



December 9, 2013

Dear Woodbine Homeowners,

This is a current update of maintenance and management activities for Woodbine Condominiums and some decisions made at the recent HOA Board meeting. As always we try to keep you abreast of issues that concern you and your investment in the property.

- 1. Board Positions:** The service of the current HOA Board of Directors will be coming to a close early next year and there will be some vacancies to fill. Please consider taking a turn at the volunteer administration of Woodbine in 2014. Formal elections will be held in February at the Annual Board Meeting which is typically scheduled for the last week Thursday in February. There is also an opportunity to help on a finance committee, landscape committee, architectural committee or perhaps a social committee. Please contact any of the current Board members if you have an interest.
- 2. Monthly financial postings to the website:** In response to a homeowner request we will now each month post an additional year-to-date financial statement on the Woodbine website (woodbine-hoa.com); this is in addition to the monthly financial summary narratives that we have been posting for over a year now. There has always been significant financial history for the years ending of 2010, 2011 and 2012 available to view including budgets and operating statements; now there will be another report for those who wish to review it.
- 3. Once again, the spa...** As most of the aficionados of relaxing bubbles are aware, the spa is down again due to another leak that is quite a distance from the one we fixed last summer. After research and analysis the Board has approved what we hope to be a long term fix to the situation and this is now in process (notice the tent above the spa currently). If there are no unanticipated issues we hope to have it operational again before Christmas. And as noted in a previous notice the Board has agreed to keep the spa open during the winter months and is expecting cooperation by users to return the spa cover when leaving so as to economize on heating bills (your HOA dues!)
- 4. Camera for pool area:** We have recently purchased and installed a new camera and recording system for the pool area and especially the spa. Using internet technology, this unit is linked to our security service (and our offices) who can view if there are any outsiders coming into the pool area after hours. This program is only a small increase to the nightly drive through and lock-up service we have had in place this past year and will now allow a quicker response to issues that affect the community. It is a month-to-month agreement that will be evaluated as we go.
- 5. Chimney sweeping:** For those homeowners who have a fireplace it is strongly advised that you have your chimney swept periodically for safety and operational purposes. Specifically the Woodbine HOA Bylaws (Declaration of Condominiums Section 10.7: Maintenance of Interiors) require ***"Each Owner shall keep ... the heating unit, water heater and other mechanical equipment serving his Unit exclusively in a good state of maintenance and repair."*** We also suggest that every homeowner maintains a fire extinguisher in their Unit.

To assist with chimney maintenance Pro Management is now researching a quantity discount for homeowners who have the service done at the same time. If you have a fireplace, please contact the office and sign up so that we can arrange for best pricing and scheduling for this requirement.

- 6. Interior Structural Alternations:** It has come to the attention of the Board that some homeowners have made or are considering making interior changes to their units. While this practice is allowable under HOA guidelines, please be reminded and advised that there are structural support beams maintaining the integrity of your ceiling, and hence affecting the flooring of the unit above you. Accordingly, it is the homeowners' responsibility to ensure that any interior modifications are completed in compliance with current building codes and that any damage to another's Unit will be the sole liability of the homeowner and not the HOA. For reference, **"No alterations to any Unit shall be made that would cause structural weakness or damage..."** (Declaration of Condominiums Section 10.8: Maintenance of Interiors).
- 7. 2013 Woodbine Restoration – the year in photos:** We have prepared a pictorial document which identifies some of the major changes to your community during the past year. It will be e-mailed to those of you who have this communication access and for those who cannot electronically receive such a large file please find it on the Woodbine website (woodbine-hoa.com) in the **"About Us"** menu.

We wish to you and yours a joyful holiday season and a prosperous and healthy New Year!



Sincerely,
Your Pro Management Staff

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