

**WoodLynne Homeowners Association  
Board of Directors Meeting  
March 9, 2023  
Via Zoom  
Approved**

**BOARD MEMBERS PRESENT**

Patty Kearns	President
Winston Wonsang	Vice President
Heather Walrath	Secretary
Mike Brown	Treasurer
Kara Nickerson	Member at Large

**OTHERS PRESENT**

Ashley Gonzalez    Community Manager, Cardinal Management Group

**I.        CALL TO ORDER/VERIFICATION OF QUORUM**

Ms. Kearns called the meeting to order at 7:02 P.M., noting the presence of a quorum of directors.

**II.       APPROVAL OF THE AGENDA**

**MOTION:**    Ms. Kearns moved to approve the agenda with the removal of EV Committee Report and an addition of one agenda item in Executive Session. Ms. Walrath seconded. The motion carried unanimously.

**III.      RATIFICATION OF EMAIL DECISIONS**

There were no email votes to ratify.

**IV.      REPORTS**

**President:**

Ms. Kearns stated that the board and management completed a walkthrough with Peter's Landscape this month.

**Vice President:**

Mr. Wonsang spoke regarding the vending machines at the pool. The vending machines were stopped because the supplier of the machine was not restocking the machine in a timely manner. The committee felt it was more of a hindrance and an amenity that was being underused. He said that there are some residents interested in bringing back the vending machines, and he will continue to bring it up at upcoming meetings.

**Secretary:**

The board has arranged for Braddock District Supervisor James Walkinshaw to attend next month's board meeting. Residents will have the opportunity to ask questions.

**MOTION:**    Ms. Walrath moved to approve the February meeting minutes. Mr. Brown seconded. The motion carried unanimously.

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**Treasurer:**

Mr. Brown thanked management for sending over the invoices. He reviewed the two invoices, and all information was verified.

**Architectural Review Committee (ARC):**

Mr. Sobers, committee chair, stated that this month, there were three applications. The committee will be holding their ARC meetings at 7:00 p.m. on the fourth Thursday of the month in January, April, July and October. The meetings notices will be posted to the community website.

ARC applications have begun to be recorded in CINC for the committee members to vote on. Homeowners also have the ability to upload their own applications for review.

The process of entering violations into CINC was discussed, as well as the ability to see violations already entered.

The board and the committee discussed the upcoming spring inspection and the priority list of items that will be inspected.

**V. COMMUNITY FORUM**

A homeowner requested that a tree be trimmed.

Another homeowner requested that the board consider installing a baby swing at the tot lot.

The installation of a vending machine at the pool was brought up by another homeowner.

**VI. MANAGEMENT REPORT**

Management reviewed the financials as of January 31, 2023. The community has a current loss of \$3,851. The Assessments Receivable balance is \$8,799. The Money Market balance is \$266,901.

Management stated that after review of the Declaration and Enforcement Policy, as well as a conversation with the association's attorney, it was verified that the association has little authority in terms of fines and penalties due to the language in the Declaration.

**VII. CONTRACTS**

Management presented **EXHIBIT D**, which are proposals from Peter's Landscape and USA Contractors for the tot-lot stair repair. There are two options: to replace the steps with pre-treated wood and include a wooden railing or replace the steps with concrete and a metal railing.

**MOTION:** Ms. Walrath moved to approve the proposal from USA Contractors for the tot-lot stair repair with concrete steps and metal railing in the amount of \$12,620. Mr. Wonsang seconded. The motion carried unanimously. This project will be coded to Reserves.

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Management presented **EXHIBIT E**, which is a proposal from Gettier Commercial to make asphalt repairs on parking stall #29. The proposal is in two parts to include repairs to both the asphalt, as well as the curb. The two-part proposal includes a discount for each if both are completed, in the amount of \$4,842. The asphalt alone is \$4,000 and the curb alone is \$3,000.

**MOTION:** Ms. Kearns moved to approve the proposal from Gettier Commercial for the repair to parking stall #29 for both the asphalt and curb in the amount of \$4,842. Ms. Walrath seconded. The motion carried unanimously.

Management presented **EXHIBIT F**, which is a proposal from PSG to paint light poles throughout the community. The PSE cost is \$95 per pole.

**MOTION:** Ms. Kearns moved to approve the proposal from PSE to paint twenty poles throughout the community at the amount of \$95 per pole. Ms. Walrath seconded. The motion carried unanimously.

**VIII. MISCELLANEOUS**

**CAI Civility Pledge:** Management presented the Civility Pledge created by Community Associations Institute. While WoodLynne does not have an issue with civility amongst its membership, management found that the idea of a civility pledge sets the community up to provide the framework for effective communications.

**MOTION:** Ms. Walrath moved to have the association adopt the Civility Pledge. Mr. Wonsang seconded. The motion carried unanimously.

**IX. EXECUTIVE SESSION**

**MOTION:** Ms. Walrath moved to enter Executive Session at 8:37 P.M. to discuss legal matters, violations and collections. Ms. Kearns seconded. The motion carried unanimously.

**MOTION:** Ms. Walrath moved to exit Executive Session at 9:37 P.M. and return to Open Session. Ms. Nickerson seconded. The motion carried unanimously.

**X. ADJOURNMENT**

**MOTION:** The board unanimously agreed to adjourn at 9:38 P.M.