

## 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  
SEPTEMBER 22, 2021

A special meeting of the Board of Directors of the Woodbourne Homeowners Association (referred to hereafter as the "Board") was convened on September 22, 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  
Suzette Strayer; Homeowner

**CALL TO ORDER:**

The Board called the meeting to order at 7:23 p.m.

**PUBLIC  
COMMENT:**

Homeowner Suzette Strayer had questions regarding her garage door request. Ms. Terrell notified her that her request had been approved.

**COMMITTEE  
REPORTS:**

**Landscaping:** Ms. Terrell provided an update to the Board regarding landscaping. She reported that the tree outside of the clubhouse has been removed. Ms. Terrell also noted the winterization of the irrigation system is to take place in late October or early November.

**Pool/clubhouse:** The Board mentioned they would like Ms. Terrell to receive additional proposals for the pool tile project. They also mentioned the pool rules sign need to be updated. Ms. Terrell will authorize Perfect Pools to begin winterizing the pool.

**Design Review Committee – 12 requests since the August 18 meeting:** Ms. Terrell provided an update to the Board regarding the Design Review requests. The Board would like the Architectural Control Committee members at the next Board meeting and at future meetings going forward.

**Covenant enforcement:** Ms. Ellis provided an update to the Board regarding covenant enforcement.

**Social events:** It was noted that the next social event is the Hayride on December 18<sup>th</sup>.

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**Newsletter items:** The Board discussed items to be added to the newsletter, including holiday lighting rules and clarification on what needs to be approved by the Design Review Committee.

### **ADMINISTRATIVE MATTERS:**

**August 18, 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 August 18, 2021 Board meeting minutes as presented.

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

**Delinquent accounts:** Ms. Terrell distributed and reviewed the delinquent accounts with the Board. The Board would like an update on if there are late fees from several years ago that are being carried over month after month. Ms. Terrell is to contact accounting and follow up 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. The Board had a discussion regarding services with Xfinity, Verizon and TMobile. Ms. Terrell is to ask insurance if it is required to have a landline in the clubhouse.

**Fence staining and repairs on Simms:** Ms. Terrell noted that this is in the process of being scheduled.

**Moving reserve cash to higher interest rate accounts:** Ms. Terrell noted that the Board would like RBC Wealth Management present at the next meeting.

**Community survey regarding Architectural Guidelines:** This item was tabled until a later date. No action was taken.

**Tennis court resurfacing and painted pickle ball net lines:** Ms. Terrell reviewed a proposal with the Board in the amount of \$800.00. Following review, upon a motion duly made by Director Hoffman, seconded by Director Badger and, upon vote, unanimously carried, the Board approved the proposal for the tennis court resurfacing and painted pickle ball net lines in the amount of \$800.00.

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**Parking Lot Line Repainting Proposal from Advanced Concepts INC:** Ms. Terrell reviewed the proposal from Advanced Concepts INC. Following review, upon a motion duly made by Director Elizondo, seconded by Director Archuleta and, upon vote, unanimously carried, the Board approved the Parking Lot Line Repainting Proposal from Advance Concepts INC.

**Contract from Waste Connections:** Ms. Terrell presented a 3- year contract from Waste Connections. Following review, upon a motion duly made by Director Elizondo, seconded by Director Hoffman and, upon vote, unanimously carried, the Board approved the 3-year contract with Waste Connections.

**NEW BUSINESS:**

**Presentation from RBC:** This item was postponed to next meeting. No action was taken.

**Tile Repair Proposal from Perfect Pools:** This item was discussed during the pool update.

**Other:** The Board discussed the website and would like contact forms removed from the site.


**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 9:11 p.m.

Respectfully submitted,

By    
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 Secretary for the Meeting