

**WoodLynne Community Association**  
**APPROVED ANNUAL MEETING MINUTES**  
**Virtual Only – Via Zoom**  
**January 25, 2023**

**Board of Directors Members Present**

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

**Management Attendees**

Ashley Gonzalez	Community Manager	Cardinal Management Group, Inc.
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**Homeowners In Attendance**

See registration list.

**I. Call to Order**

Ms. Kearns called the meeting to order at 7:01 P.M., noting the presence of a quorum of 25 homeowners and/or proxies received.

**II. Verification of Quorum/Proof of Notice**

Management provided the members present via Zoom the Proof of Notice and noted that quorum had been achieved.

**III. Approval of 2022 Minutes**

**MOTION: Ms. Walrath moved to waive the reading of the 2022 Annual Meeting minutes and approve them as amended. The motion was seconded by Ms. Kearns and carried unanimously.**

**IV. Introductions**

Board members introduced themselves and stated their positions.

**V. President's Report**

Ms. Kearns thanked all the fellow board members, residents and committee members.

Ms. Kearns provided an overview of what the board completed and worked on over the course of 2022, to include:

- Ongoing monthly inspections of the community lights, and replacing and repairing them when needed.
- Tree maintenance and replacement is in the works with the new community landscaper, Peter's Landscape.
- Trash pickup has changed from twice a week to once a week.
- The WoodLynne entry sign sustained significant damage. The repair proposal has been approved, and work will commence in 2023.
- The border fencing along Roberts Road and Cabot Ridge Court was repaired and refurbished.
- The retaining wall on the same block as the entry sign has significant wood rot, and the board is in the process of reviewing proposals for its future replacement.
- The Architectural Review Committee proposed, and the board approved, the use of solar panels in the community.
- The Electric Vehicle Committee was created. The committee provides updates and information at each board meeting.
- The WoodLynne budget was approved for 2023 with an increase of \$1 per month.

Ms. Kearns provided a list of 2023 goals, to include:

- Continue to work with Cardinal Management Group to transition to the new CINC information management system.
- Continue to provide welcome packets to all new homeowners, as well as information regarding trash rules.

## **VI. Directors' Reports**

Vice President: No report.

Secretary: Ms. Walrath thanked those in attendance. Ms. Walrath shared a document with the website address, email contacts for both the board and Cardinal Management Group, and other important community information. Ms. Walrath also stated that if a new homeowner has not yet received a welcome packet, they should contact Cardinal Management Group.

Treasurer: Mr. Brown said the community ended the year with an unaudited surplus of \$11,081. The Checking account balance is \$16,441, and the Reserve account balance is \$224,021. The funds are laddered into five CDs with maturity as far out as 2024. The Members' Equity account is at a negative balance of \$(5,261), but the surplus from this year will bring the members' equity to a positive number. The Assessments Receivable balance is \$7,410.

The 2021 audit reflected a 1% delinquency, which is on trend with auditor goals and a negative members' equity. The recommended members' equity should be anywhere from 10-20 percent. The 2022 audit should begin in February or March. It will be made available to the board in the second quarter.

The 2023 budget was approved, and the board was notified by the garbage contractor that they would not honor their service proposal. The 2023 budget for trash removal is \$39,644, and the final cost for trash removal is approximately \$49,000, which exceeds the approved budget by \$9,356. The board will adjust spending as necessary to meet the overall budget of \$311,105.

Electric Vehicle Committee: The newly formed Electric Vehicle Committee is working to establish guidelines for homeowners interested in charging electric vehicles. The committee produced and conducted a survey that was instrumental in directing the decisions of the committee.

Architectural Review Committee: Shane Sobers, committee chair, was not in attendance, and therefore no report was provided.

## **VII. Management Update**

Management gave an overview of the new technology system CINC and demonstrated how to sign up for the website.

## **VIII. Homeowner Forum**

- A homeowner informed the board about homeowners still putting trash out on non-collection days. Management suggested sending a reminder to the community.
- A homeowner asked if the dead trees across from 5410 Cheshire Meadows Way can be cut. Management will have the landscaper investigate this during the upcoming tree walk-through.
- A homeowner asked about a potential vending machine being installed at the pool.
- Covenant violations of the community were discussed.
- A homeowner looked for clarification about the community going paperless.

## **VIII. Old Business/New Business**

Homeowner #241-01 received the virtual door prize of one month's free assessment.

## **IX. Election Results**

Management stated that there are two openings and three candidates, Mr. Winston Wonsang, Ms. Kara Nickerson and Mr. Nicholas Soune. After the votes were tallied, the two members elected to the board are Mr. Winston Wonsang and Ms. Kara Nickerson.

## **X. Adjournment**

**MOTION: Ms. Kearns moved to adjourn the meeting at 7:53 P.M. The motion was seconded by Ms. Walrath and carried unanimously.**

Respectfully Submitted, Nicole Tavano, Recording Secretary