

Minutes from Woodfield Estates HOA Zoom Board Meeting

Date: 13 Sept. 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 6:02 pm.

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

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

- Most HOA money has been transferred from the HOA’s Heritage Bank account to its Obee Credit Union account.
- Heritage account currently has \$3,795.07.
- Obee has \$4,370.37 in checking and \$6,520.61 in money market. Dedicated funds (stormwater pond reserve, playground) are in the money market.

Further financial items:

- Juliet moved that the board adopt a policy, starting now, that three officers of the HOA (the president, the treasurer, and the secretary) are authorized to be named on all HOA bank accounts. John O’Conner seconded this motion. The motion passed with all voting in favor.
- Juliet moved that the board close our Heritage Bank account. John Hefner seconded. The motion passed with all voting in favor.

Outstanding Tasks from last meeting (** denotes work is still ongoing):

1. Calendar of events.
 - a. Annual picnic is Sunday, September 17 at 4:00.
 - b. The annual meeting is October 30, 2023 (Monday). Juliet will work on the agenda for the meeting.**
2. Emergency Preparedness Plan. The board will seek five emergency preparedness volunteers at the annual meeting. These five contacts will serve as the emergency preparedness committee. The neighborhood will be divided into five areas (labeled A-E), so that one member of the committee could serve as the contact for each area.**
3. Pond inspections are done and the form was turned in to the city by John O.
4. Electronic payment of annual dues.
 - a. John O set up a HOA paypal account; it is not connected to our Obee bank account yet.
 - b. We will work on putting a link to the paypal payment method on the HOA website. Homeowners using it will need to add a fee to cover the fee paypal charges.**

- c. At the annual meeting we will ask if anyone needs Venmo because they don't have paypal. If there is a need for Venmo, we will look into setting up an 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.
2. Picnic: John O has the bin of supplies.
3. Zoom account for our annual meeting:
 - a. John O will get the link from the CNA and send it to Warren so he can use it in the meeting announcements.
 - b. Warren will send out postcards and email.
 - c. Warren will send an email before the annual meeting telling everyone we are looking for volunteers to serve on the board.

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. John O - board liaison for playground committee. There was a complaint about the condition of the play area (including grime, spiders and safety issues. Juliet to draft an email for Warren to send out. Email will ask if anyone is interested on serving on the playground committee– committee will make decisions about playground cleanup, work events and upgrades. If there will be enough volunteers, John O will be the board liaison for that committee.

ACC requests received

- One request for a new driveway. It was approved. CCRs state that non-concrete driveways need special approval and are subject to ACC process. Regular concrete driveways that are of traditional material do not need approval.

New items

1. Recruitment of board members.
 - a. John O will draft an email and Warren will send it out. This email will include the by-laws description of the board member responsibilities. It will also include a plain English description of what is involved.
 - b. John O moved that the board meetings from now on occur every three months instead of every two months. (4 times per year instead of 6 times per year). Juliet seconded. Motion passed with all voting in favor.
2. Next Board Meeting: Nov. 8, 6:00 PM on Zoom.

John O moved to adjourn at 7:00, Juliet seconded. All in favor, motion passed.