

Minutes of the Woodbine HOA Board Meeting (via email) Starting on November 27, 2020

- **Call to Order – establish a quorum and record of those present**

As this was an electronic distanced meeting, all board members were “present” with their responses and dialogue

Attendees: Ed Barrett, Lorraine Baird, Barbara Hatcher, David Donnelly, Kris Hartung, Dana Sheffield
Michael Marchese representing property management.

With all board members participating, a quorum was established

- **Approve previous meeting minutes - August 2020**

A majority of board members approved the August 2020 minutes

- **October 2020 Financials – questions or discussion**

There were no objections or inquiries about the financial statements that were distributed to all member. Accordingly, the October 2020 financials are approved.

- **2021 DRAFT Budget Proposal**

The Draft budget has been discussed with comments on these items:

1. The proposed dues increase of 5% was approved by 4 members, with 2 members suggesting a 3% increase. Given that there was a majority in consensus for 5%, we mailed out 5% dues increase letters on December 1st to be effective in January 2021.
2. The current budget has \$19,697 of estimated funds available for property repairs and improvements. This is after saving \$5000 per month into the Reserve Account vs. \$3300 in 2020; the Reserve Account will grow by \$60K in 2021 if we do not use it for other purposes. After paying for one of the replumbed buildings as agreed in the previous board meeting, our reserves will be down to about \$40K in December; at the end of next year it could be up to about 90K.
3. There has been some discussion of our Cable TV contract for discounted service (which could be discontinued if homeowners prefer), and negotiation of the dues we pay to Lakewood Master Association (previously attempted and failed in our efforts). We also have discovered that Suez Water is requesting up to a 23% increase in service costs that could take place in April; however, this is contingent upon approval by the public utilities commission and there is a good chance the entire requested increase will not be approved. In October 2020 the gas company raised rates by 3%.

Based on the above discussion and analysis, the 2021 Budget proposal was approved.

- **2021 Upgrade Projects / Capital Improvements**

1. There were also are some suggested improvement projects and repairs for Woodbine in the 2021 budget. Only a minimal amount of comment on these projects and priorities, if any. To get bids and economic analysis on each of these property needs would be very time consuming and laborious, hence a little more refinement and direction is appropriate.

2. Considering that if there are no major issues during 2021, we will have \$19,697 available and/or part of the \$60K of reserve savings that are expected to accrue over the year. The property/asset manager recommended that Woodbine not engage in any costly improvements until late spring or early summer; hence there is some time to make decisions on improvements.
3. There were several comments about the **dead, dying and overgrown hillside trees**. For the recent service across from the C bldg., we negotiated a \$1600 fee to Knapp Tree Trimming, a professional company with a long Boise history and the proper insurance as well as the right equipment. Great deal although we had them leave the branches and large trunks on the hillside; probably would have been double for chop up and haul away.
4. Our tree trimming budget for 2020 is \$6000 and with the recent service we have spent \$4388, or \$1612 less than scheduled. Our overall expenses through October are \$969 under budget (partly due to being under budget on the trees), but that could change in the next two months. These figures reflect only the operating expenses for Woodbine, not the Special Assessment re-plumbing project, which we will consider as a next topic.
5. Therefore, we could spend the rest of our 2020 budget (and some of 2021 because we can push some of the payment into January) for trees this month and focus on the hillside 'leaners'; there was a consensus to do so. To stretch our funds, I would still leave the chopped trees on the hillside for now; perhaps later we can do an in-house labor cleanup at a cheaper rate by renting our own equipment and hauling trailers to a dump right up the hill on Bergson.

- **Update on Replumbing Project**

1. A document entitled **Plumbing Analysis** was distributed to the Board as a final summary of the Cloverdale role in replumbing much of Woodbine. They completed work on 14 of our 18 buildings at this time; the clubhouse, R, T, and U have not shown any leak problems over the years so far and the financing we had available could not cover the cost of replumbing these buildings. If in the future there develops a problem, we now have the expertise to address it in a comprehensive manner. The entire Woodbine Condominium homeownership has benefitted from the replumbing that was completed because the HOA dues from all homeowners were contributing to the cost of repairs for main line leaks wherever they occurred, and the lower water/sewer costs will also affect property economic operations. Future condo sales can reference the work done rather than having to disclose that the property has major leak issues.
2. Cloverdale estimated that these 14 buildings would cost about \$534,451 based on one of the Cloverdale owners personally inspecting each building and proposing a plan to complete the job with the most efficiency. A copy of their original proposal (**Cloverdale Plumbing Cost Analysis**) is attached above which includes a scope of work description and a building-by-building cost analysis. The scope of work includes many basic labor elements of the job that were delegated to Pro Maintenance personnel to cut costs and/or stay within the "budget" as soft as it was. Cloverdale plumbing charges \$124/hour for their journeyman plumbers and \$76/hour for their apprentice and basic labor plumbers; Pro Maintenance is less than half the cost of the \$76 plumbers.

3. Note at the bottom of the *Plumbing Analysis* document it identifies the categories and amounts (\$115,527) paid from 9/2019 when the project began through 10/2020; there will also be some final in-house payments made in November and December as the labor and materials charges are received (est. \$5-10,000). This document also identifies that we will eventually pay Cloverdale \$527,534, and then you need to add in the Woodbine expenditures of \$115,527+ to get a final cost of the project.
4. The *Plumbing Analysis* report also identifies the variances on a building-by-building basis between the estimated cost and the actual charges; Green figures indicate where we came in under projections, and red figures identify where it was over what was estimated. Besides roots and rocks, each building presented its own challenges and where we could there was an employment of hydro-jetting and/or boring services, paid for out of the Cloverdale billings. There were only 4 buildings that came in significantly under the Cloverdale estimate and these can be attributed to the outside jetting or boring service. The excessive variances usually dealt with the condition of the old plumbing, mainly the valves, or trees, sidewalks, and landscape/patios obstructions.
5. We did our best to manage costs, challenged Cloverdale billings, and make decisions on the most economical yet professional way forward. You may note that Cloverdale projections were \$524,451 and yet we will only pay them \$527,534. Then we must consider the \$115,527 that was spent out of the special assessment dues that lowered their billings, which as noted above would have been much higher at the \$76 per hour rate. Additionally, Woodbine is using funds from the HOA reserve account to pay for at least 1 building in December - \$40,465 for D Bldg., leaving the C building still to pay for (\$34,442).

- **Special Assessment receipts and disbursements**

1. Funds to cover the replumbing have come partially from a \$450,000 loan from Mountain West Bank which was renegotiated twice. Our current interest rate is now 4.5% and we will only have to make interest payments (\$1659.84) on the loan until September of 2021. Then our principal and interest payments will be \$8389.57 for 5 more years until August 2026. In comparison, the scheduled Special Assessment dues each month are \$9075 (consider some delinquency), hence we will have a surplus for the first 8 months of 2021 which could be used to pay off the final Cloverdale bill.
2. Up to this time we have paid for the \$115,527 as it accrued out of Special Assessment collections. Starting in January 2021 our costs for the Pro Maintenance contributions will be basically eliminated since the project is complete and we are just paying off some straggling bills. We will still have some Special Assessments costs for accounting, dues collection, etc. this financial condition has been noted in two previous communications. A summary of the Special Assessments as of the end of October 2020 was distributed to the Board.

- **Covid Policies Fall/Winter**

- Amenities Closed until back to Phase 3
- Spa remains closed - this should include the inside sauna
- Winter office hours 9-5pm

There was consensus agreement among the Board members that these current management policies are reasonable and acceptable until the Covid virus climate changes for the better.

- **Homeowner issues if any**

It was reported that a homeowner was complaining about hearing the movement of the neighbor above their condo. It was also acknowledged that this is the nature of living in a tightly built community and not much can be done about it.

- **Annual Meeting and pre-Board meeting – last two weeks of February 2021**

It was discussed that at this time that the Annual meeting for homeowner be postponed until it is safe to gather in larger numbers. Perhaps in the spring with warmer weather a meeting could be held outside in the pool area for additional protections against the virus.

It will be important to keep homeowners informed of Woodbine conditions, maintenance events, and any other information relevant to the quality of life at the property.

- **Other Board topics**

It was noted that the property manager, Michael Marchese, is having knee replacement surgery on December 18th, a good time for such an event now that the replumbing is complete, winter is setting in, and the covid virus is starting to be addressed with vaccinations. Michael was appreciative of all the good wishes for a speedy and successful recovery.