

Minutes from Woodfield Estates HOA Zoom Board Meeting

Date: 16 November 2022

Present: John O'Conner, President (through 2024), Warren Devine, Secretary (through 2023), Juliet Kwayke, Treasurer (through 2023)

Homeowners present: None

John called the meeting to order at 5:04 pm.

Juliet moved to approve the September board meeting minutes; Warren seconded; all in favor.

Treasurer's report (Juliet):

- Juliet does not have Quickbooks yet, so could not do a summary of our account balance.
- Our account at Heritage Bank needs some changes:
 - o As Treasurer, Juliet will need to be added to our checking account. Warren is on the account currently and so he can work with the bank to get her added.
 - o Warren and Juliet are the only board members that should be on our HOA checking account now. If anyone else is still on the account, they should be removed from it.

Outstanding tasks from last meeting

1. John and Warren – access road to playground – on track for next year
2. John - Stormwater inspection form is due by August 31st – done; can remove task
3. John - Secretary of State filing – done; can remove task
4. John - Cleanup of WEHA pond 1 - Juliana contacted Sage, John will follow up with her.
5. Discuss Board's position on corporate buyers - set aside, no action; can remove task
6. Snow removal plan – the board decided to evaluate this issue each year and make a decision by September whether we will contract with a snow plow service for that winter. We will not contract anyone for 2022-2023 winter.
7. Annual Meeting – done; can remove task

Comments received

- no new comments

Outstanding comments

1. Access road cleanup – discussed above

ACC requests received

- No new requests

New items

1. Tree removal policy. John drafted one a few months ago and Warren may have sent comments on it. Warren and John will look for emails regarding the draft policy so that the board can move forward with revising it.
2. Fence repairs – the board needs to check the two southernmost houses to verify that their work was completed. If it is complete, we need to send them letters telling them the fines will not occur.
3. Need to find two new board members. We should send out an email to everyone in the loop, telling them how little work is involved (meeting every other month; no big responsibilities).
4. The HOA has Quickbooks software for the treasurer but it will not work on every computer because it is PC-only and some homeowners only have Macs. The cheapest solution is probably to buy an inexpensive PC laptop ~\$300 for the HOA and then each subsequent treasurer can use it.
5. We will look into keeping our HOA electronic files in the cloud using Microsoft OneNote, if OneNote is free (first 5 GB should be free, which is more than enough space for our needs.) This would make it easier to share files, and it would preserve files as board members come and go.
6. John is checking on the Nov. payment to Sage. Did Claudia send a check?
7. Warren needs to work with bank to get Juliet added to checking account.
8. John is creating an annual calendar of all recurring HOA tasks.
9. Next Board Meeting: January 11th, 6pm on Zoom

Warren moved to adjourn at 5:39, Juliet seconded. All in favor.