

**WoodLynne Homeowners Association
Board of Directors Meeting
December 14, 2023
Via Zoom
APPROVED**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Winston Wonsang	Vice President
-----------------	----------------

OTHERS PRESENT

Ashley Gonzalez	Community Manager, Cardinal Management Group
-----------------	--

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

Ms. Kearns called the meeting to order at 7:04 P.M., noting the presence of a quorum of directors.

II. **APPROVAL OF THE AGENDA**

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

III. **COMMITTEE REPORTS**

Architectural Review Committee (ARC):

Mr. Sobers was not in attendance, so Ms. Walrath read a written report that was provided. This month's applications included concrete work to a front stoop and lead walk, a roof replacement and a front door replacement.

The next quarterly ARC meeting will be held on January 25, 2024. One of the topics will be new membership opportunities, including assigning a secretary. The committee will also review any open violations and plan for the spring walkthrough.

Colony Park REC (Pool Committee):

No update at this time.

IV. **COMMUNITY FORUM**

A homeowner inquired about a tree that is almost reaching a neighboring roof. Management will confirm if the tree is in fact on common area or homeowner property.

Another homeowner asked when the next leaf pickup will take place. Management confirmed that there will be one more pickup in December.

**WoodLynne Homeowners Association
Board of Directors Meeting
December 14, 2023
Via Zoom
APPROVED**

V. ADMINISTRATIVE

There were no email approvals that require ratification.

a. DRAFT MINUTES FROM PREVIOUS MEETING

MOTION: Ms. Walrath moved to approve the November board meeting minutes, as amended. Ms. Kearns seconded. The motion carried unanimously.

b. REVIEW OF FINANCIALS

Management reviewed the financials as of November 30, 2023. As of November 30, 2023, the assessment receivable amount was \$3,753.79. The association has a delinquency rate of 1%. There is positive members' equity of \$7,412.59.

At the closing of the month, the association had total cash and investments of \$284,546.70, which includes \$24,157 in the association operating accounts, \$ 55,389 in a money market account at Morgan Stanley, as well as various laddered CDs totaling \$205,000, and representing total replacement reserves in the amount of \$260,389.25.

The main overage is in repairs and maintenance, which is mostly associated with additional tree work for damage from storms, as well as overages in trash removal costs.

c. MANAGEMENT UPDATE

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

VI. CONTRACTS

None.

VII. MISCELLANEOUS

a. BRADDOCK DISTRICT COUNCIL DISCUSSION

Management presented **EXHIBIT D**, which is an email from Barbara Smith, treasurer of the Braddock District Council, expressing interest in WoodLynne joining the council. The amount to join is \$50 annually. Ms. Walrath will confirm whether these meetings can be attended free of charge, or whether they require a paid membership. The board will be updated with the findings.

b. ANNUAL MEETING PLANNING

WoodLynne's annual membership meeting is typically held in January of each year. This year, there will be two open positions, and both seats will be for three-year terms. For the purposes of this planning session, the board will need to choose a date and location for the meeting, as the board has elected to have this year's meeting in person. The board agreed to hold the annual meeting on February 1, 2024, at 7:00 p.m. A location will be confirmed.

**WoodLynne Homeowners Association
Board of Directors Meeting
December 14, 2023
Via Zoom
APPROVED**

Management also presented the draft updated candidate statement/nomination form, prepared by management for the board's review and approval.

c. TREE WORK PLANNING DISCUSSION

The board and management discussed establishing plans for the 2024 tree work. The board discussed having a consultation with an independent arborist. Management will obtain prices for this service.

VIII. EXECUTIVE SESSION

MOTION: Ms. Kearns moved to enter Executive Session at 8:00 P.M. to discuss legal matters, violations and collections. Ms. Walrath seconded. The motion carried unanimously.

MOTION: Ms. Walrath moved to exit Executive Session at 8:35 P.M. and return to Open Session. Mr. Brown seconded. The motion carried unanimously.

IX. ADJOURNMENT

MOTION: The board unanimously agreed to adjourn at 8:36 P.M.