

**2024 Annual Meeting Minutes**  
Woodbrook Townhouse Owners' Association  
November 14, 2024

The Annual Meeting of Woodbrook Townhouse Owners' Association was held Thursday November 14, 2024 via Zoom and in-person at Pilgrim Congregational Church. President Joe Hansen called the meeting to order at 6:30 P.M.

WTOA Officers present: President Joe Hansen (JH), Treasurer Rachael Briggs (RB), Secretary and Director Kathy Swift Thompson (KST), Director Ann Davies (AD), Director Connor Abens (CA), Property Manager Lindsay Freitas (LF).

**QUORUM COUNT:** 23 owners in-person; 6 owners via Zoom; 13 owners were represented by proxy for a quorum of 42 Woodbrook Townhouse owners.

President JH and the WTOA Board introduced themselves. JH explained the meeting is a hybrid, it is being conducted online and in-person. LF is acting as the contact for the Zoom portion and stated Zoom attendees could participate in the meeting via Chat.

**MINUTES OF THE 2023 ANNUAL MEETING:**

Secretary KST explained owners received a copy of the 2023 Annual Meeting minutes by email in the WTOA Annual Meeting packet. KST requested the reading of the minutes be waived and the minutes accepted as published. Ginny Cowan moved the minutes be approved. Rod Gilbert seconded. There was no discussion, the minutes were unanimously approved.

**PROPERTY MANAGER'S REPORT:**

Property Manager Lindsay Freitas (LF) gave an update on Saddle Peak Properties (SPP) third year managing WTOA. Thankfully the winter was mild compared to the previous year. Many Woodbrook junipers died due to the previous winter. Most have been removed. Replacement has begun and will continue next year. Care of Woodbrook grounds and trees remains a priority. Woodbrook's exterior lighting was replaced in 2024. Director CA managed the lighting project which is a great addition to Woodbrook.

**TREASURER'S REPORT**

Treasurer RB gave the Annual Meeting Treasurer's Report which is incorporated into these minutes by reference and is attached.

**FINANCIAL REPORT**

Property Manager LF presented the WTOA Balance sheet as of October 31. During the discussion Debbie Nelson asked where the \$51,000. recovered from owners for interior damage from ice dams was recorded. LF stated in the WTOA checking account. Susie Becker asked if WTOA was on a flat rate for snow removal. LF stated WTOA is not on a flat rate but rather on a per time basis. 28 times has been budgeted. Debbie Nelson asked who makes the call regarding Woodbrook roads being sanded. LF stated it is in the contract. JH said the Board will check into this.

## **BUDGET PROPOSAL:**

President JH presented the Proposed 2025 Budget. The budget is based on dues of \$315/per month, an increase of \$15/per month. The 2025 Budget is incorporated into these minutes by reference and is attached. During the discussion, Brad Garnick requested more expenditure categories be included in future budgets. JH announced the Tracy and Hoffman loops will be seal coated in 2025 and removing snow from Woodbrook is not budgeted. Shirley Knighton brought up snow has been stored in the fire lane off of Mason leading to Black. Don Baide raised the question of the dues increase and challenged the Board to get a better return on money in the reserves. Susie Becker moved the 2025 Budget be passed, Rod Gilbert seconded, the Budget passed with a vote of 39 for and 3 against.

## **NEW BUSINESS:**

### **WOODBROOK 2040 COMMITTEE**

In an effort to be forward looking and to bring fresh perspectives and new ideas to the BOD the Woodbrook 2040 Committee was formed. The 2040 Committee met several times and formed sub groups consisting of Landscape, Water and Lawn; Mathew Bird Creek Enhancement; Documents; Energy and Physical Plant. The sub groups met throughout the spring and summer formulating goals, priorities and recommendations to present to the WTOA membership.

#### **Landscape, Water and Lawn**

Jeanie Sternhagen - Long Term Goals - Identify landscape issues including tree trimming, removal and replacement, shrub removal, perennial overgrowth and utility box camouflage. A planning chart has been developed to recommend immediate and long term needs. The immediate installation of a rain sensor system was recommended.

Ginny Cowan - 2025 Recommendations - Tree replacement where trees have been removed; plan for the "U" shaped area surrounding townhouses 1625 and 1627 South Black; 1707 South Black creek side refurbishment and removal and replacement of dead junipers.

Debbie Nelson - Community involvement - LWL focuses on the aesthetics of Woodbrook in an effort to maintain, preserve and plan for the future. WTOA owner participation in all aspects is welcome.

#### **Mathew Bird Creek Enhancement**

Paul Sanford - Long Term Goals - Stabilize the streambank using natural materials; improve water quality: improve habitat for fish and wildlife, implement integrated management, preserve and improve stream views.

#### **Documents**

Phyllis Bock -Update WTOA documents to specify townhouse owner responsibility and Association responsibility. The Documents sub group recommends hiring an attorney to assist in accomplishing this.

**Energy**

Connor Abens - Goal - promote energy efficiency and new energy options available. Practicality is an issue. Obstacles for an energy efficient future for Woodbrook remain.

**Physical Plant**

Joe Hansen - Focus is on outside structural elements of the town homes including gutters, fences, siding and roofs. Research is on ongoing on ways to manage capital projects.

**CAPITAL EXPENDITURES**

The BOD has been discussing capital expenditures for 2025. A summary of the items under consideration was given by AD. They are: rain sensors; tree replacement; initial phase of privacy fences; roof assessment and a digital map. Looking down the road 2 to 5 years are new signage, gutters and curb repair.

**WTOA RENTALS**

LF reported there are currently 15 units rented in Woodbrook. The rental cap is 18. Since June owners on the rental waiting list have been contacted. Three owners are currently in the 90 day period to secure a lease for their unit.

**OWNER REQUEST**

Owner Deborah Nelson, 1643 South Black, made a formal request to the BOD to reinstate Quarterly BOD Meetings.

The meeting was adjourned at 8:45 pm.

Respectfully submitted,  
Kathy Swift Thompson  
WTOA Secretary