

Woodbrook Townhouse Owners Association

Annual Meeting

November 18, 2019

The Annual Meeting of Woodbrook Townhouse Owners Association was held on Tuesday November 18, 2019 at the Pilgrim Congregational Church in Bozeman. President Phyllis Bock called the meeting to order at 7:00pm.

Roll Call and Quorum Count:

Roll call recorded 41 owners present and 15 owner represented by proxy for a total of 56 (79 % of membership). This constituted a quorum and business proceeded.

President Phyllis Bock introduced the Board of Directors, Manager, Residential Manager, Treasurer, and Secretary.

Resident Manager Debbie Nelson introduced the new Woodbrook owners.

Minutes of the 2018 Annual Meeting:

Phyllis explained that everyone had received a copy of last year's minutes and there were hard copies available for review. She requested that to save time the reading of the minutes be waived and the minutes accepted. There were three corrections to the minutes all of them addressing typographical/grammatical errors. The minutes were approved as amended.

Property Manager's Report:

Outgoing Property Manager Gene Murray presented the Manager's Report.

Sprinkler System: The system continues to perform well and save thousands of dollars on water each year.

Gene said that Woodbrook has an ongoing tree pruning program. Tree pruning is done year round and that not every tree is pruned every year. Not all trees need to be pruned annually and it would be too expensive.

Gene addressed concerns about the gutters at Woodbrook. The gutters are cleaned out every fall but the weather has not cooperated this year. The gutter cleanout should be completed this week.

The 5 year painting cycle calls for 15 units to be painted every 4 years and 16 units every fifth year. Gene feels that this consistent painting is the reason the siding has lasted as long as it has.

Gene explained that he has negotiated several contracts. Our lawn care contractor will be returning this summer and the snow removal contractor is in the second year of a 2 year contract.

Gene said that we need to continue to repair/replace privacy fences and upper deck membranes. Because these are durable, long term projects, the funding for these projects comes from the Reserve Fund.

Gene said that Woodbrook is not an “us versus them” community and we need to look at projects and improvements which benefit us all. Gene reminded everyone that previous Boards spent years studying the need for wells and repaving the streets before taking action. Large projects take time to put together. When there is a major project we need to work together to figure out the best way to approach it.

Gene thanked the membership for the help and support that he has received over the last 25 years.

The Manager’s Report was Approved.

Don Baide thanked Gene for his 25 years as Property Manager as well as his service on the Board of Directors and the Architecture Committee.

Resident Manager’s Report:

Debbie Nelson recognized Chuck Barnosky who passed away this year. Chuck served as President of the Board of Directors for 14 years and was a beloved member of the Woodbrook Community.

Debbie Nelson is completing her third year in the Resident Manager position. She explained that her job is to support the Board and to fill in where needed. This means that she maintains information on the rental units, monitors the wait list for rentals and makes sure that forms associated with rental properties are turned in. Debbie also facilitates the meetings of the Architecture Committee, which addressed 3 projects this year. Debbie was also very involved in the scheduling of interior work done as a result of ice dam damage last March.

We are currently at the Rental Cap of 25% (18 units). There are 9 owners on the waiting list. Debbie said that there has been no movement on the rentals this year.

Debbie called everyone’s attention to the map of Woodbrook on the back wall of the room. These maps outline the plats for each unit. Owners should look at the outline of their building and see exactly where their property lines are and what land they own.

Debbie said that she would be working closely with Julie Gobin, our new Property Manager. If owners have a concern or problem they should email the Woodbrook Owners email or they can call Debbie directly.

The Resident Manager’s report was Approved.

Treasurer’s Report:

Pat Dunn distributed copies and explained the Balance Sheets, Statement of Revenues and Expenses and Supplemental Statement of Reserves.

The General Reserve Fund is for operating expenses. Pat puts extra money into that fund and then pulls it out in the summer months when we have 90% of our expenses.

We maintain the Insurance Fund to be able to cover our \$10,000 deductible.

Pat explained the cost breakdown for ice dam repairs. The 2018-2019 Building Repairs totaled \$42,289.10. Of this, \$16,289.10 was for building repairs and the ice dam related work cost \$26,586.33. She gave the breakdown of which units needed repair and the cost for each unit.

The money for the ice dam repairs did not come out of the Reserve Fund because it is not a long term or permanent cost. The money came out of Operating Expenses (General Reserve). Woodbrook did not file an insurance claim because our insurance company said that each unit would have its own \$10,000 deductible so we would not have gotten any money.

The Treasurer's Report was Approved.

Audit Report:

Treasurer Dunn read a statement signed by unit owner Alan McClellan. Mr. McClellan reviewed the accounts, revenues and expenses for 2019 and they appeared to be in order. The Audit Report was Approved.

Budget Proposal for 2019:

Pat explained the Budget Proposal developed by the Board and sent to owners. The dues for November and December of 2019 are \$150/month. The HOA dues will be increased to \$175/month beginning January 1, 2020.

Pat said that a budget is a tool not written in stone. Although the Board tries to keep the expenses down there are times when expenses simply go over the amount expected. She cited as an example the fact that we have had 4 snow events in October and November which are not covered by our snow removal contract period which runs December to March. We will need to pay for these unexpected events.

Pat explained about the storage unit. For many years Gene has stored large Woodbrook items (such as signs, fencing, yellow bricks, etc.) in his garage or his own storage unit. Since Gene is no longer our Property Manager it was necessary for Woodbrook to acquire our own storage unit.

The Budget was Approved, however the vote was not unanimous.

New Business

Reserve Study: The Board of Directors presented a slide showing the major projects we have completed over the past years, including perimeter sidewalks, new roofs, irrigation wells and the interior street replacement. There are several major projects ahead including the driveway repair/replacement and the updating of exterior lighting. In view of this we need to look at future expenses and how we are going to pay for these necessary improvements.

To this end the Board has commissioned a Reserve Study. The Study will provide future Boards with information about the status of our physical buildings and potential major projects. It will help the Boards determine how much money we need to have in our Reserve funds.

New Property Manager: The Board has signed a one year contract with Julie Gobin and Echo Management to serve as Property Manager. Julie manages several HOAs in Bozeman and has a Property Manager license.

Driveway Replacement: Tom Johnson updated the unit owners about the driveway replacement. An inventory of driveways was done last summer and driveways were rated 1 -3 depending on the urgency of replacement. There were 9 driveways deemed to be in urgent need of attention.

To replace all 71 driveways will cost an *estimated* \$465,000. The membership as a whole needs to determine how to move forward with this project.

At a meeting held in the fall the Board presented 5 options and asked owners to provide feedback on these options. (These options were displayed on the wall in the meeting room). The next Board will determine what the owners would like to do.

You own your land, including the land under the driveway. So the question is: Are the driveways a Common Element or a **Limited** Common Element?

Other questions include who owns the driveway, not all driveways need replacement, not all driveways are the same size and some driveways have sidewalk/entries attached. There is new driveway technology available which we may want to investigate. Also some driveways have trees which are causing heaving and the trees need to be removed.

Our Covenants preclude owners replacing their own driveways.

Heat Cable, Insulation and Ventilation: Tom Johnson explained that the roof is an HOA issue and a shared expense. A roof failure is the responsibility of the HOA. However, ice dams are not a roof problem; they are a product of inadequate insulation and ventilation of the attic space, and therefore the responsibility of each unit owner. The attic should be the same temperature as the outside so the snow won't melt and refreeze leading to an ice dam.

Many of our units have the original insulation which has settled or was inadequate (you should look for R-48-50). Tom urged everyone to check their insulation and ventilation of the bathroom and dryer vents. If you need to make changes use a licensed contractor since they will need to pierce the roof to install the vents.

The question was asked why the Board decided to split the interior repairs 50/50 after the ice dams last March but no longer will do this. The Board erred on the side of kindness, we have never had ice dams before and there was no way to predict them. The Board felt that since this was a new event it made sense to help affected unit owners get through this incident. However, now that we are aware of this situation it is important for unit owners to take responsibility going forward. The membership should remember that not everything is cut and dried, sometimes circumstances force a decision.

Other: There were no other issues raised.

Election of Board of Directors: Phyllis asked the 6 candidates on the ballot to stand. She asked for nominations from the floor but there were none.

Debbie explained the voting/ballot counting procedures. She introduced the tellers who would be counting the votes and Eleanor Truitt who will serve as the Observer. These people retired to a separate room to count the votes and certify the results. Unit owners were invited to stay if they choose. However the results would be announced via email the next day.

There being no further business the meeting was adjourned.

Respectfully submitted, Susie Becker, Secretary