

## 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  
DECEMBER 15, 2021

A special meeting of the Board of Directors of the Woodbourne Homeowners Association (referred to hereafter as the "Board") was convened on December 15, 2021, at 7:00 p.m. via Microsoft Teams. 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 (Via Teams)

**Also, In Attendance Were:**

Celeste Terrell; CliftonLarsonAllen LLP (CLA) Via Teams  
Several homeowners were also in attendance.

**CALL TO ORDER:**

The Board called the meeting to order at 7:00 p.m.

**PUBLIC  
COMMENT:**

Homeowner Anthony Browne discussed with the Board adding in portable pool steps. He will follow up with Ms. Terrell.

**COMMITTEE  
REPORTS:**

**Landscaping:** Ms. Terrell provided an update to the Board regarding landscaping noting that Bailey Tree is working on tree pruning.

**Pool/clubhouse:** Ms. Terrell reported that she has not received any responses yet for interior design committee members.

**Design Review Committee – 8 requests since the November 17 meeting:** Ms. Terrell reviewed the Design Review Requests with the Board.

**Covenant enforcement:** Ms. Ellis is out of town and no report was provided.

**Social events:** It was noted the Hayride is scheduled for December 18<sup>th</sup>.

**Newsletter items:** The Board would like the newsletter to include information on the HOA dues increase, tree pruning, security system upgrade, internet upgrade, and interior design committee.

**ADMINISTRATIVE  
MATTERS:**

**November 17, 2021 Board meeting minutes:** Following review, upon motion duly made by Director Elizondo, seconded by Director Rodgers and, upon vote, unanimously carried, the Board approved the November 17, 2021 Board

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meeting minutes as presented.

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

**Claims:** Following review, upon a motion duly made by Director Elizondo, seconded by Director Hoffman and, upon vote, unanimously carried, the Board accepted the Claims in the amount of \$43,494.70

**Delinquent accounts:** Ms. Terrell distributed before the Board meeting.

**Other:** None.

### **OLD BUSINESS:**

**Internet services at clubhouse:** It was noted this project will be completed by the end of December.

**Moving reserve cash to higher interest rate accounts:** No action was taken.

**Clubhouse updating:** Homeowner Anthony Browne noted he would like to join the interior design committee. Ms. Terrell will work on getting an eblast out with design committee info.

**Other:** None.

### **NEW BUSINESS:**

**2022 Budget:** With 67% of homeowners not present at the meeting, the 2022 budget was deemed ratified.

**2022 Fee Schedule:** Following review, upon a motion duly made by Director Elizondo, seconded by Director Hoffman and, upon vote, unanimously carried, the Board approved of the 2022 Fee Schedule.

**CliftonLarsonAllen LLP Master Service Agreement for Management Services and related statements of work:** Following review, upon a motion duly made by Director Hoffman, seconded by Director Elizondo and, upon vote, unanimously carried, the Board approved the CLA Master Service Agreement for Management and related statements of work.

**Past Due and Fees:** The Board discussed the past due fees. They decided on any short-paid dues to waive the late fees until April 1<sup>st</sup>.

**Yard Sign Limitations:** This item was deferred to the January Meeting.

**Replacement of Concrete Slabs Outside of Pool Gate:** Ms. Terrell provided

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an update to the Board and will send out a proposal to the Board.

**SIS Proposal to Troubleshoot Existing Video System in an Amount Not to Exceed \$1,200:** The Board did not approve this proposal.

**SIS Proposal to Replace Video System in the Amount of \$1,900:** Following review, upon a motion duly made by Director Rodgers, seconded by Director Badger and, upon vote, unanimously carried, the Board approved the SIS proposal to replace the video system in the amount of \$1,900.

**Hearing for Fence Request:** The homeowners discussed their fence request. Director Elizondo will send their wording to the committee for their review. Following discussion, upon a motion duly made by Director Hoffman, seconded by Director Elizondo and, upon vote, unanimously carried, the Board approved the privacy screen withing property lines at 7182 S Owens st.

**Other-Maintenance Items:** The Board mentioned the clubhouse doors have some issues. Ms. Terrell will have someone out to look at them.

Ms. Terrell noted she will be having a baby in April and Stephanie Odewumi will be filling in during her absence.

**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 8:33 p.m.

Respectfully submitted,

DocuSigned by:  
By Erin Elizondo  
BECC202A8D64F2  
Secretary for the Meeting