

## 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  
August 18, 2021

A special meeting of the Board of Directors of the Woodbourne Homeowners Association (referred to hereafter as the "Board") was convened on August 18, 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  
Errin Elizondo, Secretary  
Sheryl Archuleta, Assistant Treasurer/ Secretary

The absence of Director Kit Badger was noted and excused.

**Also, In Attendance Were:**

Celeste Terrell; CliftonLarsonAllen LLP (CLA)

**CALL TO ORDER:**

The Board called the meeting to order at 7:01 p.m.

**PUBLIC  
COMMENT:**

None.

**COMMITTEE  
REPORTS:**

**Landscaping:** Ms. Terrell provided an update to the Board regarding landscaping. She reported that the tree removal and pruning project will start next week. Ms. Terrell also noted a proposal for snow removal had been received from Keesen Landscaping. Following discussion, upon a motion duly made by Director Hoffman, seconded by Director Rodgers and, upon vote, unanimously carried, the Board approved the snow removal proposal from Keesen with the addition of a 2" trigger listed and no parking lot or street plowing listed.

A proposal for holiday lighting from Keesen was presented to the Board. Following review, upon a motion duly made by Director Elizondo, seconded by Director Archuleta and, upon vote, unanimously carried, the Board accepted the holiday lighting proposal from Keesen in the amount of \$1,172.39.

**Pool/clubhouse:** The Board had a discussion regarding swimming at the pool before the lifeguards arrive in the afternoon. The Board decided this would be allowed only if the Lap Swim Waiver is signed. It was noted the waiver is only good for the person who signed it, and no one under the age of 18 years-old is allowed to swim without lifeguards present. The Board asked Ms. Terrell to start seeking out proposals for new pool management for the summer of 2022. Ms. Terrell is also to follow up on the pool tile repairs.

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**Design Review Committee – 7 requests since the July 21 meeting:** Ms. Terrell provided an update to the Board regarding the Design Review requests. There was a discussion regarding artificial turf. Ms. Terrell is to send the Architectural Control Committee Guidelines on artificial turf and ask for their feedback.

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

**Newsletter items:** The Board discussed items to be added to the newsletter, including a recurring reminder on tree trimming on Meadows and around property if tree limbs are hanging over sidewalks and to also include a reminder about cleaning up trash around the pool and pool property.

### **ADMINISTRATIVE MATTERS:**

**July 21, 2021 Board meeting minutes:** Following review, upon motion duly made by Director Elizondo, seconded by Director Hoffman and, upon vote, unanimously carried, the Board approved the July 21, 2021 Board meeting minutes as presented.

**July 31, 2021 Financial Statements:** Following review, upon motion duly made by Director Elizondo, seconded by Director Hoffman and, upon vote, unanimously carried, the Board accepted the July 31, 2021 Financial Statements as presented.

**Claims:** Following review, upon a motion duly made by Director Elizondo, seconded by Director Archuleta 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 at the clubhouse and stated she is working on setting up the new internet service.

**Fence staining and repairs on Simms:** Ms. Terrell presented a proposal from Fence Consulting Services to the Board. Following review, upon a motion duly made by Director Hoffman, seconded by Director Elizondo and, upon vote, unanimously carried, the Board approved the proposal from Fence Consulting

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Services in the amount not to exceed \$4,565.00.

**Moving reserve cash to higher interest rate accounts:** Director Hoffman provided an update. It was noted that the Board would like RBC Wealth Management present at the next meeting.

**Community survey regarding Architectural Guidelines:** Director Hoffman noted he is updating the survey.

**Tennis court resurfacing and painted pickle ball net lines:** Ms. Terrell reported to the Board that she is in the process of receiving proposals.

**Parking Lot Line Repainting:** Ms. Terrell reported to the Board she is in the process of receiving proposals.

**Artificial Turf in Front Lawns:** This was discussed during the Design Review Committee Updates.

**Other:** None.

### **NEW BUSINESS:**

**Pool Closure Extension:** Following discussion, the Board decided not to extend the pool season due to Perfect Pools not having staff available to provide lifeguards. The Board mentioned they would like the next pool management company to join the February 2022 Meeting.

**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 8:35 p.m.

Respectfully submitted,

By  \_\_\_\_\_  
Secretary for the Meeting