

## 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  
JANUARY 19, 2022

A special meeting of the Board of Directors of the Woodbourne Homeowners Association (referred to hereafter as the "Board") was convened on January 19, 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 (Via Teams)  
Kit Badger, Treasurer  
Errin Elizondo, Secretary

Director Archuleta was absent and excused.

**Also, In Attendance Were:**

Celeste Terrell; CliftonLarsonAllen LLP (CLA) Via Teams  
Susie Ellis; Covenant Enforcement (Via Teams)  
Jamie Archambeau; Homeowner  
Daryl Lloyd; Homeowner

**CALL TO ORDER:**

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

**PUBLIC  
COMMENT:**

There was a question on how violation/compliance items are addressed. Ms. Ellis stated that inspection occur twice per month during the summer months and once per month during the winter.

There was a question on work trucks being parked on the street. Ms. Ellis clarified the rules related to work trucks.

There was a question on driveway extensions.

**COMMITTEE  
REPORTS:**

**Landscaping:** Ms. Terrell reviewed the plant health proposal from Keesen Landscaping. Ms. Terrell is to ask Bailey Tree if they provide these services and get their pricing.

**Pool/clubhouse:** Ms. Terrell will set a meeting with the owner of Perfect Pools for early February.

**Design Review Committee – 8 requests since the November 17 meeting:** Ms. Terrell reviewed the Design Review Requests with the Board. Ms. Terrell will send the Board the updated ACC form for review and will remind the Architectural Committee that they need to attend meetings.

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**Covenant enforcement:** Ms. Ellis reviewed her report. There was a discussion regarding fences. Ms. Ellis will add this to her next inspection.

**Social events:** Ms. Terrell reviewed the 2021 list of events with the Board and will edit with 2022 events and the Board's notes.

**Newsletter items:** The Board would like the newsletter to include information on the clubhouse updating committee, monthly meeting dates changing, call for new Board members and winners of the holiday light contest.

### **ADMINISTRATIVE MATTERS:**

**December 15, 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 December 15, 2021 Board meeting minutes as presented.

**Delinquent accounts:** Ms. Terrell reviewed the delinquent accounts with the Board. Ms. Terrell is to find out how many people are on auto payment and how many statements are being sent.

**Other:** There was discussion on changing monthly meeting dates. Following discussion, upon a motion duly made by Director Hoffman, seconded by Director Elizondo and, upon vote, unanimously carried, the Board approved moving the meeting dates from the third Wednesday to the second Wednesday of the month starting in February.

### **OLD BUSINESS:**

**Internet services at clubhouse:** It was noted that this project is complete and Centurylink has been cancelled. Ms. Terrell is to send the UPS label for the Centurylink modem return to Director Hoffman and Director Elizondo.

**Moving reserve cash to higher interest rate accounts:** This item has been tabled until the Reserve Study has been completed.

**Clubhouse updating:** Ms. Terrell will be sending out an eblast regarding the clubhouse updating committee.

**Other- Concrete:** The Board noted they would like to focus on the concrete by the pool gate and ask a contractor about other areas that can be mud jacked.

### **NEW BUSINESS:**

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

### **Woodbourne Wave Discussion:**

**Cones for home Meet Set Up:** Homeowner Jamie Archambeau noted there are concerns on parking during home meets. It was noted cones will be set up on house across the street from the pool.

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**New Lane Lines:** The Wave ordered new lane lines and asked if the Board would be willing to donate for the new ones. Following discussion, upon a motion duly made by Director Hoffman, seconded by Director Badger and, upon vote, unanimously carried, the Board approved donating approximately \$600 for the new lane lines. Ms. Terrell will follow up with homeowner Jamie Archambeau on the reimbursement.

**Pool Tiles and Stairs:** There was a question regarding adding stairs to the pool. The Wave is requesting that the stairs be portable in order to be removed for swim meets. Ms. Terrell will contact Landon Bradbury of Perfect Pools regarding tiles repairs in March/ April.

**Food Trucks:** It was noted that there will not be food trucks this year.

**Other-Reserve Study:** Ms. Terrell received two proposals and is waiting for the third. Following review and discussion, upon a motion duly made by Director Hoffman, seconded by Director Elizondo and, upon vote, unanimously carried, the Board approved the Reserve Study proposal with Association Reserves in the amount of \$2,800 with an eight week turnaround.

Director Rodgers announce she will be resigning in February. Ms. Terrell is to contact Daryl regarding Board Appointment.

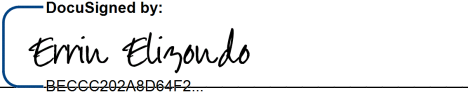
### **EXECUTIVE SESSION:**

**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 9:37 p.m.

Respectfully submitted,

By  Secretary for the Meeting  
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