

Woodbine HOA Board Meeting Minutes
From Thursday May 31, 2018

Attendees: Ed Barrett, Lorraine Baird, Barbara Hatcher, Jeremy Almeida, Dana Sheffield and Michael Marchese, representing S-Pro Management

Item # 1: Call to Order. The meeting was called to order at 6:45 p.m.

Item # 2: Approve previous last HOA Board Meeting Minutes -(reaffirm previous e-mail approval)

Barb made a motion to approve the last meeting minutes. Jeremy seconded the motion. All approved. Meeting Minutes approved as written.

Item # 3: Homeowner issues or input if attending meeting (if any).

- No homeowners have requested to attend this meeting with a topic to discuss
- Condo # 60 patio expansion request -

The owner of Condo # 60 submitted a request to expand their patio. After the close of the meeting Michael, Lorraine, Dana and Jeremy walked down to look at the requested patio expansion. As Pro Maintenance was requested do the work, all the present board members were in agreement to this upgrade. The diagram this homeowner submitted explained their request.

- Condo #50 Landscape Project

We discussed taking out more of the over mature shrubbery around Unit #50. There is shrubbery by the fire hydrant and the tall, dead in many places, shrubbery at the end of the stairs by Unit #50's front door. The replanting/replacing of these over mature shrubs is what creates the budget impact

The HOA Board determined Pro Management will ONLY plant our homeowners' plants if they purchase them, with no specific allocated funds, and with no guarantee of the plants survival. This is how it has been done in the past with a different few requests; we did not fund any major overhauls requests. Any remaining landscape issues will be discussed and approved on a case by case basis.

This very large landscape project was also viewed by Michael, Lorraine, Dana and Jeremy after the Board Meeting. With Board approval, the homeowner had all the over-mature and overgrown shrubbery removed at the owners personal cost of \$500. Her plan is to "river rock" this entire corner. Lorraine asked some "greenery/ground cover" be planted among the river rock. Lorraine also discussed the irrigation. Michael also suggested we ask this homeowner to put down "weed barrier" that can be purchased at Costco, before placing the rest of the river rock. The homeowner has started planting with 2 hostas and 2 lily plants by her entrance door. This homeowner told Lorraine and Dana she was planning to have this river rock project done by the end of summer. Michael thought this project was too big and would take too long, a lesson for the future.

Item #4: Winter Newsletter Feedback – if any

All agreed a nice job was done on this Newsletter! Thanks Michael!

A brief discussion took place about “smokers’ ashtrays.” Ed checked on Amazon and they cost about \$20. This could be an option to offer smokers in the newsletter. The homeowner/smoker would have to pay for the cost of this ashtray.

Item #5: Lakewood Park HOA Settlement Report

Our demands have been met and this matter is now settled.

Barb would like a map showing all the parks, along with a list of all our Lakewood Park entitlements and rights listed and placed in our newsletter.

Item #6: Water Leak Update

- L Bldg. Completed
- E-50 Bldg Insurance Claim - This leak is one of our two budgeted Insurance claims, as there was inside water flooding damage.
- H-85 In Progress
- B Sidewalk (5/29-30) This was done in house and got fixed.
- C Bldg. Yard Drain (5/30)

After the close of the meeting Michael, Lorraine, Dana and Jeremy walked the property to view the “leak repairs in process.” As we walked the property, we discussed how many of the buildings have “over mature shrubbery.” There are some buildings that there have trees with “sprouts” growing between the shrubs and trees that looks unsightly. We discussed the aging, overgrown shrubs and Michael advised the major re-landscaping costs are the purchase of replacement plants and shrubs.

Michael advised on about half of the building water turn off’s have been located. He is in the process of locating the rest.

Michael discussed the difficulty of budgeting for the unpredictable water leaks. As these leaks seem to increase each year, he indicated that there is no line item in the budget to address the cost but rather we expense the leaks in the Capital Improvements section of the financials, which is paid for out of the reserves. We did increase the amount we put in reserves this year to \$4000 per month which in effect means that Reserves will increase by \$48,000 this year **minus any expense on main line leaks.** We pay for the leaks from reserves. This was a board agreed to budget strategy when preparing the 2018 budget. There is no insurance available to cover water leaks. Replacing all the plumbing on the property is cost prohibitive.

Item #7: 2018 YTD Financials – questions or discussions

No questions or discussions regarding the 2018 YTD Financials.

Item #8: Other Items as the board might wish to discuss

The “city water leaking” HOA Car Wash by building G was discussed. We asked the sign and water pipe for the car wash be removed. There is another car wash at the apartment end of the property.

Michael discussed the “long range budget planning” of re-plastering the pool.

There is also presently a problem with the booster pump on the spa. This needs replacement as this pump is not working. This is not a costly repair.

Michael also discussed the pool pump heater is presently “electric” and not gas powered. Two years ago, a gas line was routed to the pump equipment area when the clubhouse air conditioner failed and was replaced with a gas-powered air conditioner. Gas is more energy efficient over electric. Ed recommends we replace the pool pump heater to gas when it fails.

Michael advised routine maintenance is done on Monday, Wednesday, and Friday. The area around the dumpsters is cleaned, the pool is cleaned, and the chairs are straightened. An “automatic fish feeder” was installed in the aquarium in the club house.

Michael is installing a “drip irrigation” system for the plants surrounding the pool for automatic watering.

Barbara requests a thermometer be put into the spa to check the temperature in the spa daily.

Michael advised the Cable cost is going up \$1 a unit, per month or \$12 per year, per unit. We have 163 units here at Woodbine.

The Woodbine HOA Board Meetings are usually held each quarter, unless special meetings are needed.

Meeting adjourned at 8:10 p.m.

The next HOA Board Meeting is scheduled for Thursday, August 30th, 2018 at 6:30 p.m.

No Semi-Annual Board Meeting will be scheduled this year, due to such poor attendance (6 homeowners) at last year’s Semi-Annual Board Meeting.

The “Budget Review” HOA Board Meeting will be held November 29, 2018 at 6:30 p.m.