

# Park at Woodland Oaks Owners Association, Inc.

## Meeting Minutes

Wednesday, August 5, 2020, at 6:30 p.m via Zoom

1. **Call to Order:** With quorum of the Board present, the meeting was called to order at 6:34 p.m. Board members in attendance were Sandra Stahl (President), Victoria Readnor (Treasurer), Bobby Jones (Member at Large), and Dana Martin (Member at Large). SpectrumAM representatives in attendance was Stephanie Brennan (Community Manager) and Mackenzie Werth (Client Relations Manager)
2. **Approval of Meeting Minutes:** The May 5, 2020 meeting minutes were presented to the Board and unanimously approved with one edit, which was corrected after the meeting.
3. **Financial Review:** Stephanie provided the Balance Sheet as of August 5, 2020, and noted the current bank account balances as of the day of the meeting, which was reviewed by the Board. Stephanie noted that she didn't have updated figures from RBFCU and requested the authorized board members on the account to review them. This will be forwarded to Stephanie following the meeting. Stephanie also noted the Social Committee payment for the July 4 flags that were given to the community and the payment for the storage.
4. **New Business**
  - a. **Site Management:** Mackenzie introduced herself as the head of Site Management and advised the Board a new Site Driver had been assigned to the community to further ensure the delivery of a consistent service product moving forward.
    - i. Forced Maintenance was discussed as an option for implementation and Mackenzie suggested that a Resolution that identifies the Board's enforcement approach may be an option. Stephanie and Mackenzie will work on this and report back to the Board on next steps.
    - ii. Bobby expressed the importance of not having site drives on trash days, which are on Tuesday and Friday.
  - b. **ACC:** The Board expressed concern on consistencies with the ACC Committee. To solve this, Stephanie suggested that she bridge the gap between the Committee and the Board and provide reporting each month on the status of submissions from the community.
  - c. **Homeowner Q & A:** The Board voted to hold the homeowner Q & A sessions after the approval of the meeting minutes so that those that didn't want to sit through the whole meeting didn't have to. Stephanie advised this will be implemented from the next meeting.
5. **Old Business**
  - a. **CC&Rs Revision:** Stephanie confirmed that the points provided by the Board are with the attorney and she had followed up but not yet received a reply. Stephanie identified

several points on the Board provided document that didn't need to be included in the new consolidated version of the CC&Rs due to legal requirement already being met with the existing verbiage, and other items being actionable immediately by Stephanie in coordination with the Board, Site Management, and the ACC Committee.

- b. Courtesy Guidelines:** Following the submission of Board courtesy guidelines by Victoria, Stephanie adjusted the verbiage and provided it to the Board for review. It was agreed that the Board would review these guidelines following the meeting. Stephanie advised that these guidelines are solely a guide and will be addressed on an individual basis if breached.
  - c. National Night Out:** Stephanie confirmed that the community has been registered and Sandra is the point of contact.
- 6. Committee Reports:** No committee reports.
  - 7. Homeowner Open Forum:** One homeowner was on the call and asked about how much detail was provided to the community regarding the financials and the site violation process.
  - 8. Adjourn to Executive Session:** The open meeting was adjourned to executive session at 7:04 p.m. Stephanie presented the Aging Report to the Board who voted one account to legal. Stephanie also presented the Site Violation Report to the Board who voted to send eight accounts to legal.
  - 9. Adjournment:** With no further business the meeting was adjourned at 7:37 p.m.