



**WoodLynne Homeowners Association  
Board of Directors Meeting  
September 14, 2023  
Via Zoom  
Approved**

V. **ADMINISTRATIVE**

- a. **RATIFICATIONS OF UNANIMOUS EMAIL VOTES** – The Board approved a proposal to upgrade the pet waste station across from 10378 Hampshire Green Avenue to a larger can.

**MOTION: Ms. Walrath moved to ratify the approval of the proposal to upgrade the pet waste station on Hampshire Green Avenue to a larger can. Mr. Wonsang seconded. The motion carried unanimously.**

- b. **DRAFT MINUTES FROM PREVIOUS MEETING**

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

- c. **REVIEW OF FINANCIALS**

Management reviewed the financials as of August 31, 2023. As of August 31, 2023, the assessment receivable amount was \$2,304.90. The association has a delinquency rate of .7%. There is positive members' equity of \$7,412.59.

At the closing of the month, the Association had total cash & investments of \$296,992.45. This includes \$36,533.79 in the Association operating accounts, 215,458.66 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 \$260,458.

There were a couple of negative variances, which were administrative fees. This overage is primarily due to legal fees associated with collections, the audit invoice being received sooner than anticipated, postage and mailing of the annual meeting notice, and repairs and maintenance.

- d. **MANAGEMENT UPDATE**

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

VI. **CONTRACTS**

- a. **PETER'S VINE & GENERAL CLEANUP PROPOSAL**

Management presented **EXHIBIT D**, which is a proposal from Peter's Landscape to spend one day (10 hours) conducting cleanup of the vines that have overgrown on trees/wooded areas, especially near the tot-lot, in the amount of \$2,150.

**MOTION: Ms. Kearns moved to approve the proposal from Peter's Landscape to conduct cleanup of the overgrown vines in the amount of \$2,150. Ms. Nickerson seconded. The motion carried unanimously.**

- b. **PETER'S PINE TREE REMOVAL**

During a recent visit with Peter's, the Board and Management noticed that the leaning of three pines

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near Cheshire Meadows Way & Colony View Drive has increased significantly. Management presented **EXHIBIT E**, which is a proposal to remove the pines in the amount of \$3,881.25.

**MOTION: Ms. Walrath moved to approve the proposal from Peter’s Landscape to remove the three pines identified in the amount of \$3,881.25. Ms. Nickerson seconded. The motion carried unanimously.**

**VII. MISCELLANEOUS**

**a. REVIEW OF INITIAL SURVEY RESULTS**

Ms. Walrath spoke briefly regarding the community survey. There have been a total of 36 surveys received from homeowners, and the survey will continue until next month. Ms. Walrath went through the preliminary results.

**b. COMMUNICATIONS COMMITTEE CHARTER**

Management presented **EXHIBIT F**, which is a draft Communications Committee Charter with edits by Ms. Walrath. As previously discussed, this Charter would allow for additional assistance to the Board by a homeowner volunteer.

**MOTION: Ms. Walrath moved to approve the Communications Committee Charter. Ms. Kearns seconded. The motion carried unanimously.**

**c. METHOD OF MEETINGS**

During recent meetings, it has been discussed that perhaps the Board would like to move back to in-person meetings. The Board discussed this topic and the possibility of just holding the Annual Meeting in person, then gauging further interest with in-person meetings.

**d. COLOR COMMITTEE DISCUSSION**

At the August meeting, it was asked that Management add the topic of a Color Selection Committee to the September agenda. The purpose of the Committee would be to evaluate and recommend to the Board possible color additions and/or changes to the approved colors for the community. The Board agreed it would be the responsibility of the ARC to advise the Board.

**VIII. EXECUTIVE SESSION**

**MOTION: Ms. Kearns moved to enter Executive Session at 8:14 P.M. to hold hearings and discuss legal matters, violations and collections. Ms. Walrath seconded. The motion carried unanimously.**

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

The following motions were made:

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**MOTION:** Ms. Walrath moved to take no further action in regards to homeowners #121-04, #176-06, #179-02 and #191-03. Ms. Nickerson seconded. The motion carried unanimously.

**MOTION:** Ms. Walrath moved that if the violation is not corrected within 30 days, the account will be charged \$10 per day for up to 90 days in regards to homeowner #189-03, #195-03, #196-02, #242-03 and #259-03. Ms. Nickerson seconded. The motion carried unanimously.

**IX. ADJOURNMENT**

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