

**WoodLynne Homeowners Association  
Board of Directors Meeting  
September 5, 2024  
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
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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 7:02 P.M., noting the presence of a quorum of directors.

**II. APPROVAL OF THE AGENDA**

**MOTION: Ms. Walrath moved to approve the agenda, as presented. Ms. Nickerson seconded. The motion carried unanimously.**

**III. COMMITTEE REPORTS**

**Architectural Review Committee (ARC):**

Mr. Whitaker provided the report.

The committee completed three resale inspections since the last meeting. The committee received and approved three new applications since the last report.

The next quarterly ARC meeting will be held October 24 at 8 P.M.

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

At this time, the pool is closed. The REC Committee is reviewing the final winterization proposal from Premier Pools.

The committee continues to work on getting the gate lock changed.

**IV. COMMUNITY FORUM**

A homeowner requested more funds in next year's budget for tree maintenance. The Board and Management will take the suggestion into consideration.

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A homeowner asked if the Board has looked into having the ivy growing up the trees cleared near her home on Cheshire Meadows Way. There is a proposal in this month's package for ivy removal.

A homeowner followed up on a letter that was sent to the Board regarding a multi-year plan to replace the trees that have fallen or been removed throughout the community. The Board and Management discussed this topic at length.

V. **ADMINISTRATIVE**

a. **DRAFT MINUTES FROM PREVIOUS MEETING**

**MOTION: Ms. Walrath moved to approve the August meeting minutes, as amended. Ms. Kearns 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 August 31, 2024. As of August 31, 2024, the assessment receivable amount was \$8,095.64. 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 \$322,416.27. This includes \$24,599.04 in the Association operating accounts, \$152,817.23 in a Money Market account at Morgan Stanley, as well as various laddered CDs totaling \$145,000; representing total Replacement Reserves in the amount of \$297,817.23.

The Association has a year-to-date loss of \$2,780.17. 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.

d. **MANAGEMENT UPDATE**

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

VI. **CONTRACTS**

a. **PETER'S LANDSCAPING – FALL IVY WORK**

Management presented a proposal from Peter's Landscape to perform fall ivy work. The work includes cutting back ivy to include the back area of Plymouth Meadows Court to Cheshire Meadows Way. The work will be conducted over three days for a total cost of \$6,450.

The Board agreed to table a decision on this proposal until the November meeting in order to first review the budget.

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**VII. MISCELLANEOUS**

a. CAP ARCHITECTURAL APPLICATION WORKFLOW

Management went through the workflow for the ARC application process in response to a question regarding the extra charges. The workflow chart will be shared with the ARC.

b. MORGAN STANLEY RE-INVEST

Hamilton Clark, the Association's financial advisor, reached out to the treasurer and Management in regards to some recommendations.

**MOTION: Mr. Brown moved to approve Morgan Stanley's recommendation to re-invest the reserve funds as follows: \$40,000 for 12 months at 4.20% and \$40,000 for 18 months at 4.10%. Ms. Kearns seconded. The motion carried unanimously.**

**VII. EXECUTIVE SESSION**

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

**MOTION: Ms. Kearns moved to exit Executive Session at 8:57 P.M. and return to Open Session. Ms. Kearns seconded. The motion carried unanimously.**

**VIII. ADJOURNMENT**

**MOTION: The board unanimously agreed to adjourn at 8:58 P.M.**