

**WoodLynne Homeowners Association  
Board of Directors Meeting  
June 6, 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 7:05 P.M., noting the presence of a quorum of directors.

**II. APPROVAL OF THE AGENDA**

**MOTION:** Ms. Kearns moved to approve the agenda, as amended with the addition of an architectural matter in Executive Session. Ms. Walrath seconded. The motion carried unanimously.

**III. COMMITTEE REPORTS**

**Architectural Review Committee (ARC):**

Mr. Whitaker provided the report. The committee performed a resale re-inspection on Cabot Ridge Court.

The committee received seven new applications just this week. Projects include handrail replacement, exterior porch light replacement, installation of artificial turf in the backyard, window replacement and front entry door replacement.

The spring covenants reinspection will take place prior to June 30.

The next quarterly ARC meeting will be held July 25 at 8:00 P.M. The committee will discuss new language for windows, which will be reviewed by the Board at their next monthly meeting. Along with window language, the committee will also be discussing new language for landscape beds. Color palate changes will also be discussed.

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**Colony Park REC (Pool Committee):**

Pool season has kicked off, and it has been going smoothly so far. There were some plumbing and heating issues prior to the opening, but with Management's guidance, the issue was resolved before the opening. The new pool pass system has been working well.

The committee is also looking into replacing some of the pool umbrellas and tables.

The basketball courts are still not open at this time, as the committee is still in the process of getting the locks replaced. The vendor will be coming out to replace them soon, and hopefully, it will be harder for people to break into the courts.

**IV. COMMUNITY FORUM**

No one spoke during Community Forum.

**V. ADMINISTRATIVE**

**a. DRAFT MINUTES FROM PREVIOUS MEETING**

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

**b. RATIFICATION OF UNANIMOUS EMAIL VOTES**

There were no email votes to ratify.

**c. REVIEW OF FINANCIALS**

Management reviewed the financials as of May 31, 2024. As of May 31, 2024, the assessment receivable amount was \$8,335.61. The association has a delinquency rate of 2%. There is a negative members' equity of \$14,210.64.

At the closing of the month, the Association had total cash & investments of \$313,408.51. This includes \$32,327.65 in the Association operating accounts, \$99,080.86 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 \$284,080.86.

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

**d. MANAGEMENT UPDATE**

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

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**VI. CONTRACTS**

a. PETER’S LANDSCAPE/MULTI-PROJECT

Management presented the list of proposals submitted by Peter’s Landscape for items/issues discussed during the community walkthrough.

**MOTION: Ms. Walrath moved to approve the following proposals from Peter’s Landscape:**

- **#47088 – Tot Lot Chip Replacement for a total of \$1,675**
- **#47089 – Removal of the pine tree at 5436 Cabot Ridge Court for a total of \$1,800**
- **#47090 – Pruning of the holly tree at 5401 Cheshire Meadows Way for a total of \$806.25**
- **#47093 – Removal of two dead trees on Hampshire Green Avenue for a total of \$1,225**
- **#47020 – Removal of two dead pine trees along Colony View Drive for a total of \$3,225**

**Mr. Brown seconded. The motion carried unanimously.**

**VII. MISCELLANEOUS**

N/A

**VIII. EXECUTIVE SESSION**

**MOTION: Ms. Kearns moved to enter Executive Session at 8:20 P.M. to discuss architectural matters, legal matters, violations and collections. Mr. Wonsang seconded. The motion carried unanimously.**

**MOTION: Ms. Kearns moved to exit Executive Session at 8:58 P.M. and return to Open Session. Ms. Walrath seconded. The motion carried unanimously.**

The following motion was made:

**MOTION: Ms. Walrath moved to approve the payment plan as presented by legal counsel for homeowner #217-04. Mr. Wonsang seconded. The motion carried unanimously.**

**IX. ADJOURNMENT**

**MOTION: The board unanimously agreed to adjourn at 8:59 P.M.**