

## Woodbine HOA Board Meeting Minutes

December 5, 2019

6:30 p.m.

Attendees: Michael Marchese, Ed Barrett, Barbara Hatcher, Lorraine Baird, Dave Donnelly, Dana Sheffield, Jeremy Almeida (arrived at 7:12 p.m.)

Meeting Called to Order: By Ed Barrett at 6:30 p.m. and a quorum is established.

Approve Previous Meeting Minutes: A motion was made by Barb to approve the previous meeting minutes. A second to this motion was made by Dave. All voted in favor for the approval of these meeting minutes. No one was opposed.

### Homeowner Issues:

A homeowner submitted an e-mail list of concerns regarding the property. Michael advised he would help Randi prepare a response to this homeowner's concerns.

We also discussed if any homeowner has any need for "HOA Responsible repairs," a form can be submitted to Randi. Michael also stated when a home is sold and there are HOA responsible repairs, a copy of the Home Inspection Report is submitted to Pro-Management and these requested repairs need to be approved if the HOA is going to pay.

A homeowner sent a note about the additional hours our HOA Office Manager is now in the office and available. This homeowner felt we are now paying more for someone to manage the same property. The HOA Board voted to have this new manager work a 40-hour, full time week for the 5 years the special assessment is in place. The additional hours are for our HOA Property Manager to be present and available for the additional issues and bookkeeping needed for the re-plumbing project. Michael indicated that he was working on some efficiencies that may reduce the required new office hours. He will report on the progress of this approach soon.

A homeowner also wants to know the sequence of the buildings to be repiped. The HOA Board chose to start with the first buildings built and work through order of completion. By the time we reach Phase 4 we are hoping to put new water lines in a building per month. This will take 7-8 months if we don't have to stop for snow.

We will be putting new water lines next in Bldg. G. We have ANOTHER water leak in this building. Next, we will begin completion in Bldg. L. We recently experienced another water leak there as well and we have already repaired several in this building. The completion of Building L will be simple to complete because of prior work done and should eliminate more leaks.

## Update on Replumbing Project:

Possible Additional Financing: Michael discussed the use of our \$200,000 Credit Line; so far, we have used \$91,695 on main line replacement for bldgs. K, J and I. Michael has kept the withdrawals from our Mountain West credit line matching with the bills from Cloverdale Plumbing. This keeps the transactions simple and transparent as the bill is submitted from Cloverdale Plumbing and then the exact amount is paid from the Mountain West credit line.

Ed and Michael met with Mountain West yesterday to discuss extending our credit line to get an additional \$250,000. This will allow Cloverdale Plumbing to accelerate the completion of this project. With this additional funding, Cloverdale can go from the completion of one building immediately to the next. Michael and Ed, along with Mountain West Bank, are very optimistic for this approval in January.

Buildings K, I, J, G and L will be complete with our current credit line. This leaves 9 buildings to be done with the additional funds. We are hoping one building a month will be replumbed and we can be probably complete by the end of 2020 barring any major issues. By moving immediately from one building to the next, we are hoping to save in expenses and save especially in repairs and sewer costs, due to water leaks.

Although there are 18 total buildings in Woodbine, (17 plus the clubhouse), at this time we are considering not replumbing the clubhouse or the R /T/ U buildings where we have never had a problem, and where we think the plumbing might be different than other buildings constructed prior to Phase 5 (R/T/U).

Clarification: 18 total buildings minus I/J/K/G (almost complete) = 14 left... minus the clubhouse and R/T/U = 10 left to replumb out of our new credit line and supplemented by special assessment collections of \$8965 per month.

## Special Assessment receipts and disbursements:

Michael shared a document discussing the details of the repairs, costs and disbursements of this replumbing project to date.

The delinquencies were discussed. We have 4 homeowners who have not paid anything towards this special assessment. We have a monthly payment of \$8,400 to pay for the use of our credit line.

Michael also discussed the bill from Cloverdale Plumbing for Bldg. I. He reminded us, Cloverdale Plumbing has bid our project on a time and material basis. Michael is hoping to use more of our in-house labor versus the \$76 per hour labor charge for Cloverdale Plumbing helper.

Each building has to be City of Boise Building Permitted. We can only fix one building per permit.

Michael will meet with Mark from Cloverdale and also requested to meet with the Boise City Sewer folks to see if there are any problems.

The HOA Board members thanked Ed and Michael for going to Mountain West Bank to see about extending our credit line to complete this project in a timelier and cost-efficient manner. The sooner the job is done, the less water we will be losing, and hence the sewer bill will be lower. Also, some of the administrative costs of managing the overall plumbing project will be reduced when it is done.

Cloverdale is working to complete Bldg. G and will then move to Bldg. L. The "car wash" line which was leaking and shutoff, will also be replaced by boring under the asphalt and will once again be functional.

The cement and asphalt company will be coming next week to pour the sidewalks and repair the asphalt along Bldgs. I & J.

There is a problem with cement setting up in cold weather. A concrete company called "Mr. Mudd" was hired to re-pour a large amount of sidewalk along the side of Pond 1. They come on site and mix the concrete to set in cold temperatures. They can mix it "hot" to set fast in cold weather. Cloverdale Plumbing recommended Mr. Mudd, as well as, an asphalt company we will use to work in this cold weather.

The replacement of the landscaping will be discussed in the spring. A question was asked if Michael could work with a nursery to establish a discount to any homeowner from Woodbine who wanted to purchase plants. Michael agreed to try.

#### 2020 Draft Budget Discussion:

Michael let us know he is changing all of the Woodbine Banking accounts from Wells Fargo to Mountain West. Mountain West will provide a "Check Reader." Michael is hopeful there will be a time savings from "making copies and running to the bank for deposits," with this service.

The many duties of Randi and this water project were briefly discussed. A request was made by the HOA Board to have a job description of Rand's duties. We are asking for a break out of duties between the Water Project and the HOA Duties. Michael advised having this water project taking place, is like having another Building complex to manage.

Michael gave each HOA Board Member a copy of the 2020 Woodbine Budget Draft. The Woodbine homeowners have requested there be no dues increase until the replumbing project was complete. We can only work from year-to-year for budgeting. This year the HOA Board has been very concerned there NOT be a raise in our HOA Dues.

Michael reviewed the 2020 Woodbine HOA Budget, line by line and prepared a document reflecting a dues increase from 0% increase to a 5% increase. The 0% increase left the HOA with approximately \$2,000 SHORT in meeting our annual budget. A HOA Board member suggested taking a little money from several budget areas to make up this shortage, for this year and NOT RAISE THE HOA DUES.

In our next HOA Newsletter Michael will advise homeowners of the increase to our operational expenses, due to cable service increases. And it will be announced that the HOA Board agreed to absorb that cost increase by cutting other expenses such as tree trimming, rain gutter servicing, etc.

Jeremy made a motion to approve the 2020 Budget with adjustments to absorb the \$2000 shortfall caused by having no dues increase for 2020. A second to this motion was made by Lorraine. All voted yes. The motion is carried. The approval of this motion means there will NOT be a raise in our 2020 HOA Dues.

Jeremy advised his unit was sold and will close on January 3<sup>rd</sup>, 2020. He will be resigning the Woodbine HOA Board. We all thanked Jeremy for all his help and service while living here at Woodbine. We wish him great success in his future.

We also reviewed the October 2019 Financials. There were no questions and all looked good.

The Meeting adjourned at 8:45 p.m.

The next Woodbine HOA Board Meeting will be on February 20, 2020 at 6:30 p.m. in order to prepare for the Annual meeting the following week. The Annual Woodbine HOA Meeting will be on February 27, 2020 at 6:30 p.m.

Addendum:

The homeowner from Unit #74 was using the washer and dryer and passed by our meeting. This is the homeowner the HOA took to court because he has not kept his cats inside. The HOA has documented these cats are a public nuisance. The homeowner advised he now has a court appointed attorney. His pre-trial conference is set for Friday, December 27<sup>th</sup>. The homeowner was advised by his attorney he needs to show "hard core evidence" he is actually doing something to make improvements to keep the cats inside.

This homeowner advised he wants to get to Home Depot to purchase 2 screen doors. Michael offered his assistance, however, the homeowner declined. The homeowner advised his roommate needs constant fresh air and keeps the doors open. At least, this homeowner has replaced the window screen one of the cats would enter and exit from. The cats are still seen outside by themselves and not on any type of leash.