

**WoodLynne Homeowners Association
Board of Directors Meeting
April 11, 2024
Via Zoom
APPROVED**

BOARD MEMBERS PRESENT

Patty Kearns	President
Winston Wonsang	Vice President
Heather Walrath	Secretary
Mike Brown	Treasurer

BOARD MEMBERS ABSENT

Kara Nickerson	Member at Large
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OTHERS PRESENT

Ashley Gonzalez	Community Manager, Cardinal Management Group
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I. CALL TO ORDER/VERIFICATION OF QUORUM

Ms. Kearns called the meeting to order at 7:03 P.M., noting the presence of a quorum of directors.

II. APPROVAL OF THE AGENDA

MOTION: Mr. Wonsang moved to approve the agenda, as presented. Ms. Kearns seconded. The motion carried unanimously.

III. COMMITTEE REPORTS

Architectural Review Committee (ARC):

Mr. Whitaker provided the report. The committee is currently well into conducting community inspections. There is one more block in the community to walk through to complete the inspections, and letters are expected to be mailed to those in violation around April 22.

The committee will be holding a quarterly meeting in two weeks on April 25 at 7:00 P.M. The agenda will be forwarded to Ms. Walrath for posting to the website. All are welcome to attend.

This week, there were two applications (roofing and landscaping) received. All approved projects from earlier this year have been completed.

Colony Park REC (Pool Committee):

Management confirmed that the combination for the locks to the courts has been changed, and they hope to have them open soon. Management has been working with the Police Department to have a plan on how to handle the trespassing issue.

The committee is also working on getting things ready for the opening of the pool.

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IV. **COMMUNITY FORUM**

A homeowner stated that she saw a contractor in her area looking at the light situation, and is hopeful it will be fixed soon. Management stated that a second proposal had been received, but it was double in price of the first proposal. The first proposal has been approved by the Board, and Management is awaiting scheduling.

V. **ADMINISTRATIVE**

a. **DRAFT MINUTES FROM PREVIOUS MEETING**

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

b. **RATIFICATION OF UNANIMOUS EMAIL VOTES**

There were two email votes that occurred that will need to be ratified.

MOTION: Ms. Kearns moved to ratify the email vote for the approval of the proposal from PSE to make repairs to the lights on Cheshire Meadows Way for a total cost of \$12,712. Ms. Walrath seconded. The motion carried unanimously.

MOTION: Ms. Kearns moved to ratify the email vote for the appointment of Mr. Wonsang to the REC Committee for a two-year term. Ms. Walrath seconded. The motion carried unanimously.

MOTION: Ms. Kearns moved to ratify the email vote to follow legal recommendations regarding accounts in collections. Mr. Wonsang seconded. The motion carried unanimously.

c. **REC COMMITTEE APPOINTMENT(S)**

WoodLynne still requires one additional member for a total of two to represent the community to the REC Committee. To date, the committee does not have the additional volunteer necessary. Management stated that any resident that is interested in the position can contact Management.

d. **REVIEW OF FINANCIALS**

Management reviewed the financials as of March 31, 2024. As of March 31, 2024, the assessment receivable amount was \$7,267.05. The association has a delinquency rate of 2%. There is a positive members' equity of \$14,210.64.

At the closing of the month, the Association had total cash & investments of \$301,794.32. This includes \$27,103.90 in the Association operating accounts, \$89,690.42 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 \$274,690.42.

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The main overage is primarily due to necessary tree work on Hampshire Green Avenue, Cheshire Meadows Way and Cabot Ridge Court that is not considered a reserve expense, as well as the curb and light pole painting occurring early in the year.

e. MANAGEMENT UPDATE

Management went over the March 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. CHESHIRE MEADOWS WAY LIGHTING DISCUSSION

Management presented **EXHIBIT D**, which is the approved proposal from PSE to repair the lights on Cheshire Meadows Way. The Board would like to discuss the funding for this project, as well as the implications to the budget.

MOTION: Ms. Kearns moved to approve funding for this approved proposal from reserves. Ms. Walrath seconded. The motion carried unanimously.

VII. MISCELLANEOUS

a. UPCOMING LANDSCAPE WALKTHROUGH

Management reminded the Board that the upcoming Landscape Walkthrough will be held at 10:00 A.M. on April 16.

VIII. EXECUTIVE SESSION

MOTION: Ms. Kearns moved to enter Executive Session at 7:38 P.M. to hold hearings and discuss legal matters, violations and collections. Mr. Wonsang seconded. The motion carried unanimously.

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

The following motions were made:

MOTION: Ms. Kearns moved to approve charging \$10 per day for up to 90 days for the violations noted for homeowners #113-03, 133-03, 136-03, 153-03 and 178-05. Mr. Brown seconded. The motion carried unanimously.

MOTION: Ms. Kearns moved to take no further action for homeowners #169-03, 246-05, 259-03, 195-03 and 225-03. Ms. Walrath seconded. The motion carried unanimously.

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MOTION: Ms. Walrath moved to grant an extension until June 30, 2024, to correct the violation noted for homeowner #125-05. Ms. Kearns seconded. The motion carried unanimously.

MOTION: Ms. Walrath moved to grant an extension of 30 days to correct the violation noted for homeowner #253-03 and 239-03. Mr. Wonsang seconded. The motion carried unanimously.

IX. ADJOURNMENT

MOTION: The board unanimously agreed to adjourn at 9:30 P.M.