

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
WOODBOURNE HOMEOWNERS ASSOCIATION (THE "HOA")
HELD
May 19, 2021

A special meeting of the Board of Directors of the Woodbourne Homeowners Association (referred to hereafter as the "Board") was convened on May 19, 2021, at 7:00 p.m. via Zoom. The meeting was open to the public.

ATTENDANCE:

Directors In Attendance Were:

Brittany Rodgers, Member at Large
Jeff Hoffman, Member at Large
Errin Elizondo, Member at Large
Kit Badger, Member at Large

Also, In Attendance Were:

Celeste Terrell & Amy Bazinet; CliftonLarsonAllen LLP
Lora Knowlton; Resident

CALL TO ORDER:

The Board called the meeting to order at 7:15 p.m.

**PUBLIC
COMMENT:**

There was no public comment.

**CONSIDER
APPOINTMENT OF
OFFICES**

Following discussion, the Board appointed the following offices:

President – Jeff Hoffman
Vice President – Brittney Rodgers
Secretary – Errin Elizondo
Treasurer – Kit Badger
Member at Large – Sheryl Archuleta

It was noted that Director Crosby may have sold his house. Ms. Terrell will contact him regarding his resignation from the Board.

**COMMITTEE
REPORTS:**

Landscaping: Ms. Terrell reviewed tree proposals with the Board. Upon a motion duly made by Director Hoffman, seconded by Director Rodgers and, upon vote, unanimously carried, the Board directed Ms. Terrell to verify the pricing with Bailey Tree LLC and request that Bailey Tree LLC specify the costs related to traffic control.

Pool/Clubhouse:

2021 Swim Season: The Board discussed the new COVID 19 level clear that Jefferson County moved into. The pool will be open with no reservations and at full capacity. Ms. Terrell will send an email to the

RECORD OF PROCEEDINGS

community and upload the lap swim waiver residents will need to fill out and submit to participate in early morning lap swim to the website.

Clubhouse Cleaning: Ms. Terrell reviewed a proposal from European Style Cleaning to clean the clubhouse once per month in the amount of \$180 per cleaning. Upon a motion duly made by Director Hoffman, seconded by Director Badger, the Board approved the proposal from European Style Cleaning to clean the Woodbourne Clubhouse once per month in the amount of \$180 per cleaning.

Design Review Committee – 16 Requests since March 17th Meeting: Ms. Terrell provided the Board with an update.

Covenant Enforcement: Ms. Terrell provided an update to the Board regarding covenant enforcement.

Social Events: Ms. Terrell provided an update to the Board and will contact Erica Franzel regarding sponsorship of the community garage sale day.

ADMINISTRATIVE MATTERS:

April 21, 2021 Special Board Meeting Minutes: Following review, upon motion duly made by Director Hoffman, seconded by Director Rodgers and, upon vote, unanimously carried, the Board approved the March 17, 2021 Special Board Meeting Minutes.

April 21, 2021 Annual Meeting Minutes: Following review, upon motion duly made by Director Hoffman, seconded by Director Rodgers and, upon vote, unanimously carried, the Board accepted the April 21, 2021 Annual Meeting Minutes.

April 30, 2021 Financial Statements: Following discussion, upon motion duly made by Director Badger, seconded by Director Hoffman and, upon vote, unanimously carried, the Board accepted the April 30, 2021 Financial Statements.

Claims Totaling \$8,362.57: Following discussion, upon a motion duly made by Director Elizondo, seconded by Director Badger and, upon vote, unanimously carried, the Board approved the claims totaling \$8,362.57

Delinquent Accounts: Ms. Terrell reviewed the delinquent accounts with the Board.

Other: None.

OLD BUSINESS:

Proposal for Trash Services: Ms. Terrell provided an update to the Board, noting that she is seeking proposals for trash services. She is requesting the

RECORD OF PROCEEDINGS

proposal include large item pick-ups.

Updated Covenant Enforcement Policy: Following discussion, upon a motion duly made by Director Hoffman, seconded by Director Rodgers and, upon vote, unanimously carried, the Board approved the updated Covenant Enforcement Policy, pending confirmation that the policy would need to be posted for comment.

Resolution Regarding Policies and Procedures for Covenant and Rule Enforcement: Following discussion, the Board did not approve the Resolution Regarding Policies and Procedures for Covenant and Rule Enforcement.

Internet Services at Clubhouse: Ms. Terrell provided an update to the Board noting that she received updated pricing from CenturyLink. Directors Hoffman and Elizondo will explore additional options.

Other: The Board discussed the new monument on West Meadows Drive. Ms. Terrell provided new information including the size of the monument and that it will cost approximately \$44,000. The Board decided to table the monument and explore new landscaping options for this area.

NEW BUSINESS:

Appeal Regarding Shed at 7092 S. Owens St: Homeowner, Lora Knowlton, was in attendance and discussed her appeal to the Board. The Board will review the shed and provide a response to Ms. Knowlton by Friday, June 4, 2021.

Fencing Along W. Meadows Drive: The Board discussed various options to repair the fence along W. Meadows Drive. An article will be included in the next community newsletter. Ms. Terrell will solicit a proposal to stain the fence along S. Simms St.

Moving Reserve Cash to Higher Interest Rate Accounts: Director Hoffman discussed the available options with the Board. Ms. Terrell will send RBC Wealth Management recommendations to the Board.

Other: None.

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 at 9:32 p.m.

Respectfully submitted,

RECORD OF PROCEEDINGS

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By Sheryl Archuleta
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Secretary for the Meeting