced for each section of gutter. The gutters on the 2-story buildings are easier to clear than those on the 3rd. story. There was a "trial" done to see if the corners could be sealed to avoid those leaks."

Discussion about the concept of "walls in" is the homeowner responsibility and "walls out" is taken care of the exterior. The patio and patio improvements are the responsibility of the homeowner.

A homeowner asked about who is responsible for the windows. The windows are the responsibility of the homeowner.

Section 8.3 (a), Patios and porches...the maintenance, repair and expenses of the patios shall be the sole responsibility of the individual owner. A question was asked by a homeowner about a neighbors "messy and cluttered patio." The homeowner was advised to let the HOA Office know of this disarray. There are some homeowners who stored summer furniture under "tarps." This is a violation of the CC&R's.

Also, throwing bread, pizza and bones around the area is not allowed. This will attract unacceptable wildlife.

Section 8.3 (b) The air-conditioning units for Units whether or not they project over or are placed on Common Area...shall be maintained by the respective Unit Owner.

As everyone is not interested in electronic communication, it was requested hard copies of the "News Letter's, Insect Spray Notification and other important announcements, "for those who do not want to use the website," have these notifications located by each set of mail boxes. Additional new "Flyer Boxes" have been added around to include all the mail boxes. Also, a bulletin board has been added to the front door of the HOA Office.

Once again, Pet Rules were also discussed. Leashing up and cleaning up after a pet is the responsibility of the homeowner.

Item #6 Financial Overview: The monthly financials are posted each month on the HOA Website. The biggest "over-budget" impact on our budget is the "blue pipe failure" causing plumbing leaks. We have a budget prepared each year we feel we can abide and try your best to stay within our projected budget items. We have allocated additional money each year to fix these leaks. The unpredictability of these leaks has created a cost, since 2012, to the HOA of \$52,135.00

Last year we were not able to accomplish many projects, as we did not have the budgeted funds. Our snow removal costs were unpredictably high. The complex asphalt is in need of preventative maintenance. We were able to at least seal the big cracks and repaint the parking lines and speed bumps. The entire complex should be resealed. There has not been the budget for this large expenditure.

Item #7 Additional Homeowner Comments and Questions:

A question was asked by a homeowner about a tree root lifting the sidewalk. The homeowner was asked to fill out a "Maintenance Request Form" regarding this issue. The homeowner advised she did and it was acknowledged it was indeed on file. Health and safety are always a first concern on this property. Michael advised when he first took over they ground down cement, removed and re-poured sections of sidewalks. They also regularly go though and mark and grind down uneven sidewalks.

The dryer vent cleaning of 40 units, by DaVine was completed. The homeowner paid the cost of \$17. We will try to have this offered again this year. It would benefit more homeowners to participate.

A question was asked if a "Bulk Rate Fireplace" cleaning could be done. This would be at the cost of the homeowner. This will be explored this year, by Pro-Management.

Another homeowner asked about getting the fire extinguishers recharged. The HOA does not offer that service. This service is very reasonable in cost. If you would like this done you can go to Oxarc (1-800-765-9055). They are located by Costco.

As part of a health and safety reminder, change your furnace filter, smoke alarm detector batteries. If you have a fireplace in your home, please remember to include a Carbon Monoxide detector. It is good to check and replace on a regular schedule.

It was also mentioned an e-mail will be sent to all homeowners to vote for the present HOA Board of Directors. This is necessary because we only had about 16 homeowners present and we need 25 votes for a quorum for the HOA Board to be re-elected.

Also, it was asked for folks to think about joining the HOA Board. We welcome folks to become involved in our community.

Michael advised with the recent snow falls, the sidewalks were cleared, roads plowed and ice melt put on sidewalks. A homeowner advised the drive way by the HOA Office was very icy. Michael placed a call for 10 bags of ice melt to be put around this driveway entrance the next day.

Meeting closed: 810 p.m.