

**Woodhaven Estates  
Meeting Minutes  
February 12, 2014**

Meeting called to order at 7:03 pm

**In attendance:** Suzanne Apodaca, Tom Kelly, Jim Rentz, and Ingrid Siadal

**Absent:** Paula Shine

**Approval of Minutes**

The minutes from the previous month were not approved as has not been sent to Board members. Suzanne to follow up with Paula Shine, Secretary.

**Treasurer's Report**

Breakdown of HOA's financial holding provided by Janet Morton and was reviewed by members. Board briefly discussed the idea of holding an independent audit, as it was suggested by a member. It was noted that only Board members are authorized to withdrawal funds and sign on checks, and check signing requires two authorized Board members' signatures. Additionally, the President can review all bank transactions online. HOA is insured in the event of maleficence. Current bookkeeper picks up HOA mail, prepares checks for payments. This is done to reduce Board members time in such efforts, and all bills would need to be forwarded to the bookkeeper once collected. No further action taken.

Reviewed delinquent accounts and properties with liens attached. Board discussed the possibility of establishing liens after 2 years on delinquent accounts.

**Committee Reports**

**A. CC&R Report**

There is currently 1 request for house painting authorization. Homeowner was forwarded forms for completion.

Review of annual spring flyer. Suggestions made to include notice of availability of forms on the website. Once developed, Board members will distribute to all homes within the HOA. Board recommended emphasizing the 4 primary complaints to the Board in the flyer so that homeowners are aware of typical complaints. Flyer to be mailed to Board for approval.

Review of a complaint filed against 2752 Cleveland for noncompliance with CC&R related to yard and trashcans.

Credit application for Copy Cats to be submitted by Suzanne Apodaca.

The Board will remit payment to the homeowner who paid HOA fees 2x.

**B. Website**

Rules and regulation penalty schedule will be on the website.

**C. Parks**

There is one dead tree in Girod Park and will need to be removed. There was discussion about what types of trees should replace any trees removed. Tom Kelly will request that the landscape company remove the tree.

Tom Kelly will follow up on the sprinkler installation for next month's meeting. He will also follow up on trimming the trees on Burley Hill Loop to 5ft and on mole control.

### **New Business**

There are no outstanding complaints. There is one current complaint as noted in CC&R report.

Need to order dog waste bags for Girod Park and Burley Hill Loop. A single case of bags is \$168.00 and contains 3200 bags. The recommendation was to purchase 2 cases. Tom Kelly moved to vote, Jim Rentz 2<sup>nd</sup>. No issues raised for discussion and vote was unanimous in favor. Suzanne Apodaca will order.

### **Old Business**

Suzanne Apodaca will volunteer to organize the Easter activity, Tom Kelly will assist her. Flyers will be mailed to households. Plan will be for an Easter Egg Hunt.

Discussion on previous request to add addition to existing dwelling. Nothing further from the homeowner to date.

Discussion on billing the homeowner on Hoover for vacant lot for HOA dues. There is question if the homeowner has previously paid; it is unclear. If so, the homeowner has not paid since 2013.

Board voted to change that only homeowners in good standing (current) with HOA dues will be eligible to win HOA dues in future drawings. Vote was unanimous.

Meeting moved to adjourn at 8:43 pm. Next meeting will be April 16, 2014 at Meyers Elementary School at 7pm.