



Woodbrook HOA Special Meeting

2018

January 16, 2018

Pilgrim Congregational Church

Bozeman, MT



**Please
Turn off Your
Mobile Phones**

WTOA INFORMATIONAL MEETING

What we're going to cover



- BACKGROUND
 - What is the Woodbrook Townhouses Owner's Association (WTOA)?
 - What is the Board and what role does it play?
 - What is the difference in the documents governing the WTOA?
- PROPOSED DOCUMENT REVISIONS
 - Why is the Board updating the Covenants and Rules and Regulations?
 - How did the Board go about making these proposed revisions?
 - QUESTION AND ANSWER SESSION

WHAT IS THE WTOA?



- The Woodbrook Townhouses Owner's Association is an organization made up of all unit Owners.
- At the time of closing, each purchaser of a unit in Woodbrook becomes subject to the Covenants, Bylaws, and Rules & Regulations of the WTOA. All owners are required to be members of the WTOA.
- The owners established and can amend the Protective Covenants, which have "...the purpose of maintaining a uniform and stable value, character, architectural design, use development and maintenance of the premises."
- The WTOA has the authority and responsibility for the upkeep, maintenance, repair, construction, and reconstruction of Woodbrook property.
- The WTOA is governed by a Board of Directors elected by the owners.

WTOA BOARD OF DIRECTORS



- The Board of Directors is made up of Woodbrook Owners elected by the membership during the Annual Meeting in November. The term is for three years.
- There is a minimum of five Directors that must sit on the Board.
- The Board appoints a President, Vice President, Treasurer, Secretary, and Managers
- The Board holds quarterly meetings and additional meetings as needed.
- The Board develops and maintains the budget for the Association.
- Members of the Board of Directors are all volunteers.

WTOA BOARD OF DIRECTORS



Current WTOA Board of Directors

	<u>Term</u>
• Donna Minton	2016-2019
• Tom Johnson	2016-2019
• Phyllis Bock	2016-2019
• Rachael Briggs	2016-2019
• Don Baide	2016-2019
• Eleanor Truitt	2016-2019

Officers and Managers

- Donna Minton, President
- Tom Johnson, Vice President
- Pat Dunn, Treasurer
- Susie Becker, Secretary
- Gene Murray, Property Manager
- Debbie Nelson, Resident Manager

WTOA GOVERNING DOCUMENTS

The Bylaws, Covenants, and Rules & Regulations



The WTOA is a type of corporation, subject to state law. It is governed by THREE documents:

- **BYLAWS:** The basic structure and responsibilities of the WTOA
Discuss the "higher level" functioning of the Association, such as rules for holding official meetings, legal definitions of membership, how and what Association records are kept, rules for functioning of the Board of Directors, and rules concerning contracts and activities by the Association.
- **PROTECTIVE COVENANTS:** The basic set of agreements among WTOA members
Discuss in a more "customized" way how Association functions at a "local level", such as rights and responsibilities of members (owners), duties of the Association and Association governance, specific responsibilities of the Board, and enforcement of Association documents.
- **RULES AND REGULATIONS:** The agreed upon rules for members
Discusses at an even more "local level" specific rules and regulations that the membership agrees to follow, such as parking and storage, and other "lifestyle" guidelines that the members wish to uphold to maintain "...the property's quality, enjoyment, and value for all Owners ."

WTOA GOVERNING DOCUMENTS

Proposed Revisions



At the Quarterly Board Meeting in January 2017, the Board decided to take on the task in 2017 of revisiting the Protective Covenants and Rules and Regulations.

WHY??

“Woodbrook is just fine as is!”

MOTIVATION:

Why the proposed revisions?



“Bozeman is a very different place than it was eight years ago...”

- Carson Taylor

Former Bozeman Mayor

...And so is Woodbrook! But our documents haven't kept up with these changes...

MOTIVATION:

Why the proposed revisions?



MOTIVATION #1: Recognition that things have been changing around Woodbrook.

- The Board receives an increasing number of repeated complaints from Owners.
- More than one Owner has recently moved out of Woodbrook because of unresolved problems with neighboring units. Both cases have been due to renters.



MOTIVATION:

Why the proposed revisions?



MOTIVATION #2: We were advised to update these documents by our legal counsel.

MOTIVATION:

Why the proposed revisions?



MOTIVATION #3: The Board was running into policies for which we simply need to revisit and update - such as enforcement

The Board had to hold a costly hearing to reclaim funds the WTOA had paid to repair common property damaged by renters. The WTOA has yet to be refunded for this damage.



March 2016

PROCESS

What happened when?



January 2017:
Newly elected
Board met

July 2017:
Board begins regular
meetings to review
documents

November 2017:
Annual Meeting and
member notification
& feedback request

January 2018:
Board meets
& revises
based on
feedback

February 2017:
Board asks for members to sit
on subgroup to review
documents. None responded.

September/October 2017:
Board reviews with legal
counsel & continues
revisions

December 2017:
Feedback due

PROCESS:

Ask for member involvement



E-mail was sent out to all owners in February

woodbrook owners

February 7, 2017 at 10:41 AM

WO

To: undisclosed-recipients:

Woodbrook Volunteer Opportunity



The Board of Directors has been advised by our attorney that it is necessary to review and update our Covenants and By-Laws. These documents form the basis of our Rules and Policies and need to be consistent and up to date.

The Board would like to ask for volunteers to form a committee to undertake this task. The Committee will review the current documents and make recommendations to fit the needs of our HOA to fit today's standards and situations.

If you are interested please reply to this email or call any Board member. You can find contact information on the bottom of your Newsletter.

Thank you for your interest.

The Board received no response for volunteers.

PROCESS:

Identifying and making revisions



- Board members met approximately two times per month from July to November discussing the Covenants and Rules and Regulations line-by-line.
- The process involved easily over 200 person hours of time from your volunteer Board members.
- The Board regularly consulted legal counsel to ensure we were heading in a good direction.

This has been an enormously time-consuming process!

PROCESS:

Final Feedback from Members



- Once drafts were in place, the Board reached out to members to solicit feedback on the drafts.
- Many members responded with thoughts, corrections, suggestions, and edits.
- Board members reviewed each comment, made several changes, and ended up with the final versions.
- Final versions of the documents were emailed to members.

KEY CHANGES:

Covenants



- Enforcement policies
- Occupancy Form
- Change of lease period from six to twelve months

KEY CHANGES:

Rules & Regulations



- Further detail on Enforcement Policy
- Some changes to Section 7: “Recreational Vehicles, Structures and Storage
- Some changes/additions to Section 9: “Nuisance”
- Removal of Leasing Policy (redundant -- already in the Covenants)
- Outline of Residential Manager’s responsibilities

VOTING AND BALLOTS:

The Next Step after Tonight's Meeting...



- You will receive two ballots in the mail in the next week.
 - One ballot will be for the Covenants vote
 - One ballot will be for the Rules & Regulation vote
- Ballots must be received by 7 PM on Tuesday, Feb 20.
Details on ballot submission will be included with the ballot.
- The Board will send information about a Ballot Counting meeting on Tuesday, Feb 20 at 7 PM for members who wish to attend and observe the official ballot counting.

INSURANCE COVERAGE:

Not the topic of *this* meeting, but...



- The Board is reviewing the insurance policy and will keep all members informed about the progress early this spring.
- A vote to revise the insurance language in the Covenants will be held in April.

Question & Answer Session



- We hope you had the opportunity to review the documents.
- We would like to reintroduce the Board, Officers, Managers, and our Legal Counsel.
- We will start with Questions about the Covenants and then move onto the Rules and Regulations.

Question & Answer Session:

Some things to keep in mind...



- We would like all owners to have an opportunity to express their opinions. Please refrain from dominating discussions.
- We ask that you please introduce yourself and the topic you wish to discuss, followed by your comment and/or question. Please only speak on one topic at a time to keep the discussion organized.
- Please speak into the microphone so that everyone can hear and participate in the discussion.
- When a topic or item has been fully discussed, owners are asked to not bring the same topic back up.
- Any owner who feels that they cannot or do not wish to talk about an issue or concern during the meeting are asked to talk to a Board member following the meeting.



YOUR VOTE COUNTS!

PLEASE SUBMIT YOUR VOTE IN TIME!

BE SURE TO SIGN YOUR BALLOT!