

**WoodLynne Homeowners Association
Board of Directors Meeting
March 14, 2024
Via Zoom
APPROVED**

BOARD MEMBERS PRESENT

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

OTHERS PRESENT

Ashley Gonzalez	Community Manager, Cardinal Management Group
Victoria Garner	Executive Vice President, Cardinal Management Group

I. CALL TO ORDER/VERIFICATION OF QUORUM

Ms. Kearns called the meeting to order at 7:01 P.M., noting the presence of a quorum of directors.

II. APPROVAL OF THE AGENDA

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

III. COMMITTEE REPORTS

Architectural Review Committee (ARC):

Mr. Sobers was not in attendance, so Mr. Whitaker gave the report in his absence. This month's applications include roof replacement, replacement of vinyl siding and concrete stoops.

Pending Board approval, the current members of the ARC Committee are Dirk Whitaker, Brittney Daniels, Josephine Llorente and Shane Sobers.

The committee is looking ahead to the Annual Covenants Inspections that will take place from March 25-April 14. The letters are anticipated to be sent by May 1, 2024. The committee will be looking at overall paint condition, windows, railings, lighting, door hardware condition and landscaping, as well as verifying that recently approved projects have been completed.

Colony Park REC (Pool Committee):

Management gave a brief update. This year, the committee members will need to be reappointed to the committee, if they are still interested in serving. A call for candidates was sent out to both communities.

IV. COMMUNITY FORUM

A homeowner inquired about the lighting outages near her home. Management will give an update later in the meeting.

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A homeowner raised a concern about the behavior and conduct of the PSE workers when they are out on the property. Management will reach out to the supervisor to express these concerns.

V. ADMINISTRATIVE

a. DRAFT MINUTES FROM PREVIOUS MEETING

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

b. 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. Mr. Dirk Whitaker, longstanding member of the ARC, has expressed interest in becoming the ARC Chair. Mr. Whitaker briefly spoke regarding his goals for the committee as ARC Chair.

MOTION: Ms. Walrath moved to appoint Dirk Whitaker as the ARC Chair. Mr. Wonsang seconded. The motion carried unanimously.

c. ARC MEMBER APPOINTMENT

Management presented two additional 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. There is a capacity of five members for the committee.

MOTION: Ms. Walrath moved to appoint Brittney Daniels and Josephine Llorente to the ARC. Ms. Kearns seconded. The motion carried unanimously.

d. RATIFICATION OF UNANIMOUS EMAIL VOTES

There were no emails votes for ratification.

e. REVIEW OF FINANCIALS

Management reviewed the financials as of February 29, 2024. As of February 29, 2024, the assessment receivable amount was \$6,269.80. The association has a delinquency rate of 1%. There is a positive members' equity of \$14,210.64.

At the closing of the month, the Association had total cash & investments of \$287,711.56. This includes \$27,098.43 in the Association operating accounts, \$75,613.13 in a Money Market account at Morgan Stanley, as well as various laddered CDs totaling \$185,000, representing total replacement reserves in the amount of \$260,613.13.

The main overage is in Repairs and Maintenance, which is mostly associated with necessary tree work that is not considered a reserve expense, as well as the curb and light pole painting occurring early in the year.

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f. MANAGEMENT UPDATE

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

Management has confirmed that the Braddock District Supervisor will be attending the May meeting.

VI. CONTRACTS

a. COMPREHENSIVE TREE MAINTENANCE PROPOSAL

Management presented **EXHIBIT D**, which are two proposals from Bartlett Tree Services to provide a plan for the community to maintain its trees. One proposal is all-inclusive and includes up to 1,000 trees, while the other proposal is limited to species, inspect and disease populations, plus cultural and environmental conditions, for up to 300 trees. The Board agreed to table this item until after the spring walkthrough.

VII. MISCELLANEOUS

a. USE OF RECREATIONAL FACILITIES

Last year, the Association was having an issue with people entering the basketball and tennis courts and loitering, using profanity and leaving trash throughout. A lock and preventative material to stop people from opening the lock did succeed for a while. Recently, with the warmer weather, the behavior has started again. With the recommendation of the REC committee and Board at Colony Park, the gate has been chain locked and the basketball nets removed. Management is hopeful that this tactic will force the adolescents to congregate elsewhere. Management has also put a call in to the Police Department in regards to this issue.

VIII. EXECUTIVE SESSION

MOTION: Mr. Wonsang moved to enter Executive Session at 8:30 P.M. to discuss legal matters, violations and collections. Ms. Kearns seconded. The motion carried unanimously.

MOTION: Ms. Walrath moved to exit Executive Session at 8:41 P.M. and return to Open Session. Mr. Wonsnag seconded. The motion carried unanimously.

IX. ADJOURNMENT

MOTION: The board unanimously agreed to adjourn at 8:42 P.M.