

2022 Annual Meeting Minutes
Woodbrook Townhouse Owners' Association
November 17, 2022

The Annual Meeting of Woodbrook Townhouse Owners' Association was held Thursday November 17, 2022 via Zoom and in-person. President Joe Hansen called the meeting to order at 7:15 P.M.

WTOA Officers present: President Joe Hansen (JH), Vice President, Rod Gilbert (RG), Treasurer Rachael Briggs (RB), Secretary and Director Kathy Swift Thompson (KST), Property Manager Lindsay Freitas (LF), Director Samantha Booth (SB) via Zoom.

Quorum Count: 18 owners in person; 14 owners via Zoom; 13 owners were represented by proxy for a quorum of 45 Woodbrook townhouse owners.

JH greeted members, laid out the plan for the the meeting and thanked the current BOD, Saddle Peak Properties and the Election Committee. He emphasized priorities of the Board are communications to the owners, creating community and maintaining Woodbrook structures and grounds.

Minutes of the 2021 Annual Meeting:

Secretary KST explained owners received a copy of the 2021 Annual Meeting minutes by email and in the WTOA Annual Meeting packet. KST requested the reading of the minutes be waived and the minutes accepted as published.

Pat Dunn (PD) requested a change under the second paragraph of the Financial Statements. The minutes as published read: During discussion, Dave Klumpar asked whether earning a higher interest rate on the funds in reserve had been investigated. PD reported at the time the money fund was set up, she chose the bank she did as they were the only bank that allowed transfer from one account to another by phone. Since that time the interest rate has fallen significantly on all types of accounts. PD requested the minutes read: During discussion, Dave Klumpar asked whether earning a higher interest rate on the funds in reserve had been investigated. PD reported no, this was not checked because the reserve and checking accounts are in the same bank for ease of transfer in order to pay invoices promptly. Pat Hansen, moved the minutes be approved as corrected. Roxanne Klingensmith seconded. There was no discussion, the minutes were approved as corrected.

Property Manager's Report:

Property Manager Lindsay Freitas (LF) gave an update on Saddle Peak Properties (SPP) first year managing Woodbrook. Included were: Tree and shrub trimming, branch cleanup; Irrigation maintenance and upkeep; Chimney & dryer vent cleaning; Pest control - many squirrels, raccoons, and hornets; Guest parking and road work; External painting; Roof and skylight repairs and fixes; Fence repairs and maintenance; Gutters - cleaning, ice dams, repairs of downspouts and noted it is hoped annual cleaning will still be done, SPP were waiting for leaves to fall, heavy snow occurred, everything is now frozen; Light bulb changes and fixture repairs. Janis Schoonmaker moved the Property Manager's Report be approved. Helen Mulroney seconded. The motion passed.

Following the Property Manager's Report Debbie Nelson asked how often SPP conducts drive-through inspections of Woodbrook and what SPP is monitoring. LF answered when SPP is in the community they look at grounds keeping issues, maintenance issues and covenant violations. They handle all concerns that they see. Right now SPP is looking at finishing branch clean up from recent storms.

Debbie Nelson commented that she feels the new 100W replacement light bulbs in the outdoor fixtures are too bright and 60W should be considered.

TREASURER'S REPORT

SPP Property Manager LF reported the following amounts in WTOA Accounts.

Checking Account: \$42,262.59; Dedicated Reserve: \$56,817.66

Mandated Reserve \$112,088.89; Insurance Reserve: \$13,433.33;

General Reserve: \$51,158.85

A written copy of the Balance sheet is incorporated into these minutes by reference and is attached. Janis Schoonmaker moved the Treasurer's Report be approved. Jeanie Sternhagen seconded. The motion passed.

FINANCIAL REPORT

Property Manager LF reported WTOA dues are staying the same; there are currently no past due accounts and the reserves are increasing. Debbie Nelson asked if there was a \$15. management fee in the cost of dryer vent cleaning.

Gene Murray asked if dryer vents should be checked yearly. RB replied insurance companies like to see regular maintenance of dryer vents. This led to a discussion of limited common elements and how WTOA can ensure owners properly maintain them. Roxanne Klingensmith moved the Financial Report be approved. Debbie Nelson seconded.

Budget Proposal:

President JH presented the 2022-2023 Budget sent to owners in the Annual Meeting Packet. Janis Schoonmaker asked about the secretary line item of \$1,200 in the budget. JH explained previous WTOA Boards had a secretary that was not an elected Board member but appointed by the BOD. The secretary received a small stipend. The Board is considering this arrangement. The past 3 years a Director of the Board has assumed this responsibility with no stipend.

Gene Murray asked about SPP's bid process and how vendors are secured. LF explained SPP gets 3 bids for every job and approval from the BOD for vendors.

Roxanne Klingensmith asked if it would be possible to have a timetable of work being done in Woodbrook. LF explained the new Concierge Plus website was implemented to facilitate communication between owners, SPP and the BOD. Owners are able to make maintenance requests and then track the work as it is being done. There is also a notification center where a calendar, once developed, will be placed so owners will know when work throughout the complex is scheduled.

Debbie Nelson asked whether the siding on units scheduled to be stained are checked for replacement before staining. LF said yes.

Debbie Nelson asked why seal coating was done on all Woodbrook interior roads this year when previously seal coating was done on a 3 year rotating schedule. LF stated upon inspection of the roads it was recommended by the contractor that both sides be done in 2022.

Janis Schoonmaker questioned why the budget in some areas is less than was spent in 2021-2022. JH explained we had several new vendors last year and that we are working with them for more accuracy in estimates.

Pat Dunn stated that the General Reserve is excess operating cash from previous years.

Don Baide asked about gutter cleaning. \$5,200. is in the 2022-23 budget for gutter cleaning. LF recommended that WTOA investigate leaf guards for the gutters.

Debbie Nelson moved the 2022-2023 Budget be approved. Janis Schoonmaker. seconded, the motion passed.

Pat Dunn pointed out in previous years a resident of Woodbrook did a review of the Association's books verifying all was in order. JH stated that the Board has taken a different direction this year and is currently in the process of a third party review. RG stated one of the main reasons for this is for objectivity. Gene Murray asked if the cost was in the budget, JH said no.

New Business:

JH announced that Kathy Swift Thompson has been elected to the Board of Directors for a 3 year term.

JH announced Jeanie Sternhagen and Daniel Bontrop have been elected to the Architectural Committee for 2 year terms.

Susie Becker requested a review of WoodBrook entryway lighting. Debbie Nelson stated a Lighting Committee was formed in 2019. The committee met, electricians were contacted, bids were obtained and outdoor fixtures were investigated. In September 2019, the WTOA Board of Directors put the project on hold to focus on the Reserve Study. Debbie felt the ground work on new outdoor lights has been done, the Lighting Committee should reconvene to pursue the project. It was noted that new bids and costs estimates would have to be obtained as they are now 3 years old.

Debbie Nelson stated the WTOA documents are outdated. She would like to see updating the documents a Board priority.

Debbie Nelson is concerned the enforcement of WTOA Rules and Regulations is not being done, pointing out it is an obligation of the Board.

Pat Hansen thanked the members of the BOD for their time and energy to serve on a volunteer board.

RG reminded members of the implementation of Concierge Plus for communication to SPP and the Board.

JH thanked everyone for participating in the Annual Meeting.

Janis Schoonmaker moved the meeting be adjourned, Jeanie Sternhagen seconded. The meeting was adjourned at 8:45 pm.

Respectfully submitted,
Kathy Swift Thompson
WTOA Secretary