

Minutes from Woodfield Estates HOA Zoom Board Meeting

Date: 12 July 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),

Absent: Robin Rosen-Evans (vice-president; through 2025)

Homeowners present: None

Juliet called the meeting to order at 7:15 pm.

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

Treasurer’s Report (by John O’Conner):

- HOA currently has \$18,345.19 total, split between two bank accounts
- As decided in a previous board meeting, John O’Conner opened an Obee Credit Union account, as a first step in transitioning our HOA bank from Heritage Bank to Obee.
 - o John O put \$20.00 of his own money into the Obee account in the process of opening it. This counts as a pre-payment toward his 2024 dues.
 - o John O moved \$4,000.00 from our stormwater reserve fund to an Obee Money Market. Now, the reserve funds will at least earn some interest, more than we were getting before.
 - o The Heritage Bank account balance is \$14,325.19.
 - o We need to have two people on the Obee checking account. The board determined that the HOA secretary (Warren Devine) should be the second person named on the Obee account, in addition to the treasurer (John O’Conner).
- John O moved to accept treasurer’s report. Juliet seconded. Passed with all in favor.

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

1. Calendar of events. The board decided to add the annual meeting to the calendar on October 30, 2023 (Monday). John moved to do this, Juliet seconded. Passed with all in favor.
2. John O – Pond inspection. John completed the required storm pond inspection. There are a few minor things that still need to be done, but we can do those fairly easily ourselves. John O will then fill out the form with those items designated as completed, and turn it in to the City of Olympia.
3. Bank Account updates. [See Treasurer’s Report]
4. Add PayPal or Venmo dues payment options. John opened a PayPal account for the HOA so people can pay dues electronically. He is looking further into the possibility of opening a HOA Venmo account.

Ongoing Business

1. Home inspections. None have been done this year, though an email was sent to homeowners by Warren reminding people to keep up the basic maintenance. At the September board meeting we will discuss whether we think a fall inspection is necessary. Prior to that meeting, board members will take a quick look around the neighborhood to see if any properties are in need of maintenance.
2. Emergency Preparedness Plan. Juliet is still working on a draft plan. She is also creating a map dividing the neighborhood into five areas (labeled A-E), so that one board member could serve as the contact for each area.

New Comments Received

None

Outstanding Comments (** denotes items requiring action before next meeting)

1. Complaint about the condition of the play area, including grime, spiders, and safety issues.
 - o **Juliet will draft an email for Warren to send out, asking if anyone is interested in serving on a playground committee. That committee will make decisions about playground cleanup/maintenance and upgrades. The will also coordinate volunteer cleanup/work events for the playground. If there are enough volunteers to form a committee, then John H will be the board liaison for that committee.

ACC requests received

- One request for painting. It was approved.

New items

1. Annual meeting. John O will contact CNA about using their Zoom account for our annual meeting.
 - a. Warren will send out the notices in early September.
2. Access road to playground. The board discussed whether to put down more gravel to “refresh” the rest of this road and reduce weeds. The board decided to wait a few months to see how the weed situation progresses and whether this work is needed in 2023 or not.
3. Credit card. John O’Conner, as Treasurer, suggested that getting a credit card associated with Obee Credit Union is a logical choice for the HOA because it would make payments easier and safer, as opposed to the HOA’s current system of either giving out our bank account information or writing checks. All board members were in agreement that we should do this.
 - a. John Hefner moved that we get an Obee Credit Card. Juliet seconded. Motion passed with all members voting in favor.
4. Next Board Meeting: September 13th, 6 pm on Zoom

John O moved to adjourn at 8:15, John H seconded. All in favor, motion passed.