

Woodbine HOA Board Meeting Minutes

December 5, 2018

6:30 p.m.

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

Call to Order: The HOA Board Meeting was called to order by Ed at 6:35 p.m.

Approve previous meeting minutes of 8/30/18 (Re-affirm previous e-mail approval for the record.)

A motion to approve the HOA Board Meeting Minutes from 8/30/18 was made by Barbara Hatcher. The motion was seconded by Jeremy Almeida. All voted to approve, and no one was opposed. Motion carried and the HOA Board Meeting Minutes of 8/30/18 was approved.

The Spa:

The spa is now open and resurfaced at a cost of \$4,600.00 (\$The heater from the pool has not been switched to heat the spa. New jets have been ordered for the spa to better direct water. The hand rail to enter the spa has been secured. It was mentioned the spa was cool and the homeowner went to the other spa. Also, this same homeowner mentioned this spa bottom felt "slippery." This will be further investigated.

Barb asked a "group e-mail" be sent when the spa heater has been switched.

Holiday Decorations:

Everyone was complimenting on the indoor and outdoor holiday decorations. We feel these are the best decorations have ever looked!

Homeowner issues or input if attending meeting

- No homeowners have requested to attend this meeting with a topic to discuss
- Condo # 50 landscape project update - new request

The homeowner has requested, by e-mail, no more HOA planting be done around her unit. A motion was made by Lorraine to put weed barrier and large bark in the area above the new grass in the corner where weeds are sprouting, and several grasses were planted by the HOA pond side of Unit #50. The motion was seconded by Ed and approved by all. No one was opposed. Motion carried.

Lorraine stated we do all improvements very well and at a high standard to add value to the entire property. She wants any improvements we do, to be done right!

Fall Newsletter - any comments?

We all agreed the Newsletter was well done! Thanks Michael!

Painting Warrantee Update

A letter to Collins Brothers Painting, LLC from Belnap Legal, PLLC was sent regarding a breach of the 2-year paint warranty contract. They did not do any of the "touch up/paint failure" on the property this 2018 year, per our contract. We did call Collins Brothers Painting on October 25, 2018 and ask for our painting contract to be completed. They did not have anyone available. We have asked they extend our warranty to be completed by March 31, 2019. The letter was delivered, and we are waiting for a response by December 15th from Collins Brothers Painting.

Landscape Update:

- 2018 tree trimming update - \$5752 spent vs. \$4600 ytd budget/ costs were reduced with ~~in~~-house branch removal vs tree company rates. It was important to trim all branches off the roofs before winter to protect the shingles, hence the over-budget costs.

Michael shared a "Woodbine Map" marked with the trees that he had trimmed. In some areas, he just asked the branches **to** be piled. In a cost savings endeavor, his crew would then take the branches to the dump.

Michael suggested we stop by Unit- F62 to view the rock. This is by pond 3. Michael also discussed the removal of 2 stumps at the end of this building for \$180. This allowed the planting of some of the 40 greatly price reduced grasses found at the end of season. We asked for careful planting of these new plants.

Rain Gutter Cleaning Progress Update:

Michael advised his folks cleaned out 2/3 of the rain gutters. The cleaning of the gutters on the 1-2 story buildings has been done. These are buildings his folks can manage safely with ladders. The 3 story buildings are not done and will have to be contracted out to a company with high building capabilities.

Dryer Vent Cleaning was discussed. If we can have 15 Homeowners sign up for this service, dryer vents can be cleaned again for the same price as last year. Our insurance recommends this be service be performed yearly. We need to take our checks to Renee.

Chimney Cleaning can be arranged at a reduced group rate if we get enough homeowners to sign up.

Water Leak History:

Woodbine has experienced 31 water leaks since 2018 with a cost of \$77,735.

The "piece meal water leak repairs" were discussed. We are asking Michael to get bids to replace the water pipes on the entire property. The cheapest and most efficient repair is done by "sleeving" these failing water pipes. This is a very large project and will take a large company to complete. Woodbine is made of 18 buildings. If we replace the pipes in 6 building a year, this

will be a 3-year project. Ed will contact Kenny Calking with Cloverdale Plumbing to see if they will bid this "re-piping" project.

Michael is hoping to have some "re-piping" information ready to present for the next Annual Woodbine HOA Meeting.

Michael advised they have located all the "water turn off" for all buildings except 3. Ed also advised we should contact Suez water to see if they have some plans as to where the "water turn off" for the last 3 buildings is located.

2018 YTD Financials -Questions or Discussion

Budget overages discussed

water leak repairs out of reserves vs. \$4K mo. =\$48K yr.

Reserves for 2018 = \$44k saved thru Nov. vs. \$39,691 spent on leaks

There were no questions or disagreements on the Financials.

Budget Discussion

Dues Increase

Expense categories

Discretionary Funds

Reserve Account vs. Plumbing Leaks

We briefly discussed our budget. We will have a very limited "discretionary funds account" compared to last year. The reserve account isn't increasing very much due to the water leaks.

Per our HOA By-Laws, the HOA Board may need to vote in person for a dues increase, unless a procedural amendment can be adopted. These by-laws were written well before the computer age.

A motion to increase the Woodbine HOA dues by 5% in 2019 was made by Jeremy. A second to that motion was made by Ed. All approved. No opposed, although let it be noted that continued annual increases are a concern of the Board.

It was discussed the property values have gone up 20%.

The meeting closed at 8:18 p.m.

The next HOA Board Meeting will be Thursday February 21, 2019 at 6:30 p.m.

The next Annual HOA Meeting will be Thursday, February 28, 2019 at 6:30 p.m.