

Minutes from Woodfield Estates HOA Zoom Board Meeting

Date: 17 May 2023

Present: John O’Conner (treasurer; through 2024), Warren Devine (secretary; through 2023), Juliet Kwakye (president; through 2023), John Hefner (member at large; through 2025), Robin Rosen-Evans (vice-president; through 2025)

Homeowners present: None

Juliet called the meeting to order at 6:01 pm.

John O moved to approve the November board meeting minutes; Robin seconded; passed with all in favor.

Treasurer’s report (by John):

- HOA bank account currently has \$19,475.45
- This balance is after our 2023 insurance payments (property and liability)
- Secretary of State form has been filed and fee paid.
- Federal taxes have been filed.
- John will stop by Warren’s house so Warren can write him a check to reimburse John for \$415.88 that John paid personally. This is: IRS=\$4.15; Sec of State=\$20.00, Computer mouse for HOA laptop=\$10.50. Crushed rock=\$285.99, Landscape cloth=\$95.24.

Outstanding tasks from last meeting (** denotes items requiring action before next meeting)

1. John O – Storm pond maintenance work. Juliana (who has volunteered to remain our Sage contact) got estimates from Sage for storm pond work and ivy removal. Board discussed merits of the potential work. We decided that the lowest storm pond does not currently need maintenance. John O moved that we have Sage mow/clean the upper storm pond which is currently badly overgrown with grass, weeds, and shrubs, as well as remove (and haul away) invasive English ivy which is currently becoming a problem due to its spreading and capacity to kill trees that it covers. Robin seconded this motion and all voted in favor. **John will contact Juliana to let her know of the two items that we want Sage to do.**
2. John O – Pond inspection – **John will arrange the annual inspection, which we can do ourselves. He will contact board members to see if anyone wants to join.**
3. John O and Juliet – Hand off the HOA binders to new members. **John and Juliet are working on this.**
4. Warren – Purchase new lights for entrance signs. Warren reported that the last set of lights were stolen (from both sides) and he is thinking of a more secure way to mount them. **Warren to purchase a new set of lights (cost~\$80.00, total).**

Completed tasks from last meeting

1. John and Warren – Playground Access Road. 8-10 people volunteered to help lay down landscape cloth and spread new crushed rock. The result seems to look good and received compliments. If this successfully keeps the weeds out, we will repeat the work on the section of the access road

that is further back from the paved road, closer to the playground. That section still has weeds growing in the gravel.

2. All board members – Complete officer listing. This has been done in the last meeting minutes and in the current meeting minutes.

New comments received

None

Outstanding comments

1. Suggestion to establish online dues payment option. **John O is looking into PayPal/Venmo. He mentioned there might be tax implications.**
2. Complaint about the condition of the play area, including grime, spiders, and safety issues. The homeowner who complained is interested in being on a committee to make improvements. John H volunteered to be the board liaison for this new committee. **John O will contact the homeowner who made the comment to get things moving. Juliet volunteered to help too.**

ACC requests received

- One request to paint a front door. It was approved.

New items

1. Juliet is going to send out a draft emergency preparedness plan, for input from board members.
2. John O'Conner is authorized to be named on our HOA's Heritage Bank account.
3. The board authorizes John O'Conner to open a HOA bank account at O Bee credit union and to transfer funds to that account from Heritage Bank.
4. The board will not do home inspections this spring because everything is looking pretty good already. Also, we did fence inspections not long ago. **Juliet will draft a friendly email to send to the neighborhood thanking them for their property upkeep and reminding them to keep an eye out for mildew on siding. Warren will send it out.**
5. Next Board Meeting: July 12th, 6 pm on Zoom

Robin moved to adjourn at 6:58, Warren seconded. All in favor, motion passed.