WoodLynne Homeowners Association Board of Directors Meeting July 13, 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 7:01 P.M., noting the presence of a quorum of directors.

II. APPROVAL OF THE AGENDA

MOTION: Ms. Walrath moved to approve the agenda, as written. Ms. Kearns seconded. The motion carried unanimously.

III. COMMITTEE REPORTS

Architectural Review Committee (ARC):

This month's applications included a front door replacement, fence section replacement and a roof replacement.

There is an upcoming quarterly committee meeting. A notice will be sent out to the community.

The next management inspections will be the week of July 24.

Electric Vehicle Committee:

The charging station resolution passed in committee and was submitted to the board.

Colony Park REC (Pool Committee):

The pool season has been going well so far. The only issue was the lock on the gates of the tennis courts. At this time, the lock has been fixed.

IV. **COMMUNITY FORUM**

A homeowner asked if the new lock on the tennis court gates curbed unauthorized access.

A homeowner inquired about the watering of the trees and plants in the community due to the recent drought. Management confirmed that the landscaper does investigate the trees and plants when they are out to determine if watering is needed. Management will inquire further with the landscaper.

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V. <u>ADMINISTRATIVE</u>

a. RATIFICATIONS OF UNANIMOUS EMAIL VOTES

None.

b. DRAFT MINUTES FROM PREVIOUS MEETING

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

c. REVIEW OF FINANCIALS

Management reviewed the financials as of June 30, 2023. As of June 30, 2023, the assessment receivable amount was \$1,554.94. The association has a delinquency rate of .5%. There is positive members' equity of \$13,710.92.

At the closing of the month, the association had total cash and investments of \$295,342.22. This includes \$9,380.27 in the association operating accounts, \$240,961.95 in a money market account at Morgan Stanley, as well as various laddered CDs totaling \$45,000, and representing total replacement reserves in the amount of \$285,961.95.

There were a couple of negative variances, which were legal fees, administrative fees, and repairs and maintenance.

d. MANAGEMENT UPDATE

Management went over the May Extra Charges and Action Item List/Project List.

VI. CONTRACTS

None.

VII. MISCELLANEOUS

a. POLICY RESOLUTION FOR ELECTRIC VEHICLE CHARGING STATIONS

Management presented **EXHIBIT D**, which is the draft Electric Vehicle Charging Station Policy Resolution created, reviewed and recommended by the Electric Vehicle Committee for board approval.

MOTION: Mr. Brown moved to approve the draft Electric Vehicle Charging Station Policy Resolution. Ms. Walrath seconded. The motion carried unanimously.

b. ARCHITECTURAL REVIEW COMMITTEE CHARTER

Management presented **EXHIBIT E**, which is the draft Architectural Review Committee charter. It is

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customary that associations have charters in place to help govern the committees. The charter outlines the purpose of the committee, actions that the committee can take, and any limitations in place for the committee.

The board and committee provided changes and feedback about the charter. Management will adopt the changes and recirculate to the board for a vote.

c. BACKUP COMMUNICATIONS BOARD MEMBER DISCUSSION

The board discussed having a board member or members who can take up the task of communications when the current board member(s) who maintain email and website communications are unavailable.

VIII. EXECUTIVE SESSION

MOTION: Ms. Kearns moved to enter Executive Session at 8:43 P.M. to discuss legal matters, violations and collections. Ms. Walrath seconded. The motion carried unanimously.

MOTION: Ms. Kearns moved to exit Executive Session at 8:58 P.M. and return to Open Session. Mr. Wonsang seconded. The motion carried unanimously.

IX. **ADJOURNMENT**

MOTION: The board unanimously agreed to adjourn at 8:58 P.M.