



**WoodLynne Homeowners Association  
Board of Directors Meeting  
February 8, 2024  
Via Zoom  
APPROVED**

V. ADMINISTRATIVE

a. DRAFT MINUTES FROM PREVIOUS MEETING

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

b. OFFICER POSITIONS

The community had its Annual Meeting on February 1, 2024. Ms. Kearns and Ms. Walrath were both reelected to the Board. The Board will need to vote on officer positions.

**MOTION: Mr. Wonsang moved to keep the officer positions the same. Ms. Kearns seconded. The motion carried unanimously.**

c. ARC MEMBER APPOINTMENT

Management presented **EXHIBIT B**, which are the two Committee Member Interest forms for those members who wish to volunteer for the ARC. The Board will need to vote on the appointment of members to the ARC. Terms will be for three years. For Board discussion and decision. There is a capacity of five members for the committee.

**MOTION: Ms. Kearns moved to appoint Dirk Whitaker and Shane Sobers to the ARC. Mr. Brown seconded. The motion carried unanimously.**

d. ARC CHAIR APPOINTMENT

The Board will need to vote on the appointment of the Chairperson for the ARC. The term will be for one year and will expire at the next Annual Meeting. The Board agreed to table this agenda item as per the request of the ARC.

e. RATIFICATION OF UNANIMOUS EMAIL VOTES

There was one email vote for ratification.

**MOTION: Mr. Wonsang moved to approve to ratify the email approval of a Peter's Landscape proposal to remove two trees, one by Cabot Ridge Court and one by Hampshire Green Avenue. Ms. Kearns seconded. The motion carried unanimously.**

f. REVIEW OF FINANCIALS

Management reviewed the financials as of December 31, 2023. As of December 31, 2023, the assessment receivable amount was \$4,782.95. The association has a delinquency rate of 1%. There is a positive members' equity of \$7,412.59.

At the closing of the month, the Association had total cash & investments of \$298,922.88. This includes \$38,320.97 in the Association operating accounts, \$75,601.91 in a Money Market account at

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Morgan Stanley, as well as various laddered CDs totaling \$185,000, representing total Replacement Reserves in the amount of \$260,601.91.

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.

g. MANAGEMENT UPDATE

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

VI. CONTRACTS

a. TREE PROPOSALS

These proposals were reviewed and voted on over email. The Board voted to approve the proposal from Peter's Landscape.

b. POLE LIGHT PAINTING

Management presented **EXHIBIT E**, which is the proposal for the 2023 pole light painting from PSG. PSG has agreed to honor the price of \$95 per light pole.

**MOTION: Ms. Walrath moved to approve the proposal from PSG to paint 20 light poles at a price of \$95 per light. Funds for 10 light poles will come from Property Repairs, and the other 10 will come from Lighting Repairs. Mr. Brown seconded. The motion carried unanimously.**

c. CURB PAINTING

Management presented **EXHIBIT F**, which are the 2023 proposals from PSG and USA Contractors for the curb/fire lane painting. Both contractors have agreed to honor the 2023 pricing.

**MOTION: Ms. Walrath moved to approve the proposal from PSG for the curb/fire lane painting in the amount of \$5,430. Mr. Wonsang seconded. The motion carried unanimously.**

VII. MISCELLANEOUS

a. BRADDOCK DISTRICT COUNCIL DISCUSSION

Management presented **EXHIBIT G**, which is an email from Barbara Smith, Treasurer of the Braddock District Council, expressing interest in WoodLynne joining the council. Also included is additional information obtained by Ms. Walrath.

**MOTION: Mr. Brown moved to approve joining the Braddock District Council for a membership fee of \$50 per year. Mr. Wonsang seconded. The motion carried unanimously.**

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b. SUPERVISOR WALKINSHAW MARCH MEETING ATTENDANCE

Supervisor Walkinshaw will be in attendance at the March 2024 meeting. Management would like to confirm with the Board the style of the meeting for planning purposes. The previous format of having owners submit their comments prior to the meeting seemed to work well and allowed for many items to be addressed by the Supervisor. Another option to consider is a more ‘town hall’ style, however the board will need to be sure to allow extra time if that format is utilized. The Board agreed to have homeowners submit questions ahead of time but still allow for a question and answer portion.

c. TREE WORK PLANNING DISCUSSION

Management has reached out to a number of consultants regarding a tree plan. Several of the arbor care consultants only create plans for those communities that they service. Bartlett has been responsive and is preparing a proposal, which should be available for the Board to review in the next 30 days. Management has discussed this with other community managers who have used a similar service, and found the average price to be about \$7,000.

VIII. EXECUTIVE SESSION

**MOTION:** Ms. Kearns moved to enter Executive Session at 8:12 P.M. to discuss legal matters, violations and collections, as well as to hold hearings. Ms. Walrath seconded. The motion carried unanimously.

**MOTION:** Ms. Kearns moved to exit Executive Session at 9:30 P.M. and return to Open Session. Mr. Wonsnag seconded. The motion carried unanimously.

The following motions were made:

**MOTION:** Ms. Kearns moved to approve an extension until March 30, 2024, for the covenant violation for homeowner #121-04. Mr. Wonsang seconded. The motion carried unanimously.

**MOTION:** Ms. Kearns moved to take no further action for homeowner #124-04. Mr. Wonsang seconded. The motion carried unanimously.

**MOTION:** Ms. Kearns moved to charge \$10 per day for all the covenant violations for homeowner #221-04. Mr. Wonsang seconded. The motion carried unanimously.

**MOTION:** Ms. Kearns moved to grant an extension until April 30, 2024, for homeowner #227-02. Mr. Wonsang seconded. The motion carried unanimously.

**MOTION:** Ms. Kearns moved to grant an extension until April 15, 2024, and then \$10 per day if the violation is not corrected for homeowner #259-03. Mr. Wonsang seconded. The motion carried unanimously.

**MOTION:** Ms. Kearns moved to charge a one-time \$50 fee, and then grant an extension until April 15, 2024, and then \$10 per day if the violation is not corrected for homeowners #232-03

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and 239-03. Mr. Wonsang seconded. The motion carried unanimously.

**MOTION:** Ms. Kearns moved to charge a one-time \$50 fee, and then grant an extension until March 1, 2024, and then \$10 per day if the violation is not corrected for homeowner #241-01. Mr. Wonsang seconded. The motion carried unanimously.

IX. **ADJOURNMENT**

**MOTION:** The board unanimously agreed to adjourn at 9:33 P.M.