

Woodbine 2020 Annual Homeowners Meeting Minutes
Meeting Held: February 27, 2020 At the Clubhouse at 6:30 p.m.

Attendees: Ed Barrett, Barbara Hatcher, Lorraine Barrett, David Donnelly, Dana Sheffield representing Woodbine HOA Board of Directors and Michael Marchese, Shelly McMahan and Randi D'Andrea representing Pro-Management

AGENDA

1. Open the meeting and establish a quorum

The Woodbine Annual 2020 Homeowners Meeting opened and a quorum was established at 6:32 p.m.

Ed introduced Randi D'Andrea, our new on site Woodbine Office Manager and then each of the HOA Board Members introduced themselves. Michael introduced himself as our Property Manager and then introduced Shelly McMahan, his long time assistant. Michael made a point of letting all the homeowners know of our website. All of our financial information, as well as, meeting minutes, newsletters, the Woodbine 2020 Budget and the re-plumbing updates are posted there.

We then went around the room and asked the homeowners to introduce themselves and the unit they resided in. With these introductions we found we have many new residents. The attendees all filled out a sign-in sheet.

2. Formal approval of 2019 Annual Woodbine HOA Meeting Minutes - now posted on the website.

A motion to approve the 2019 Annual Woodbine HOA Meeting Minutes was made by the resident of Unit #37. A second of this motion was made by homeowner of Unit #93. All present were in favor. No one disapproved. The 2019 Annual Woodbine HOA Minutes were approved.

3. Election or Re-election of HOA Board Members - nominees

- a. Legally 3 Board Members are required: currently there are 5 Board Members
 - i. Article IV, Section 2 of the HOA Bylaws

Ed asked if there was anyone interested in serving on our HOA Board of Directors. A question was asked about how much time was involved with this volunteer position. There are a few meetings a year when the HOA Board meets. Last year there were a few more meetings, as we were trying to get the re-plumbing of the property approved. Many of the HOA issues are presented and handled by e-mail. Kris Hartung, a new resident, in Unit # 1 volunteered to be on the board.

4. Financial Overview

- a. HOA Dues and delinquency
- b. 2019 Income/Expense summary
- c. 2020 Budget (posted on website)

Barbara gave a brief overview of our HOA dues and Special Assessment delinquency. There is one homeowner who will not pay the \$55.00 monthly assessment for the re-plumbing of the water lines. This property will have a lien filed against it. The homeowner will not be able to sell or refinance without this assessment being paid. There is also a homeowner quite delinquent with his regular HOA dues and small claims court will once again be filed. His wages will be garnished. This is an ongoing situation with this homeowner.

The detailed financial and 2020 budget information is posted on the website.

5. Update on the Re-plumbing Project

- a. Re-Landscaping Needs

Michael presented an overview of our water leak issues that lead to re-plumbing the entire properties water lines, as we have many new residents at this meeting.

We have 18 buildings in our HOA. At this time we are expecting we will not need to re-plumb buildings R, T, U and the HOA Office/Clubhouse Building. These buildings were built later and the water lines were installed differently. No water leaks have been found in any of these buildings.

This takes our building count from 18 down to 14. We have finished re-plumbing 5 and half buildings - Buildings F, K, J, I, G, and $\frac{1}{2}$ of L. This property was built in 5 phases around the Clubhouse Center, which is a common practice. We wanted to re-plumb the water lines from the oldest to the newest. We have jumped out of sequence because of water leaks. For example in Building G, 6 unknown water leaks were found. Another water leak in Building H has been discovered and this will be the next building we will re-plumb.

If we can stop the water leaks, we can stop the "bleeding of the sewer costs." We are not removing the old main line. We are putting in new main lines in a bed of sand and covering with more sand. Some branch lines have been replaced due to leaks. In some branch lines the new lines are "threaded into the old lines." We do run into problems when there are old repairs and roots. Cloverdale has also brought in water excavation to assist in difficult areas.

There was a water leak by Pond 2 and Bldg. B. A company that uses a boring machine was used to install a new main water line. This was cost savings as no cement was removed to install this new water line.

We have 8 buildings left to do. We are hoping to now complete 1 building a month. We are hoping to be done by the end of the year. We have a 1 year 5% interest only rate. That is why we are trying to complete this project by the end of the year. We have borrowed enough money to do this project.

The owner of Cloverdale Plumbing walked the entire property and measured each building to bid this job. Cloverdale Plumbing bid this job on time and materials only and gave us their estimate for each building. They have run a little over their estimate on each building. There have been unforeseen problems and issues. There was no other company we contacted that would consider this job or even bid it!

The \$55 monthly assessment is put into a separate account. This account covers administrative costs as well as other costs related to the re-plumbing.

Right now our water/sewer is 23% of our total expenditures. Inez water raised their rate 9% two years ago and last year they raised their rate another 5%.

Last year \$14,000 of the water bill was "going down the drain, with leaks." The sooner we can complete this project and stop all leaks, the better for our whole complex.

We did go to Mountain West Bank again and ask for additional credit, to raise our credit line to \$450,000. Our loan is secured with our HOA incoming dues. We have spent \$180,000 on the first 5.5 buildings, with 8 more to go. We are trying to stop the bleeding of water by eliminating leaks. We are aiming to get back on financial track so we can address the issues of our 30 year old leaking/dripping gutters and cracking asphalt with pot holes coming.

This year, as there was no dues increase, we are on a real skinny and tight budget. Areas like tree trimming have been cut.

We presently have about \$70,000.00 in reserves. Last year we made no real gain in reserves, due to repairing water leaks, replacing the treadmill, the pool and spa heaters and spa cover. As we could not budget for the increasing water leaks, we were putting \$4,000.00 per month in the reserves. With increased number of water leaks, we paid for the water leak repairs from the reserves. In order to have no dues increase this year, we lowered our reserve account contribution to \$3,300. Per month.

To replace the landscape in the re-plumbed buildings, there is a suggestion to use \$3,000 per month of the allocated reserve account money to carefully purchase plants for re-landscaping. We have already hired a landscape architect to give us plant suggestions.

A suggestion was made if anyone had specific plants they would like to see planted, perhaps they would purchase the plants or contribute financially to assist with the landscape of their building. The planting can't actually begin until the irrigation lines are checked. There may have been undetected cut irrigation lines with the re-plumbing of these buildings. Also, some of the shrubs removed on these re-plumbed buildings were overly mature and straggly.

The landscaping done by a homeowner in Building G was mentioned. This homeowner has worked to personally purchase plants, flowers and grass to make this landscaping of this building so very beautiful.

Michael said he is looking for people to work on this project. Cloverdale Plumbing charges \$74 per hour for his helpers. Our in house workers can dig ditches, move sand, prepare for cement and asphalt and help prepare when the building will get new water lines at a much reduced cost. With the plumber we are charged \$125 per hour. With this mild winter we have been able to pour concrete. We do need some asphalt replacement, but no asphalt folks work in the winter. Our in house folks reassign parking places, cut the cement and asphalt so the re-plumbing can begin.

A homeowner asked how close we have come with the estimates Cloverdale plumbing provided to the cost of actual completion. At this time, we are running a little over for each building.

A question was asked about Buildings R, T & U and with Building U showing high water usage. This building has a different water pipe layout than the other end of the property. We will make sure there are no problems or leaks with these buildings. If there is a problem we will fix it.

The location and setting here at Woodbine is so tranquil and pretty, when we do a repair, we want to do everything right to continue to add value to this picturesque property.

A question was asked who is responsible for the landscaping on this property. The HOA is responsible.

6. Future capital improvement needed (2021/22?)

- a. Asphalt
- b. Rain Gutters

- a. The large cracks in the asphalt on the property were sealed a couple of years ago. There are large areas of "alligator cracking" around the property. Some of these areas are weakening and pot holes are beginning to form. The idea situation would be to repair and resurface the entire property. We did discuss some asphalt repairs to be done in 2019, but the tread mill, aging pool and spa heater equipment was updated and replaced instead.

- b. The gutters on this 30 year old property are showing their age. There are leaks on the corners where the water is running onto the sidewalks and freezing. There is also wood rot at these corners.

These two needed repairs and replacements were briefly discussed. It is estimated each project will cost about \$100,000.

7. Homeowner comments and questions:

A homeowner asked about the 5-year end of the re-plumbing project. She said she did the math and this project wouldn't be paid off in 5 years. Michael advised this is a very fluid project. We are hoping to be able to complete payment of this project with-in the estimated 5 years.

A homeowner asked how many more buildings we have yet to complete. We have 6 buildings done with 8 left to do. We are estimating the cost to be about \$40,000.00 per remaining building.

A question was asked if we have seen any reductions in our water bills. Michael advised he is working to do a complete water usage audit. He has all the information but it will take time to pull the water usage from each building. We are billed by Suez water for each building.

A homeowner asked if we could work out any payment plan with Cloverdale Plumbing. We did ask Cloverdale that question and they are not in a financial position to carry the debt of our project. We are billed "time and material" with Cloverdale. Our agreement with Mountain West Bank is an unsecured loan with a 5% interest rate to be paid in 6 years. The security for this loan is our HOA Dues.

A homeowner asked if the \$70,000.00 we have in reserves was a low amount. The answer is yes. This is low and should be higher. As we did not raise dues in 2020 we are pulling from reserves. Over the years, we have taken \$80,000.00 from our reserves to repair the water leaks.

A question was asked about the "Washer and Dryer Survey" and what it showed. The votes submitted, reflected NOT replacing the washers and dryers. Michael advised he was told by our repair service, the washers and dryers were so old the repair parts are obsolete. He has a new Maintenance Supervisor and he has a background in appliance repair. He was able to locate the needed parts. They are now repaired and working. Michael mentioned all the HOA units have a washer and dryer hook ups. There are used cost efficient appliances readily available for purchase. One homeowner said she uses her washer and dryer area for storage.

A homeowner mentioned she purchased her home here at Woodbine because of the spa! She is finding the poorly functioning spa a "pet peeve." The spa has been out of service quite a bit over the last 5 years. This was mostly due to leaks. Last year we repaired another leak and had the spa resurfaced. The spa repair company took a very long time to complete this project.

Folks voiced their difficulty in managing to move the new spa cover to find the spa water temperature too low! They are saying the cover is very heavy and they do not like shoving the new spa cover over the cement. They are worried it will wear the bottom of the cover. They also advised it was difficult to put the plastic cover under the heavy cover. Michael advised he thought the extra layer would add to maintaining a nice warm spa water temperature.

A water temperature gauge for the spa water was requested. The spa temperature is very inconsistent. It was asked if there was any way Randi could check the spa water temperature each day.

Michael did discuss having a new heater for this spa. He advised there is a pool company that services the spa. The homeowners are asking for a warmer and more consistent spa temperature.

Another question was asked if there are Air B&B's on the Woodbine property. The answer is yes there are. Short term rentals are a business. The State of Idaho has said we can not regulate Air B&B's. If there is a problem with the renters of an Air B&B, Michael advised just call the police. Also, let Randi know so she can contact the homeowner.

A homeowner asked when the "dirt trench" (from the re-plumbing) in front of Building G will get new asphalt. She advised she is really tracking this dirt into her car and home. (The asphalt was cut away so the new water lines could be put down.) Michael advised the asphalt companies are closed for the winter. We will call them as soon as they open up for business. The cost of this new asphalt is covered under our \$55.00 per month water re-plumbing assessment.

The next question is about the cat urine/feces in the landscaping of Building G. The homeowner advised there are huge mounds of feces and the odor is horrific. Also it is very expensive to remove the "dirty" bark and dirt below. This homeowner is doing the work and covering the costs of this problem. The HOA is equally frustrated, as the homeowner has been fined, we have bought cat trap cages, talked to animal control, spent money on attorney fees and gone to court. The cats are still seen around the property. The homeowner leaves doors and a window open so the cats come and go at will.

Another resident of this building said her son is having breathing difficulties due his allergenic reactions to the smell of cat urine and feces at her front door.

We will contact the health department and animal control. A board member has asked a meeting be called to discuss our options regarding this costly, offensive cat urine/feces issue.

A homeowner advised she has packages delivered all the time and has no problems. She was wondering if there was any type of problems with other residents on the property with package delivery or even a problem with bikes going missing. A board member mentioned, once the "renter" living next door moved, she no longer had missing packages. No one was aware of any problems with either.

The meeting adjourned at 8:04 p.m.