

# *WFOA Board of Directors*

## *Meeting Minutes for February 20th 2024*

**Present:** Cecilia, Alexa, Wyatt, Jim, Michael, Kristin, Fabio

**Absent:** Caleb, Phillip

**Guests:** David White, Alice

### **Community Members Attending:**

#### **1. Call to Order**

- a. Meeting was called to order by Wyatt at 6:33

#### **2. Building and Grounds On-Site Coordinator discussion:**

- a. What does David do:

- i. Finding small contractors in light of the HOA insurance policy that all contractors must be fully insured and licensed, liability and workers comp
  1. David procured the insurance necessary for these small contractors, so we could hire woodlake residents who on their own did not have insurance, or speciality contractors who did not have such insurance
  2. David's insurance comes up for renewal on May 1st
- ii. Project Management
  1. Develop scopes of work,
  2. Develop PRF,
  3. Evaluate proposals
  4. Monitor contractor work
- iii. Being an on-site presence
  1. Ad hoc requests from CAS or the neighborhood:
    - a. ie. check on X, fix Y, clean up Z
    - b. Lightbulbs, dead animals in the road
  2. Determining what needs to be done over the next year so things can be done in a timely manner
    - a. Tree removal / pruning
    - b. Landscaping services

- c. Generally keeping an eye out for things that need to be done
    - 3. Coordinating landscaping services and work that is not suitable for volunteers
      - a. Chainsaw work, speciality tools, etc
    - iv. Coordinating volunteer garden club
  - b. Jim will go over the pre-existing RFP (which David drafted in 2020) to split it into separate job roles (Landscaping vs Buildings?) to appeal to more candidates who may not have the expertise required for both aspects.
- 3. Approve Minutes:**
  - a. Jim moved to approve and Fabio seconded.
    - i. The vote passed with one abstention.
- 4. Items Completed Electronically**
  - a. Additional \$750 approved to complete clubhouse renovation project for carpentry work along stairs and touchup paint
    - i. The clubhouse renovations look great!
- 5. Committee Updates:**
  - a. Buildings and Grounds:
    - i. Current Projects (rough estimates provided by David)
      1. Removal/Pruning of Bradford pears along Woodcroft Parkway near Fayetteville St (\$0)
      2. Repair Duke damage to 'meadow' behind 8 High Rock (<\$1K)
      3. Planting behind 19 Lake village drive and elsewhere (<\$1K)
      4. Inspect/repair water recirculation pump in lake (<\$1K)
      5. Repair erosion damage between 5911 and 5919 Tahoe (\$1-5K)
      6. Install drain pipe on slope behind swimming pool and re-grass, Re-Install skirting around decking on back side decking around pool, install duck netting (\$1-5K)
      7. Erosion control work along streams (\$1-5)
      8. Replace asphalt trail on south side of lake (near Lake Village) and on northwest side of lake (near 200 – 214 Lakeshore) (>\$5K)
    - ii. Electrical work at the pool:
      1. We will proceed with Shawn's quote for the items found in the pool inspection

2. Wyatt will get another quote for interior items.
  - iii. Brightview does not keep a record of how much herbicides are being used across the neighborhood. They are applied as spot treatments, not generally used. MSDS for these can be provided if requested.
  - iv. Bruce Ellis will retire as lake contractor at the end of this year
- b. Welcome Committee
- c. Building and Grounds
- d. Sustainability Committee:
- e. Recreation Committee:
  - i. Committee met last weekend and 6 people joined.
  - ii. The recreation committee had responses from a neighborhood survey:
    1. 66% of people who took the survey did not join any events the previous year
    2. The favorites were the Valentines wine tasting and social gathering at Tobacco wood brewing.
    3. Neighbors offered to conduct some classes
  - iii. Upcoming events:
    1. Dance class
    2. Egg Hunt
    3. Wonder Lab children's event
    4. Children & Maternity Clothing Swap
    5. Social at Aperitif (Date TBD)
- f. Finance Committee:
  - i. EOY Balance for 2023 \$190,090.09
  - ii. \$131k is sitting in a money market at 0.3%.
    1. Keep 3 months of expenses in operating account (\$52.8k)
    2. Estimated \$75k in capital expenditures over the next year
    3. The recommendation is to invest:
      - a. Approximately \$75k into a Money Market for liquidity (approx. 4.25% / 6 months, then 3.5% at Pinnacle bank for 6 months)
      - b. Approximately \$80K for investment in CDs (approx. 5.25% for 7 months at AAB Bank)
      - c. (The numbers are approximate due to fluctuating rates and balances)
    4. Fabio motioned to authorize Jim to deposit assets in excess of our 3 months operating expenses into a Money

Market account and assets in excess of our estimated 2024 capital expenditures into a CD. Alexa seconded.

a. Vote passed unanimously.

g.

**6. New Business:**

a. Pool

i. VGB Act - We are required to update the pool drain cover.  
(\$4,397.61)

1. Alexa motioned to approve this expense. Kristin seconded.

a. Vote passed unanimously.

ii. Pool packet normally goes out early March.

iii. Alice has requested new showerheads (detachable) be installed as the current ones are essentially non-functional.

b. Front Steps - New CAS portal

i. Do we deprecate Neighbor in favor of Front Steps so we no longer need to pay the Neighbor fee (\$50 a month)?

1. Not without talking to the ARC and Donna

2. Jim also requests that all the board members check it out before the next meeting

**7. Meeting adjourned:** Alexa motioned to end the meeting at 9:09 and Kristin seconded.

a. Our next regular Board meeting is scheduled for March 19th at 7pm.