



June 15, 2013

Dear Woodbine Homeowners,

Just a quick update on some of the progress and issues with the property:

1. If you were not aware, we now have **2 recycle dumpsters** – one by the sport court and the other by the car wash area. Originally we had one 6-yard bin in one location and now we have two 3-yard bins in two locations.
2. For those of you who use **the pool** we have been receiving some various complaints. Everyone should have seen the new Pool Rules sign that incorporated the several smaller signs that were previously posted and pretty faded out. Please take a minute to read these policies which we recreate here:

- *POOL HOURS: 10:00 AM TO 10:00 PM*
- *SWIM ATTIRE ONLY; NO NUDITY AND NO 'CUT OFF' PANTS IN THE POOL*
- *PLEASE CONSIDER OTHER AND CONTROL LOUD TALKING AND NOISE*
  
- *PRIVATE POOL FOR RESIDENTS AND 2 ACCOMPANIED GUESTS ONLY*
- *NO ONE UNDER 14 YEARS ALLOWED WITHOUT AN ADULT GUARDIAN*
- *NO PETS ALLOWED IN THE POOL AREA AT ANY TIME*
  
- *NO FOOD ALLOWED IN THE POOL ITSELF. PLEASE DISPOSE OF TRASH*
- *NO GLASS ITEMS OF ANY KIND IN THE POOL AREA*
- *NO SMOKING INSIDE THE POOL AREA FENCE*
  
- *NO SICKNESS, OPEN SORES, OR DIAPERS ALLOWED IN THE POOL*
- *NO BEHAVIOR THAT DISTURBS OTHER POOL VISITORS IS ACCEPTABLE*
- *GATE TO REMAIN CLOSED AT ALL TIMES; DO NOT EVER LEAVE OPEN*
  
- *NO LIFE GUARD ON DUTY*
- *SWIM AT YOUR OWN RISK*
- *NO DIVING: MAXIMUM DEPTH 5'*

We realize that most of this is common sense but we also have been asked to remind everyone to be considerate of others at the pool and also those who live around it. The most common complaints have been **people smoking inside the fence area, glass containers being brought in, an excess of guests, and food being consumed in the pool itself**. As an adult community we do not intend to stand as a guard over pool activities so please be mindful of the rules that have been established for the benefit of everyone. Thanks in advance for your cooperation.

3. We have had some requests to **upgrade the landscape areas** around some units; however this is not a current year priority with all the health and safety issues and deferred maintenance that is being addressed. On the other hand we are considering a plan that would allow homeowners to propose a landscape upgrade and request that the HOA pay for the labor while the homeowner pays for the plants and/or material.

This shared expense will be considered on a case by case scenario and will need to be initiated by the homeowner. Regarding ground cover we are using small black perma-bark that has already been introduced in some of the property; plant type needs to be proposed by the homeowner. If you would like to consider a shared cost upgrade to an area near your condo, please contact the management office to make a presentation.

4. Regarding **patios and balconies**, here are the guidelines in the Woodbine Rules and Regulations that have been receiving the most complaints from our inspections and from other homeowners:
- *Only outdoor furniture, barbeques, potted plants and bicycles may be placed on patios or balconies. Canvas, plastic, or other tarps are prohibited except for custom made covers for barbeques and other patio furniture. Excessive outdoor decoration must be removed upon HOA Board request.*
  - *Unit exteriors may not be altered without prior written consent from the Association's Board of Directors. No alterations to patio areas **(including privacy fencing)** whether common area or limited common area shall be allowed from original construction, except upon the written approval of the HOA Board of Directors or the Architectural Control Committee of the HOA*

Again as the property managers who represent the HOA Board we do not wish to be constantly giving citations or micro-managing the behavior of the homeowners at Woodbine. Rather we would request that any alterations to a balcony or patio area and any significant decorations or storage on in and around a condo be first presented to the management office which will approve, disapprove or take the matter up with the HOA Board as appropriate. Again, thanks for your cooperation.

#### 5. Progress Update on Woodbine Exterior Restoration

Below is a list of the various projects authorized by your HOA Board of Directors since December 2012

Project	Status
Sidewalk trip hazards	<b>DONE</b>
Tree trimming roof overhang branches	<b>DONE</b>
Clean leaves in gutters	1st floor <b>DONE</b> 2nd floor (in-house) - 4 bldg. to go (scheduled for June) 3rd floor (outside company) <b>DONE</b>
Gutter covers or inserts R/T/U buildings	<b>DONE</b>
Minor carport repairs	Summer project; partial completed
Building identification signage	<b>DONE</b>
Pond drain and dredge; fountain restoration	<b>DONE</b>
Laundry room folding table	<b>DONE</b>
Window blinds for entire clubhouse	<b>DONE</b>
Reroute clubhouse heating duct work	late Fall project
Sycamore tree trimming- C Bldg.	<b>DONE</b>
Dryer vent cleaning	<b>DONE</b>
Spa restoration	<b>DONE</b> except spa cover
Pool & Spa Security Camera and DVR upgrade	
Lockdown spa cover	
Backdoor clubhouse new lock and hours sign	
25 Sidewalk drainage issues/downspout relocation	
Restore and paint landscape berms	June project priority
9 stairways - power wash/ scrape/touch-up paint	
Hillside tall grass - 20 ' back	<b>DONE</b>
Reflective window tint for south side clubhouse	
Scrape and paint exterior fences	

Upgrade trash enclosures	
Install 3 new lamp posts at pool	
Install flood light on American flag	<b>DONE</b>
Restore small wood deck by big pond	

All of the above projects are designed to address health and safety issues, improve the quality of living and enhance the appearance of Woodbine, thus increasing value for property sellers or those who are refinancing. And the good news is that most of the above work that has been designated as **“DONE”** has been accomplished with funds generated by cost cutting, without a reduction in quality, from other services (landscaping, cable TV and general maintenance) and from the collection of a significant amount of delinquent HOA dues.

6. Finally, we are currently getting bids for a **seal coat and re-striping of the driveways** and parking areas. This should be done in late July or early August when the weather is hottest and the coating will dry the quickest. During that time various sections of the property will be temporarily off limits for parking for a day or two. Notifications will go out with ample time for residents and renters to find temporary parking in other areas of the property. This asphalt preservation work will save on future repairs to the roadway and will be paid for out of the HOA Reserve Funds account.

We look forward to continued progress at Woodbine.

Sincerely,  
Your Pro Management Staff

**Office Hours:** Monday 10 am – 6 pm / Tuesday through Friday 10 am-2 pm

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