

**Woodfield Estates HOA Board Zoom Meeting Minutes
February 8, 2024**

Present: John O’Conner, Treasurer
Don Silver, President
Sandra Stegman, Vice-President
Sheryll Apte, Secretary

Absent: Member at large (unassigned)

Homeowners present : None

Don called the meeting to order at 6:02 pm.

Secretary’s Report:

November 2023 Board meeting minutes reviewed with no amendments. Minutes were approved and will be posted on the website. Process for posting on website prior to approval by Board was reviewed. Minutes are preliminarily reviewed by Board members, then posted on website, with formal approval of minutes by Board at next scheduled Board meeting. Board meeting minutes are posted on the website prior to official Board approval.

Treasurer’s Report:

John shared that HOA has the following balances in our accounts –

Checking	\$ 3,165.21	
Money market	10,795.53	
CDs	4,000.00	approximately 5% interest rate, maturing 6/01/2024
		Reserved for storm water maintenance
	10,000.00	approximately 5.3% interest rate, maturing 11/30/2024
		HOA may consider utilizing some of these funds this year due to interest accrual

Explained use of PayPal to Board members. Some HOA members prefer electronic transfer of funds, while others utilize their bank bill pay, and others write paper checks. PayPal allows members to pay via bankcard.

HOA Dues – 4 members have not yet paid. 2 households received PayPal invoices. One planned to pay February 20th, and the other by March 10th. All 4 have been assessed late fees. Letters will be mailed to all 4 households with unpaid dues. 1 member paid \$250.00. They will pay the additional \$12.00 and they have been assessed a \$20 late fee.

Bank Account –HOA President and Secretary to be signers on the HOA bank account at Obee Credit Union, in addition to the Treasurer. John will contact the bank for details and Don and Sheryll will be added as signers. John will follow up.

New Business:

1. Board discussed the option to email dues notices to members we have email addresses for, as well as posting a notice on the community’s Facebook page. After discussion, it was agreed to utilize these means of communication in addition to mailing postcards with dues notices.

2. Board members discussed and agreed that utilizing email and the community’s Facebook page to communicate with members is advisable. We will do so going forward and actively encourage members to provide their email address, as well as update them regularly. Email addresses will be included in our directory, but not published. Sheryll will email an updated directory to all Board members.

Ongoing Business:

1. Playground Committee – No updates. We have no estimates to consider any future work. An option is to clean and repair existing equipment.

2. Architectural Control Committee – 2406 is progressing on their approved driveway extension. A post will be made on the community Facebook page to remind members to obtain prior approval before beginning any projects requiring ACC approval. A letter and/or email will be sent out to community members with that reminder. Spring time is when outdoor projects historically begin. No new applications have been received. Sandy will post the reminder on the mailboxes for all members to obtain ACC approval before starting projects. We will reach out to the community to ask for additional ACC Committee members.

3. Emergency Preparedness Plan – Juliet moved and did not hand off the documents. She has not replied to communication from John to retrieve them.

4. Trees – Next tree inspection is due 2025. We are accumulating funds to be able to address our next round of tree care. We are monitoring trees and rank them into categories: currently dangerous (we have none at the moment), as well as those that may become problematic later.

New Business:

None

Next Board meeting is scheduled for May 9, 2024, at 6:00 pm via Zoom. We will use same Zoom meeting link and log in for future Board meetings.

Meeting adjourned.