

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
WOODBOURNE HOMEOWNERS ASSOCIATION (THE "HOA")
HELD
MARCH 17, 2021

A special meeting of the Board of Directors of the Woodbourne Homeowners Association (referred to hereafter as the "Board") was convened on March 17, 2021, at 7:00 p.m. via Zoom. The meeting was open to the public.

ATTENDANCE:

Directors In Attendance Were:

Justin Sasso, President
Sharon Erickson, Treasurer/Secretary
Alex Crosby, Assistant Treasurer/Secretary
Jeff Lubthisophon, Assistant Treasurer/Secretary
Brittany Rogers, Member at Large
Jeff Hoffman, Member at Large

Director James Meyer was absent and excused.

Also, In Attendance Were:

Celeste Terrell; CliftonLarsonAllen LLP
Six Homeowners

CALL TO ORDER:

At 7:02 p.m., the Board called the meeting to order.

**PUBLIC
COMMENT:**

Public Comment: There was no public comment.

**COMMITTEE
REPORTS:**

Landscaping:

Proposal for Tree Removal and Stump Grinding from Bailey Tree, LLC in the amount of \$2,075: The Board discussed the proposal for tree removal and stump grinding from Bailey Tree, LLC in the amount of \$2,075. No action was taken.

Proposal for Tree Removal and Stump Grinding from Monster Tree Service in the amount of \$1,100: The Board discussed the proposal for tree removal and stump grinding from Monster Tree Service in the amount of \$1,100. Following discussion, upon motion duly made by Director Lubthisophon, seconded by Director Erickson and, upon vote, unanimously carried, the Board approved the proposal for tree removal and stump grinding from Monster Tree Service in the amount of \$1,100. The Board requested that staff contact the arborists to revise the proposals to include a priority list for tree replacement and trimming.

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Pool/Clubhouse:

Discuss Update on 2021 Swim Season: Ms. Terrell provided an update on the 2021 Swim Season, noting that Jefferson County remains in the blue category (COVID-19) and at this time. The Board reported that if there are no changes, the HOA will move forward with opening the pool this season. Ms. Terrell will request that legal counsel add an amendment to the swim team agreement regarding lap-swim. The Board directed Ms. Terrell to request that legal counsel review the lap-swim waiver. Ms. Terrell reported that staff will have all items in place for reservation system.

Update on Clubhouse Repairs: Ms. Terrell provided the Board with an update on the Clubhouse repairs, noting that the roof was repaired last week prior to the approaching snowstorm.

Design Review Committee – Five Requests since February 17th Meeting: Ms. Terrell provided the Board with an update.

Social Events: Ms. Terrell reviewed details for the Electronic Disposal Day with the Board. The Board determined to proceed with the event, noting that the event fee would be \$350, which the HOA will pay. The Board reported that the homeowners would pay \$25 to dispose of televisions.

ADMINISTRATIVE MATTERS:

February 17, 2021 and February 24, 2021 Special Board Meeting Minutes: The Board reported that the word “lifeguard” need to be changed to “coach” in the Public Comment section of the February 24, 2021 Special Board Meeting Minutes. Following discussion, upon motion duly made by Director Lubthisophon, seconded by Director Hoffman and, upon vote unanimously carried, the Board approved the February 17, 2021 and February 24, 2021 Special Board Meeting Minutes, with the amendment of the word “lifeguard” to be changed to “coach” in the Public Comment section of the February 24, 2021 Special Board Meeting Minutes.

February 28, 2021 Financial Statements: Following discussion, upon motion duly made by Director Erickson, seconded by Director Rogers and, upon vote unanimously carried, the Board approved the February 28, 2021 Financial Statements.

Claims Totaling \$18,174.17: Following discussion, upon motion duly made by Director Lubthisophon, seconded by Director Erickson and, upon vote unanimously carried, the Board approved the claims totaling \$18,174.17.

Delinquent Accounts: Ms. Terrell informed the Board that she would email the information to them.

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Other: The Board discussed the Waste Connections trash services contract and asked Ms. Terrell if there will be a discount for the missed day of services, due to the snowstorm. Ms. Terrell will review the current contract and report back to the Board.

OLD BUSINESS:

Certificate of Deposit Rates from Merrill Lynch: Ms. Terrell reviewed the Certificate of Deposit Rates from Merrill Lynch with the Board.

Electronic Disposal Day: This item was discussed previously during the social event discussion.

Other: None.

NEW BUSINESS:

Governing Document Audit: Director Sasso provided an overview of services provided by legal counsel, noting that after reviewing, legal counsel will provide a written report with any recommended changes. Following discussion, upon motion duly made by Director Lubthisophon, seconded by Director Hoffman and, upon vote, unanimously carried, the Board approved the governing document audit in an amount not to exceed \$1,605.

Annual Meeting: Ms. Terrell informed the Board that staff will send email reminders for the Annual Meeting, post an electronic version of the Proxy online and will post the New Board Member Application online, as well.


EXECUTIVE SESSION:

Executive Session: An Executive Session was not needed.

ADJOURNMENT:

There being no further business to come before the Board at this time, the meeting was adjourned.

Respectfully submitted,

By  DocuSigned by:
92AE513731864A0
Secretary for the Meeting

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Client Number: 011-045662	
Source Envelope:	
Document Pages: 3	Signatures: 1
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