

The Park at Woodland Oaks Owners Association

Q4 Board Meeting

Tuesday, October 4th, 2022, at 6:00 pm via zoom

1. **Call To Order:** With quorum of the board the meeting was called to order at 6:04 pm.
2. **Establishment of Quorum:** The board present were as follows: Bobby Jones (Member at Large), Edward Fair (Member at Large), Elizabeth Mays (Member at Large), Jennifer Hickman (Member at Large), and Victoria Readnour (Treasurer). Spectrum Association Management was represented by Morgan Riley (Community Manager)
3. **Approval of Previous Meeting Minutes:** Bobby moved to approve the previous meeting minutes from May 11, 2022. Victoria seconded; all were in favor. The meeting minutes were approved as is.
4. **Homeowner Forum:** One homeowner was on the call, there were no questions asked.
5. **Financial Review:** Morgan reviewed the financials as of October 3rd.
 - a. **Operating and Reserves: \$14,515.46**
 - b. **Accounts Receivable: \$6,707.84**
6. **Old Business:**
 - a. **Mailboxes:** Morgan explained to the board that she is currently working with a new contact to get the mailboxes replaced. The community has been dealing with theft because of the mailboxes being so old and damaged. Morgan stated she will be going over to the Post Office the next day to make contact in person and ask what can be done.
 - b. **Community Events:** The board discussed community events that have not been happening in the community. Morgan stated she is more than happy to facilitate any type of event the board wishes, but that majority board approval is needed before she can move forward. The board stated they would like to come back to this topic.
7. **New Business:**
 - a. **2023 Budget:** The board reviewed the final draft of the budget for 2023. There were no questions raised. Bobby made a motion to approve the budget as is with no increase in assessments for 2023. Vicki seconded the motion: all were in favor. The 2023 budget was approved with no increase in assessments.
 - b. **Lights for Mailboxes / Security Cameras:** Vicki brought up the idea of possibly installing a motion detection light or solar light near the mailboxes to help prevent theft. She also brought up the option of having a camera installed near the mailboxes to get the theft on camera. Bobby suggested Morgan ask if having video footage of the theft would be helpful to the USPS before purchasing. All agreed, Morgan will ask this during her visit to the post office.

8. **Executive Session:** With no further items to discuss the meeting was moved to executive session at 6:35 pm
- b. **Violation Report:** There were no accounts voted to legal
 - c. **Aging Report:** There were no accounts voted to legal.
 - d. **Property Bullet Point Form:** Morgan reviewed the property bullet point form with the board
 - e. **CINC Management Tool:** Morgan logged onto CINC axis to review the management tool with the board. She explained that this is an easy way for the board to vote and it keeps everything that has been discussed and voted on in one place for all the board members to locate and review. Morgan will be sending out another test for the board to respond so that we may start using this tool going forward.
 - e. **Amended Documents:** Morgan reviewed the items on both the CCR's and Bylaws that are needing to be reviewed and revised by the new attorney. Morgan went through the whole list with the board so that it may be approved before sending it to the attorney. The board would like for Morgan to look into what can be stated in the documents as far as noise ordinances as well as further define and clarify the section of pets in the CCR's.
 - f. **Meeting Schedule:** Jennifer brought up the idea of setting meeting dates for next year so that the board can have it on their calendar and hopefully reduce the back and forth with the board for availability. The board has approved the meetings for 2023
9. **Adjournment:** With no further business to discuss the meeting was adjourned at 8:16 pm.