

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE WOODBOURNE HOMEOWNERS ASSOCIATION HELD AUGUST 19, 2020

A special meeting of the Board of Directors of the Woodbourne Homeowners Association ("HOA" or "Board") was held on Wednesday, August 19, 2020, at 7:00 p.m., as a virtual meeting via Zoom due to the COVID-19 pandemic.

Attendance Directors In Attendance Were:

Sharon Erickson
Jeff Lubthisophon
James Meyer
Justin Sasso
Brittney Rodgers

Also In Attendance Were:

Kim Herman & Geol Scheirman; CliftonLarsonAllen LLP
Susie Ellis; CPS, Inc.

I. Call to Order

The Board called the meeting to order at 7:02 p.m.

II. Public Comment

None.

III. Committee Reports

A. Landscaping

1. Review and Consider Approval of 2021 Landscaping Maintenance Proposal from Keesen Landscaping

Upon a motion duly made by Director Meyer, seconded by Director Sasso and, upon vote unanimously carried, the Board approved the 2021 landscaping maintenance proposal from Keesen Landscaping in the amount of \$15,008 for three years. The Board requested a \$1,000 credit be added for trees in the agreement.

2. Review and Consider Approval of Ash Tree Bids

No action was taken.

3. Review and Consider Approval of Dog Station Repairs

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Upon a motion duly made by Director Sasso, seconded by Director Meyer and, upon vote unanimously carried, the Board approved the dog station repairs proposal in the amount of \$306.73.

4. Review and Consider Approval of Tree Removal and Debris Clean Up

Upon a motion duly made by Director Sasso, seconded by Director Meyer and, upon vote unanimously carried, the Board approved the tree removal proposal in the amount not to exceed of \$1,625.

B. Pool/Clubhouse

Upon a motion duly made by Director Meyer, seconded by Director Sasso and, upon vote unanimously carried, the Board approved the following pool hours: residents may swim at their own risk from 10:00 a.m. to 4:00 p.m., lifeguards will be on duty from 4:00 p.m. to 8:00 p.m., and weekends remain the same. The clubhouse will remain closed when lifeguards are not onsite.

C. Design Review Committee – 23 Requests since Previous Meeting

Ms. Herman provided an update. Director Sasso noted he is finalizing the guidelines.

D. Covenant Enforcement

Ms. Ellis reviewed the covenant enforcement report with the Board.

E. Social Events

1. Wood Chipper Event

The Board will send an email to residents on August 22, 2020 reminding them about the wood chipper event.

The Board discussed having food trucks in the community, noting permission to proceed.

The Board discussed providing new residents with a welcome packet or basket, noting it is okay, but not exclusive. It may include a card with information and disclaimers on it.

The Board discussed providing goody bags for Halloween. A flyer will be made saying “You’ve been Boo’d!”.

IV. Administrative Matters

A. Review and Approval of June 17, 2020 and July 15, 2020 Board Meeting Minutes

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Upon a motion duly made by Director Sasso, seconded by Director Rodgers and, upon vote unanimously carried, the Board approved the June 17, 2020 and July 15, 2020 Board Meeting Minutes.

B. Review and Accept May 31, 2020 and June 30, 2020 Financial Statements

Upon a motion duly made by Director Sasso, seconded by Director Lubthisophon and, upon vote unanimously carried, the Board accepted the May 31, 2020 and June 30, 2020 financial statements.

1. Review Delinquent Accounts

The Board reviewed delinquent accounts.

C. Ratify Approval of Current Claims

Upon a motion duly made by Director Sasso, seconded by Director Lubthisophon and, upon vote unanimously carried, the Board approved current claims in the amount of \$8,567.50 and \$13.

D. Other

None.

V. Old Business

None.

VI. New Business

A. Review and Consider Approval of the Virtual Meeting Policy

Upon a motion duly made by Director Sasso, seconded by Director Lubthisophon and, upon vote unanimously carried, the Board approved the Virtual Meeting Policy.

B. Discuss Resident Request to Update Signage at Frost Entrance

The Board discussed getting a proposal for the sign along Meadows Dr. and getting a downsized brick monument.

C. Review Draft 2021 Budget

Ms. Herman reviewed the draft 2021 Budget.

D. Other

No other new business was discussed.

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VII. Executive Session

It was determined Executive Session was not needed.

VIII. Adjournment

Upon a motion duly made by Director Sasso, seconded by Director Erickson and, upon vote unanimously carried, the Board adjourned the meeting at 8:45 p.m.

Respectfully submitted,

DocuSigned by:

Sharon Erickson

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Secretary for the meeting