

Park at Woodland Oaks Owners Association, Inc.

Wednesday, November 4, 2020 at 6:30pm via

Meeting Minutes

1. **Call to Order:** With quorum of the board, the meeting was called to order at 6:32p.m. Board members in attendance were Victoria Readnour (Treasurer), Bobby Jones (Member at Large), Dana Martin (Member at Large) and Elizabeth Mays (Member at Large), Edward Fair (Member at Large) and Anthony Dublin (Secretary). The SpectrumAM representative in attendance was Stephanie Brennan (Community Manager).
2. **Approval of Meeting Minutes:** The August 5th, 2020 Meeting Minutes were approved by the Board.
3. **Financial Review:** Stephanie presented the Balance Sheet as of the day of the meeting and noted the bank balances. She also provided the Income Statement and Income Statement Summary and noted the error on the October Storage GL line that showed an overpayment on the Storage account. However, Stephanie has researched this, and no overpayment has been made.
4. **New Business**
 - a. **Insurance Renewal:** The board reviewed the insurance renewal and tentatively agreed to the proposed renewal from Blue Lime.
 - b. **Six Step Billing Policy:** The Board unanimously approved the Six Step Billing Policy. Stephanie said she would send it to Sandra for signature and implementation.
 - c. **Annual Meeting:** The board voted to hold the Annual Meeting electronically via Zoom. Stephanie noted that all procedures could be implemented electronically in the same manner an in-person meeting would in regard to elections etc.
 - d. **2021 Budget:** The Board approved the 2021 Budget and noted the CC&Rs revision is not budgeted for with 2021 income as it is a Special Project and has been budgeted for via the association reserves. It was also noted that the association reserves are extremely healthy.
 - e. **Mailboxes:** Stephanie has applied for financing from USPS for the replacement of the mailboxes in the community. This is currently undergoing approval with USPS.
5. **Old Business**
 - a. **CC&Rs Revision:** Stephanie provided the board with the information and notes from the attorney for review. The board noted they would review it in detail and send Stephanie their notes to provide to the attorney to move this project forward.
6. **Committee Reports:**
 - a. It was noted that Yard of the Month hadn't taken place this month and the board would like for a Holiday Decorating contest to take place in December. Stephanie will notify homeowners of the competition before Thanksgiving and request that homeowners submit photos of their installation to an email for consideration. The Board approved the

purchase of gift cards for the Christmas Decorating contest to the value of... 1st place \$100, 2nd place \$75 and 3rd place \$50.

7. **Homeowner Open Forum:** Stephanie opened the floor to homeowner questions. There was one homeowner on the call who had a site violation concern which Stephanie advised was being addressed. The homeowner also noted that the competition initiatives would be a huge moral booster in the community and encouraged the holiday decorating contest taking place.
8. **Executive Session:** With no further questions, the open meeting was closed, and the executive session opened. Stephanie presented the Aging Report to the Board who voted one accounts to legal. The Site Violation Report was also presented to the Board who voted three accounts to legal.
9. **Adjournment:** With no further business, the meeting was adjourned at 7:58pm.