

## RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
WOODBOURNE HOMEOWNERS ASSOCIATION (THE "HOA")  
HELD  
July 21, 2021

A special meeting of the Board of Directors of the Woodbourne Homeowners Association (referred to hereafter as the "Board") was convened on July 21, 2021, at 7:00 p.m. via Zoom. The meeting was open to the public.

**ATTENDANCE:**

**Directors In Attendance Were:**

Jeff Hoffman, President  
Brittany Rodgers, Vice-President  
Kit Badger, Treasurer  
Errin Elizondo, Secretary  
Sheryl Archuleta, Assistant Treasurer/ Secretary

**Also, In Attendance Were:**

Celeste Terrell; CliftonLarsonAllen LLP (CLA)  
Susie Ellis; Covenant Enforcement

**CALL TO ORDER:**

The Board called the meeting to order at 7:03 p.m.

**PUBLIC  
COMMENT:**

None.

**COMMITTEE  
REPORTS:**

**Landscaping:** Ms. Terrell provided an update to the Board regarding landscaping. She stated that she will instruct Keesen to change the watering schedule so that it does not water around the pool area on Saturdays before noon.

**Pool/clubhouse:** Director Hoffman discussed an email blast to the residents regarding the pool temperature. It was noted that the Board would like to adjust the pool contract to include language regarding changing the pool temperature throughout the season based on the weather, where the pool will be set to 82 degrees at the beginning of the season and adjusted down to 80 degrees by mid-late June. The Board also discussed the condition of the clubhouse and noted that Perfect Pools is expected to keep the double doors and pocket doors closed. Ms. Terrell stated that she will have the clubhouse carpets shampooed. It was noted that the pool reservation form needs to be updated with the correct phone number. Director Elizondo stated that she will contact Perfect Pools for pool reservation information.

**Design Review Committee – 18 requests since June 16<sup>th</sup> meeting:** Ms. Terrell provided an update to the Board regarding the Design Review requests.

**Covenant enforcement:** Ms. Ellis provided an update to the Board regarding covenant enforcement. Discussion ensued and Ms. Ellis stated that she will send

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a letter to homeowners with fences along Meadows Drive with a reminder to make necessary repairs and paint as needed.

**Social events:** It was noted that the next social event is the Hayride on December 18<sup>th</sup>. Ms. Terrell stated that she is expecting to receive pricing from Keesen for holiday lights at the monuments.

**Newsletter items:** The Board discussed items to be added to the newsletter, including a recurring reminder on tree trimming.

### **ADMINISTRATIVE MATTERS:**

**June 16, 2021 Board meeting minutes:** Following review, upon motion duly made by Director Elizondo, seconded by Director Badger and, upon vote, unanimously carried, the Board approved the June 16, 2021 Board meeting minutes as presented.

**June 30, 2021 Financial Statements:** Following review, upon motion duly made by Director Badger, seconded by Director Hoffman and, upon vote, unanimously carried, the Board accepted the June 30, 2021 Financial Statements as presented.

**Claims:** Following review, upon a motion duly made by Director Badger, seconded by Director Hoffman and, upon vote, unanimously carried, the Board accepted the claims as presented.

**Delinquent accounts:** Ms. Terrell distributed and reviewed the delinquent accounts with the Board.

**Other:** None.

### **OLD BUSINESS:**

**Internet services at clubhouse:** Director Elizondo provided an update to the Board on the internet options available. The Board agreed to change internet services to Xfinity and Director Elizondo agreed to set it up.

**Landscaping options at West Meadows Drive entrance:** Ms. Terrell reviewed the landscaping proposal from Keesen with the Board. Due to the high cost of hand watering, the proposal was rejected.

**Fence staining and repairs on Simms:** Ms. Terrell reported to the Board that she is in the process of receiving proposals.

**Moving reserve cash to higher interest rate accounts:** The Board discussed options for moving reserve cash. It was noted that the accountant at CLA will call Director Hoffman to discuss this option further.

**Community survey regarding Architectural Guidelines:** Director Hoffman

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provided an update to the Board regarding the community survey. The Board provided feedback and it was noted that Director Hoffman will revise the survey questions.

**Tennis court resurfacing and painted pickle ball net lines:** Ms. Terrell reported to the Board that she is in the process of receiving proposals. She noted that if any proposals are approved, the tennis court resurfacing and pickle ball net line painting would be done in the spring due to weather concerns.

**Other – Bailey Tree proposal:** The Board reviewed the Bailey Tree proposal. Following review, upon a motion duly made by Director Elizondo, seconded by Director Badger and, upon vote, unanimously carried, the Board approved the proposal in the amount of \$15,150 as presented to trim branches and remove dead trees to be funded out of reserves.

### **NEW BUSINESS:**

**Parking lot line repainting:** The Board directed Ms. Terrell to solicit proposals for repainting the parking lot lines.

**Memorial plaque for Kristen Meyer:** The Board discussed having the plaque installed on the fence. Ms. Terrell noted that she will contact Erica Franzel regarding the placement of the plaque.

**Other – Discussion on artificial turf in front lawns:** Ms. Terrell stated that she will send the guidelines from other communities to the Board for consideration.


### **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 9:16 p.m.

Respectfully submitted,

By    
 Secretary for the Meeting

DocuSigned by:  
Erin Elizondo  
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