

Park at Woodland Oaks Owners Association, Inc.

Monday, March 1st, 2021 at 6pm

Q1 Meeting Minutes

1. **Call to Order:** With quorum of the board, the meeting was called to order at 6:11p.m. Board members in attendance were Sandra Stahl (President), Victoria Readnour (Treasurer), Bobby Jones (Member at Large), Dana Martin (Member at Large) and Anthony Dublin (Secretary). The SpectrumAM representative in attendance was Stephanie Brennan (Community Manager).
2. **Approval of Meeting Minutes:** The November 4th, 2020 Meeting Minutes were unanimously approved as written.
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 to homeowners that the financials were available by the 15th of each month via the homeowner portal on the SpectrumAM website.
4. **New Business**
 - a. **Board Member resignation:** Board Secretary Anthony Dublin notified the board of his resignation which was accepted by the board and will become effective upon confirmation from Sandra and Victoria that he has been successfully removed from the RBFCU Association bank accounts. The Board unanimously approved his removal from the bank accounts.
 - b. **Annual Meeting:** The Board agreed to an electronic Annual Meeting and to avoid mailing notices twice and reduce costs to the association will hold the 2020 and 2021 Annual Meetings on the same evening.
 - c. **Storage Unit:** The board discussed the cost vs need of the storage unit and suggested removing the items in the storage so that the expense could be spared.
 - d. **Homeowner Communication:** Victoria suggested the association purchase magnetic information cards for homeowners and package it with the Annual Meeting Notice for people to have easy access to the Management Company contact information. A leaflet was also recommended.
5. **Old Business**
 - a. **CC&Rs Revision:** Stephanie confirmed that the updated CC&Rs had been received from the attorney and sent to the CC&R Committee for review. The committee is reviewing the documents and will submit their recommendations (if any) or approve it. Once approved it will be sent out to the board for approval and then presented to the community for review ahead of putting the documents to community vote.

- b. Mailbox Replacements:** Stephanie noted that this has been ongoing for sometime as the project is awaiting financial approval from USPS. Typically, the association would burden the cost, however, as the association is small, it may be eligible for financial support to replace the mailboxes via USPS. Stephanie to follow up on this with USPS and the Postmaster.

- 6. **Homeowner Open Forum:** With no further business, Stephanie opened the floor to homeowner questions. There were two homeowners on the call. One expressed concern on her ability to speak to someone when phoning in at SpectrumAM. Stephanie confirmed that this would be addressed and that she would call the homeowner directly. The second homeowner suggested color print outs for Site Violation reports to ensure clarity of the picture. Stephanie advised checking via the online portal for a color copy of the notice.

- 7. **Executive Session:** With no further business, the open meeting was closed, and the Executive Session opened. Stephanie presented the Aging Report and the board voted two accounts to legal, and no accounts were sent to legal from the Site Report.

- 8. **Adjournment:** With no further business the meeting was adjourned at 7:48pm.