

Draft 2025 Annual Meeting Minutes
Woodbrook Townhouse Owners' Association
November 11, 2025

The Annual Meeting of Woodbrook Townhouse Owners' Association was held Tuesday November 11, 2025 via Zoom and in-person at Pilgrim Congregational Church. President Joe Hansen called the meeting to order at 7:03 P.M.

WTOA Officers present: President Joe Hansen (JH), Treasurer Rachael Briggs (RB), Vice President Kathy Swift Thompson (KST), Property Manager Lindsay Freitas (LF).

QUORUM COUNT: 22 owners in-person; 5 owners via Zoom; 7 owners were represented by proxy for a count of 34 Woodbrook Townhouse owners, 2 members short of a quorum therefore, a quorum of 51% of the WTOA was not achieved.

President JH explained the meeting is a hybrid, it is being conducted online and in-person. Susie Becker is acting as the contact for the Zoom portion and stated Zoom attendees could participate in the meeting via Chat. The meeting would continue with the agenda items but without a quorum the Proposed 2026 Budget could not be voted on. JH asked new owners in Woodbrook to introduce themselves. Paul Kunke (PK), the new owner of 17 Hoffman, introduced himself. JH introduced the Board members present; Treasurer Rachael Briggs and Vice President Kathy Swift Thompson whose 3 year term will be up at the end of the meeting. He informed the owners Secretary Ann Davis had moved out of Woodbrook and is no longer on the Board.

MINUTES OF THE 2024 ANNUAL MEETING:

Vice President KST explained that owners received a copy of the 2024 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. Pat Dunn (PD) moved the minutes be approved. Ginny Cowan seconded. There was no discussion, the minutes were approved.

PROPERTY MANAGER'S REPORT:

Property Manager Lindsay Freitas (LF) reported maintenance and replacement costs are increasing as Woodbrook ages. The irrigation system and wells are working but are requiring more maintenance and repairs every year. The installation of fiber and cable lines this year caused damage to the Woodbrook irrigation system and grounds. While compensated by the companies, the damage to the grounds is still evident.

This summer 10 fence panels were replaced. Many more need attention. The current fence construction is expensive to replicate. New techniques were tried with the 2025 replacements to minimize the cost and maintain a consistent fence design. So far, this approach appears to have been successful but is not a long term solution for Woodbrook's fences.

Half of the roof of the west side of 9 Hoffman was replaced. The shingles were removed and the sheathing replaced. The sheathing was in poor condition and found to be only 1/2 inch. Today's standard for sheathing is 3/4 inch. The ice dam barrier was not sufficient.

While many of Woodbrook's plants and trees have shown improvement from the herbicide damage due to overspray this spring, some are still showing limited and abnormal growth. At the time of the damage, a list was made of the damaged plants. All plants will be checked next spring to ensure the plants have recovered, if not they will be replaced.

Alpha Lawn and Landscaping continues to keep Woodbrook's lawns green, growing and mowed. Fertilizer was applied in June. The lawn is monitored to ensure it is healthy, reasonably weed-free and green. Different methods and models regarding lawn care are continually being investigated. The contract with Alpha for 2026 is in place.

Landscaping work at Woodbrook continues. A combination of Bozeman Arborcare and Woods Landscaping help maintain the grounds. Bozeman Arborcare removes trees where needed, trims the high and big branches and grinds stumps. Woods removes smaller trees and bushes and keeps our bushes and hedges trimmed. It is a great team effort. Woods Landscaping is extremely cost effective.

Due to the heavy snow this winter, snow removal represents the majority of the 2025 Budget deficit. There is still a month and a half to go in the 2025 budget year where additional snow removal costs may be incurred.

TREASURER'S REPORT

Treasurer RB gave the Annual Meeting Treasurer's Report explaining Woodbrook's Balance Sheet which included Assets, Checking, Dedicated Reserve, Mandated Reserve, Insurance Reserve and General Reserve. A Reserve Activities Statement detailing activities of each reserve was sent to owners. RB suggested owners review the statement as it contains a lot of information. Written copies of the Financial Statements are incorporated into these minutes by reference and are attached. PK asked for clarification on how money gets into the Insurance Reserve. JH explained the Insurance Assessment is a yearly one time assessment. RB explained once the entire assessment is received it has been placed in the Reserve Account. This year, the 2025-2026 insurance money did not go into the reserve but remains in the checking account.

FINANCIAL REPORT

Property Manager LF presented the Budget vs Actual Comparison for January through October 2025. Categories over budget are Maintenance/Repairs, Street Sweeping, Irrigation Maintenance, Mowing, Roof Raking and Snow Removal. At approximately 50%

over budget, roof raking and snow removal are the largest contributors to the budget deficit. PD asked about Depreciation and Amortization as shown on the Comparison sheet, stating Woodbrook has no depreciation and amortization. LF explained that would not be included next year. LF apologized that the printed copy owners received at the meeting was printed in grey scale and the Net Income of -23,630.83 did not show up on those copies. Debbie Nelson (DN) asked if Seal Coating would be done on Woodbrook's interior roads in 2026. JH stated there is money in the budget but the budget would not be voted on at the meeting due to a lack of a quorum. Marie Lowe (ML) asked if the budget deficit was due to the snowy winter. LF stated that is the case. PK asked if there were any owners who are late in paying their dues. LF stated at this point one owner is behind. PK pointed out on the Budget vs Actual Comparison that the total revenue in the 2026 column should be 306,720 not 304,215 as shown.

BUDGET PROPOSAL:

President JH reiterated the Proposed 2026 Budget can not be voted on due to the lack of a quorum at the meeting. He stated the 2026 Budget is based on dues of \$360/ per month, an increase of \$45/per month. Most of the increase is attributed to snow removal. JH called for questions. Don Baide (DB) asked if a roof inspection was in the budget. JH stated the operating budget is being presented, a roof inspection comes from capital funds and an inspection is scheduled in the next several days. DB asked about the \$6,000 in the 2026 budget for Project Management. JH explained the line item has been added to provide oversight for significant projects and a way to alleviate some of the volunteer time put in by the BOD. DB asked if a standing member of the Board could serve as a project manager and be paid. LF answered a Project Manager could come from Saddle Peak Properties (SPP), a contractor or a subcontractor, anyone familiar with large projects. PD asked who would be doing the roof inspection and would every roof be inspected. In answering JH gave a brief summary of the work the Physical Plant Sub Group has been doing regarding new roofs. With Jason Martel's assistance Ascent Building Consulting, Inc. has been retained to perform a roof inspection. Diane Stone asked if Ascent will prioritize the project? JH answered yes.

ML asked about expense items 611-103 and 612-32 Electricity. LF said there are duplications, categories have been combined and one category removed. ML asked about gutter cleaning. The YTD expense is 2,629.50; 10,000 budgeted for 2026. RB explained the fall invoice for gutter cleaning had not been received by October 31, cutoff date for the Budget vs Actual comparison. There will be additional charges in 2025 for gutter cleaning. LF verified that 10,000 should cover gutter cleaning in 2026. ML asked about the 637.50 Administrative Services category. LF explained the contract with that SPP covers Quarterly Board meetings but the Board meets on a biweekly basis. LF attends all the meetings she can, this charge is for additional meetings with the Woodbrook Board. ML asked about the necessity of Board members to be on every committee and suggested the Board would have more time if they delegated more. JH explained Woodbrook Bylaws require a Board member on all Committees. RB stated the Montana Non Profit Act requires two Board Directors on every committee. ML suggested Board members could be committee members but they did not have to run the committee.

DN asked about the status of deck membrane replacements referencing the Reserve Study. JH explained some townhouses with upper decks have had the membrane replaced due to interior leakage. Some but not all upper deck membranes have been replaced but at this time there is no push forward to replace all upper deck membranes. DN asked this project continue forward as interior damage caused by a leaking deck membrane would be the responsibility of the Association.

ELECTION OF MEMBERS OF WTOA BOARD

JH explained there were two positions on the Board as Secretary Ann Davies moved from Woodbrook in September and KST's term was up at the end of the Annual Meeting. He also noted that Director Connor Abens work situation has changed, his time becoming more limited for participation in Board meetings. This fall the Board has been functioning with three members, JH, RB and KST. He opened nominations from the floor and Zoom. PK nominated his wife, Francesca Pieraccini stating she won't be available until spring and is there some way PK could fill in for her until she can serve. JH stated the Board would work it out. The nomination was accepted. JH made another call for nominations, there were no more nominations. During discussion DB asked what happens if the position is not filled by election. JH explained the Board would solicit and try to fill the position by appointment for a one year term. Pat Hansen and JH both encouraged owners to consider serving our community. A vote was taken with the members present and those on Zoom voting for Francesca Pieraccini.

JH asked if there were any questions. DN asked for clarification on the procedure for approving the Proposed 2026 Budget. LF suggested Felicia could send on Election Buddy the Proposed 2026 budget for the members to vote on. JH stated the Association will operate on the 2025 Budget until the 2026 Budget is put to a vote.

JH asked WTOA Owners interested in serving on the Board for a one year term to either contact him or send an email to woodbrookowners@gmail. com

The meeting was adjourned at 8:02

Respectfully submitted,
Kathy Swift Thompson
WTOA Vice President