

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE WOODBOURNE HOMEOWNERS ASSOCIATION HELD SEPTEMBER 16, 2020

A special meeting of the Board of Directors of the Woodbourne Homeowners Association ("HOA" or "Board") was held on Wednesday, September 16, 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; Community Property Specialists

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 Approve Landscaping Maintenance and Snow Removal Agreement

Upon a motion duly made by Director Meyer, seconded by Director Erickson and, upon vote unanimously carried, the Board approved the Landscaping Maintenance in the amount of \$15,008 and Snow Removal Services charged on an hourly basis for three years.

2. Review and Consider Approval of Ash Tree Bid

The Board determined this was not a need at this time. No action was taken.

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3. Review and Consider Approval of Holiday Light Installation

Upon a motion duly made by Director Rodgers, seconded by Director Meyer and, upon vote unanimously carried, the Board approved the holiday light installation proposal.

B. Pool/Clubhouse

Following discussion, the Board determined to close the pool on September 20, 2020 at 6:30 p.m. and the Clubhouse will continue to remain closed.

C. Design Review Committee – 7 Requests since Previous Meeting

Ms. Herman provided an update.

D. Covenant Enforcement

Ms. Ellis reviewed the Covenant Enforcement Report with the Board. Ms. Ellis will continue to follow up with a home who has persistently left out their trash cans.

E. Social Events

Director Rodger and Ms. Herman provided an update regarding Halloween plans in the community. The Board will hold a gathering on October 21, 2020 at 7:00 p.m. with volunteers to figure out the details of the event.

IV. Administrative Matters

A. Review and Approval of August 19, 2020 Board Meeting Minutes

Upon a motion duly made by Director Sasso, seconded by Director Rodgers and, upon vote unanimously carried, the Board approved the August 19, 2020 Board Meeting Minutes.

B. Review and Accept July 31, 2020 Financial Statements

Upon a motion duly made by Director Sasso, seconded by Director Erickson and, upon vote unanimously carried, the Board accepted the July 31, 2020 Financial Statements.

1. Review Delinquent Accounts

The Board reviewed the 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 ratified the approval of current claims. The Board asked about the lock box fees.

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D. Other - None.

V. Old Business

A. Review and Approve 2021 Budget

Ms. Herman reviewed the 2021 Budget, noting HOA fees would be assessed at \$63.00 per month per home. Upon a motion duly made by Director Lubthisophon, seconded by Director Sasso and, upon vote unanimously carried, the Board approved the 2021 Budget.

B. Other - None.

VI. New Business

A. Other

The Board discussed investments for the HOA, noting interest rates were very low at this time, but Merrill Lynch will continue to watch and roll the CDs as appropriate with rates.

VII. Executive Session

It was determined an Executive Session was not needed.

VIII. Adjournment

Upon a motion duly made by Director Sasso, seconded by Director Lubthisophon and, upon vote unanimously carried, the Board adjourned the meeting at 8:22 p.m.

Respectfully submitted,

DocuSigned by:

Sharon Erickson

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Secretary for the meeting

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