

**Woodbine HOA Board Meeting Minutes for
November 11, 2021 6:30 p.m.**

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

1. Attendance documentation and quorum established: A quorum was established and the meeting was called to order at 6:56 p.m.
2. Formal approval of August 26, 2021 last HOA Board Meeting Minutes: A motion was made by Barbara to approve the August 26, 2021 HOA Board Meeting Minutes and seconded by Ed. All were in favor none were opposed. The August 26, 2021 HOA Board Meeting Minutes were approved.
3. Homeowners Presentations: Submitted by mail or email
 - a. 6' fence Bldg. U for ground patio units #185 and #186. These two units have parking lot facing patios in Bldg. U. All other building units face the park setting. There was a discussion regarding the lack of privacy for these homeowners. It was discussed a standard be established for consistency on the entire property for all 6' fencing installed or replaced. Fencing with the lattice on the top of these 6" fences is the new standard for Woodbine. Approval was granted for new 6' lattice topped fencing to be installed on the ground level patios for Units #185 and #186. The HOA Board would like both units to install this fencing at the same time, for consistency of appearance.
 - b. Fence questions from Unit #124. This homeowner thought the new lower level 4 foot tall fencing standard meant she had to lower or replace her present 6' fencing. This new standard for the lower level patios does not apply to units with existing 6' tall fencing.
 - c. 2nd. fine for Unit #22 -- \$100 fine to be sent to homeowner in Unit #22 by Lyman Belnap, our attorney to Unit #22's attorney. Every 30 days a violation will be sent to homeowner in Unit #22 by our attorney to document the legal thread of action.
 - d. "Excessive outdoor decoration" clarification request: Approve, edit, deny - Examples of "excessive outdoor decoration" may include, but not be limited to any fixed signage, banners or flags, (except the American flag with a size of 2'x4') which display a political, seasonal, sporting, environmental, religious, commercial/advertising, or personal message, etc. Unapproved decorations may include, but not be limited to, excessive lighting (especially blinking or flashing), a considerable number of ornaments either on the ground or hanging, any décor that creates sound or any kind of motion, or any kind of display that the HOA Board determines is offensive or violates the peaceful enjoyment of Woodbine for all

homeowners. These same guidelines apply to interior windows facing the Woodbine common area.

A motion was made by Dana to approve the wording for clarification of this Woodbine HOA Rule and Regulation. Ed seconded this motion. All approved of this wording. No one opposed. Michael advised he will be posting this change in the next newsletter.

4. Property Management company proposals-comparisons-decision

a. AMI

b. IAMS

Both of these property management companies were discussed. AMI is a very large company based in Meridian. IAMS is a smaller company based in Nampa. We did discuss strongly approving IAMS as it would offer a more personal service that we are used to dealing with Pro-Management. Should IAMS not be beneficial to Woodbine HOA, we can then decide to move to a larger management company. Both companies are in favor of using Pro-Management for our maintenance on the property. We also want to retain most vendors we are now using, as they also know the property. At this time, it was discussed the new property management company will continue to have an office manager on site for 15 hours a week. If our present Office Manager likes the new company, she will stay at Woodbine.

David, Ed and Michael will review both contract proposals and decide who will do the best job for Woodbine HOA. Some important information was received this evening from one of the companies. More information is needed from both companies. A decision will be decided by Thanksgiving.

5. Sparklight Status: A letter was e-mailed to all homeowners advising Sparklight would no longer service Woodbine HOA for Cable TV and email as of December 31. A reasonable bulk rate was offered to our HOA by Sparklight. It was discussed that 90+ of our homeowners already have internet service through Sparklight at a market rate of \$55 or more. A reduced bulk rate of \$23.30 will apply to all homeowners and be part of the monthly dues, just like the cancelled Cable One TV service was; homeowners now will be able to use the internet to sign up for any information or entertainment streaming they choose.

A motion to approve Sparklight was submitted by Lorraine, and seconded by Dana. All HOA Board members approved, and none opposed. The motion was carried. As this reduced rate would be of benefit to all the Woodbine homeowners, the HOA Board members agreed to take advantage of this high-speed internet bulk rate for the complex. It was discussed posting a notice on every door in the complex. Barb, Dana and Lorraine agreed to split up and post these notices.

6. Questions on Financials sent out on 11/21: We discussed the financials and agreed they looked great. No one had any questions.
7. 2022 Budget Questions:
 - a. Dues increase of 5% or ? A motion was made by Barbara to approve a dues increase of 5% for 2022. The motion was seconded by Dana. All approved. This difficult vote was approved due to the utilities for our property are all slated for a rate increase, inflation and living on an aging property.
 - b. Sparklight bulk internet decision; the income collected from homeowners will be a wash for the expense of the service, but it needs to be in the budget to track any delinquent dues payments which will affect the Sparklight payment. For the greater good of the Woodbine homeowners, it was agreed to take advantage of the Sparklight Bulk Rate.
 - c. New Property Management services have been chosen and the cost needs to go into the 2022 Budget; this proposal will ideally not include extra operational costs but rather just a fixed fee. Cheramy Krueger of Idaho Association Management Service (IMAS) was asked if she would be willing to give us a flat fee bid so we can compare "apples to apples." No reply yet.
 - d. Do we want an office presence in the future, and how many hours/days? Both companies indicated they would be fine to have Sherry in the office if the HOA Board wants this. Calculations need to take place for this cost. Sherry is \$16.00 per hour plus 20 percent (\$19.20) for overhead of taxes, insurance, vacation and other benefits. As stated above the HOA Board would like a part time Office Manager.

Projects for consideration for 2022 (mostly the same as last year potential projects)

- **Asphalt Repairs/ Replacement/Seal coat**
- **Rain Gutter/ downspout replacement**
- **Rebuild Trash dumpster enclosures**
- **Landscape upgrades (dead or dying junipers)**
- **Clubhouse wallpaper/ new carpet /window film/ torn couches**
- **Fencing around unsightly air conditioners and utility meters**

- **More tree trimming** -Lorraine expressed concern about removing the trees that pose a "life or death" situation. Michael advised he was not aware of any trees on the property in that category. The trees by the storage garage and along Federal Way were discussed. Ownership of this land was once again discussed. It appears this land and trees are part of our HOA. Michael advised he spoke with the new Woodbine Apartment owners and this property was not listed on their purchase agreement. The large amount of money spent on tree trimming was discussed.
- **Other: Ownership and Investment Property Owners**
A homeowner is concerned about the large number of Investment Property Owners here at Woodbine. He was hoping to restrict ownership to residential owners. Ed advised we can't restrict owners from selling to investors who will use the property for rentals or Air B &B's. However, the Board agreed to consider the input from homeowners on this matter and see what might could be done to improve the situation. Changing the CC&R's will require a 2/3 majority vote and it was acknowledged that it has always been very difficult to get a large group of homeowners to participate in HOA voting matters.

Ed made a motion to close the HOA Board Meeting. Dana seconded the motion. The meeting was closed and adjourned at 8:13 p.m.