

Minutes from Woodfield Estates HOA Zoom Board Meeting

Date: 9 January 2023

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

Homeowners present: None

John called the meeting to order at 6:04 pm.

John moved to approve the November board meeting minutes; Juliet seconded; all in favor.

Treasurer's report (Juliet):

- Juliet has gotten Quick Books worked and the password straightened out.
- Our account at Heritage Bank has \$8,474 currently, though that will soon increase as a result of annual dues being deposited.

Outstanding tasks from last meeting

1. John and Warren – access road to playground – we discussed the approach to putting down new rock and weed block fabric on the access road. The goal is a low- or no-maintenance gravel road. We are waiting until better weather, so we will schedule a date at the March board meeting. John is looking into the gravel source. We will need as many volunteers as possible to shovel gravel.
2. John – storm pond maintenance work. We reviewed the estimates from Sage. John moved that we go ahead and contract with Sage to do the cleanup work on the upper-most storm pond. After they clear it out we will inspect the area ourselves to decide what we want done with the large log that is up there between the upper-most and second-highest storm ponds. We might have it moved to allow better drainage between those ponds, or have it removed entirely.
3. John – Sage payments. John and Juliet verified that Sage has been getting paid.
4. John – hazard and fallen tree removal policy. John presented a revised draft of the policy to the board. The board made some requests for very minor revisions. John will send it to the board for a final review.
5. All – find two more homeowners to serve on the board. We will reach out to homeowners personally who have expressed any sign of potential interest in the past. Juliet will draft a letter asking if they are interested, and then we will email it to them. If we still can't find two board members this way, we will send out a mass email to all homeowners.
6. John – draft calendar for board activities. John presented a draft calendar of all regular board activities, such as annual meeting, spring cleanup, dues notices, etc. This calendar is not binding, but rather it is intended to keep the current and future boards from forgetting any regular tasks. John will revise this calendar based on our discussion and send it out to the board again for review.

Comments received

- no new comments

Outstanding comments

1. Access road cleanup – discussed above
2. Compliance regarding the Hoffman fence. All homeowners who we contacted in 2022 have made the requested repairs and have been notified by the secretary that fines have been reversed.

ACC requests received

- No new requests

New items

1. Warren commented that it is very difficult to keep track of all the HOA-related logins and passwords. Juliet agreed. Warren is going to draft a list that will include all of this information and other key info (such as for the bank) that will be needed by current and future board members.
2. We need to get Claudia's board binder from her.
3. Next Board Meeting: March 8th, 6pm on Zoom

Juliet moved to adjourn at 7:15, Warren seconded. All in favor.