

**Woodfield Estates HOA Board Zoom Meeting Minutes
November 9, 2023**

Present: John O’Conner (Treasurer through 2024)
Don Silver (new member through 2026)
Sandra Stegman (new member through 2025)
Sheryll Apte (new member through 2026)

Absent: Member at large (unassigned)

Homeowners present : None

John called the meeting to order at 7:00 pm, Sheryll joined meeting about 7:20 pm

Move to approve September Board meeting minutes?

Treasurer’s Report: ?

New Business:

1. Description of duties of Officers and election of Officers:

President - prepare and distribute agendas for Board meetings and the HOA annual meeting. Preside at meetings.

Vice-President – serve as back up to President and serve in other support capacities.

Treasurer – prepare and submit annual Secretary of State non-profit status filings, prepare and submit annual Federal tax filings, receive and deposit annual dues, maintain all HOA financial records, pay HOA financial obligations, prepare budget for approval, respond to Escrow request for dues status when homeowners sell. Has HOA laptop loaded with older version of Quick Books. Retains possession of HOA debit card and may use it to pay HOA obligations when a paper check is not written.

Secretary – record and submit minutes from Board meetings and annual meetings, post minutes on HOA website, prepare and mail annual dues notices 2nd week of December, maintain up to date neighborhood directory, maintain up to date mail list and email list, distribute other notices as requested by President and Treasurer.

Sandra nominated Don as President, Sheryll as Secretary, and herself as Vice-President. John offered to retain his prior position as Treasurer and was nominated by Sandra to be Treasurer. All those nominated accepted the nominations. Nominations were seconded by Don and the vote was called for. Vote was unanimously approved. New Officers are President Don Silver, Vice-President Sandra Stegman, Treasurer John O’Conner and Secretary Sheryll Apte.

2. We will seek a new Member at Large for the 5th Board position and encourage community members to volunteer.

3. Bank Account – At September 2023 Board meeting, the Board voted to authorize 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.

4. Clarification that Board meeting minutes are posted on WEHA website after distribution to the Board for corrections or additions. They are approved at the following Board meeting.

Ongoing Business:

1. Playground Committee – Elinore and Caitlyn have previously volunteered. John will reach out to confirm willingness to continue working on the committee.

2. Common Area Landscaping – Juliana has been our liason with Sage Landscaping. She typically refers maintenance needs to the Board for approval and follows up with landscapers to have work done. We anticipate she will continue to volunteer in that position.

3. Architectural Control Committee – Sheryll and Sandy have been committee members. Any upcoming matters will be referred to them at this time. We will solicit a new member and Chair for the committee. Warren is retiring from the Chair position.

4. Emergency Preparedness Plan – Discussion was had regarding volunteers for this committee and whether to proceed. Tabled until next Board meeting.

5. HOA Corporation Agent - John has been the designated agent since our HOA terminated the management company and they held the position. John will continue in this capacity, with President's participation when it is required. Board agreed that continuity in this position is important to maintain our filings with the Secretary of State's office.

Next Board meeting is scheduled for February 8, 2024, at 6:00 pm via Zoom. We will use same Zoom meeting link and log in for future Board meetings.

Move to adjourn by Sandra. Don seconded. Motion passed unanimously.