

**WoodLynne Homeowners Association  
Board of Directors Meeting  
August 17, 2023  
Via Zoom  
Approved**

**BOARD MEMBERS PRESENT**

Patty Kearns	President
Winston Wonsang	Vice President
Heather Walrath	Secretary
Mike Brown	Treasurer

**BOARD MEMBERS ABSENT**

Kara Nickerson	Member at Large
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**OTHERS PRESENT**

Ashley Gonzalez	Community Manager, Cardinal Management Group
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**I. CALL TO ORDER/VERIFICATION OF QUORUM**

Ms. Kearns called the meeting to order at 7:03 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. Mr. Wonsang seconded. The motion carried unanimously.

**III. COMMITTEE REPORTS**

**Architectural Review Committee (ARC):**

This month's applications included two patios.

There are upcoming inspections for the fall, likely in late September and early October.

**Electric Vehicle Committee:**

The resolution submitted to the board passed last month. No other report at this time.

**Colony Park REC (Pool Committee):**

The biggest complaint in regards to the pool is the cleanliness of the bathrooms and making sure everything is restocked. It seems that the pool season is going well.

Management stated that the toilets had to be fixed numerous times due to residents putting items down the toilet.

The locks on the courts were installed, and anti-tamper screening was also installed.

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IV. **COMMUNITY FORUM**

A homeowner thanked Management for having a tree removed. She also asked if something can be done to save trees where the vines are growing up the trunk. Management will follow up with the landscaper.

Another homeowner brought up various items that needed to be picked up throughout the community, including branches and a sofa.

A homeowner brought up an application that she submitted. The ARC responded to the homeowner.

V. **ADMINISTRATIVE**

a. **RATIFICATIONS OF UNANIMOUS EMAIL VOTES** – The Board approved a proposal from Peter’s Landscape via email to prune the holly tree on Cheshire Meadows Way and remove fallen branches from another tree.

**MOTION: Ms. Walrath moved to ratify the approval of the proposal from Peter’s Landscape for the pruning of a holly tree and cleaning up of branches near Cheshire Meadows Way. Mr. Brown seconded. The motion carried unanimously.**

b. **DRAFT MINUTES FROM PREVIOUS MEETING**

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

c. **REVIEW OF FINANCIALS**

Management reviewed the financials as of July 31, 2023. As of July 31, 2023, the assessment receivable amount was \$1,300. The association has a delinquency rate of .4%. There is positive members’ equity of \$7,412.

At the closing of the month, the Association had total cash & investments of \$295,535.07, which includes \$9,573 in the Association operating accounts, \$240,961.95 in the Money Market account at Morgan Stanley, as well as various laddered CDs totaling \$45,000; 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 June Extra Charges and Action Item List/Project List.

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VI. **CONTRACTS**

None.

VII. **MISCELLANEOUS**

a. **ARCHITECTURAL REVIEW COMMITTEE CHARTER**

Management presented **EXHIBIT E**, which is the draft Architectural Review Committee charter with the edits and changes made from the discussion at the July meeting.

**MOTION: Ms. Walrath moved to approve the Architectural Review Committee Charter with the changes discussed by the Board. Mr. Wonsang seconded. The motion carried unanimously.**

b. **REVIEW AND DISCUSSION OF COMMUNICATIONS COMMITTEE CHARTER**

In order for homeowners to provide assistance to the Board for communications, website administration, etc., a committee should be formed that outlines the access level and authority. Management presented **EXHIBIT D**, which is a sample Communications Committee Charter for Board input. Management will send the draft charter to the Board secretary for edits, and it will be included in next month's Management Report.

VIII. **EXECUTIVE SESSION**

**MOTION: Ms. Kearns moved to enter Executive Session at 7:40 P.M. to hold hearings and discuss legal matters, violations and collections. Mr. Wonsang seconded. The motion carried unanimously.**

**MOTION: Ms. Kearns moved to exit Executive Session at 9:07 P.M. and return to Open Session. Mr. Wonsang seconded. The motion carried unanimously.**

The following motions were made:

**MOTION: Ms. Kearns moved to charge a one-time fee of \$50, and then if the violation is not corrected within 10 days, the account will be charged \$10 per day for up to \$900 for homeowner #166-02. Mr. Wonsang seconded. The motion carried unanimously.**

**MOTION: Ms. Kearns moved to take no further action in regards to homeowners #224-02 and #227-02. Mr. Wonsang seconded. The motion carried unanimously.**

**MOTION: Ms. Kearns moved to table a decision on homeowner #244-02 due to an application being submitted to the ARC. Mr. Wonsang seconded. The motion carried unanimously.**

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**MOTION:** Ms. Kearns moved that if the violation is not corrected within 15 days, the account will be charged a one-time fine of \$50 in regards to homeowner #254-02. Mr. Wonsang seconded. The motion carried unanimously.

**IX. ADJOURNMENT**

**MOTION:** The board unanimously agreed to adjourn at 9:15 P.M.