

October 8, 2025, Woodfield Loop HOA Board Meeting Minutes

Present: Sheryll Apte, Vice President
Claudia Schaffner, Treasurer
Juliana Alspaugh, Secretary

Absent: Jen Boelts, Member at Large

Homeowners present: none

Sheryll called the meeting to order at 6:03pm

Sheryll motioned to approve the September board meeting notes. Claudia seconded all voted yes.

Treasurer's report:

O'Bee has been given the death certificate for John O'Conner. The board will set up a time to go in and get Claudia and Juliana added to the signature card and John removed and keep Sheryll as a signer.

We have \$5970.09 in checking. \$6000, \$4000 and \$5000 in CD's and a money market that has \$2504.02.

ACC requests

ACC will contact 2412 regarding filling out an application and completing the form for the roof they had replaced months ago.

Sheryll and Becky have been working on an Architectural Control Policy. It will be presented at the annual meeting. It covers roofing, fences/gates, decorative garden edging/borders and trees. The board will comment on the policy to get it finalized and voted in. Including all exterior facing fences will be sealed cedar or left to age naturally. Decorative borders are under 2 feet tall. Tree removal should be approved by the City of Olympia and follow the city's requirements with permits and replacement if necessary.

Old Business

The board is going to buy a Mock Orange bush in honor of John O'Conner. It will be placed by the mailboxes along with a plaque. Jen and Sheryll are working on finding the plant and Jen is getting pricing on the plaque.

Annual Meeting set for October 23rd at 6pm over zoom. Link has been set up. Emails, kiosks have information, FB page has a post, and mailings have been sent.

Juliana distributed the finance archive box to Claudia and the ACC and compliance box to Sheryll and went through the two other archive boxes, the various binders and paperwork. Scanning, shredding and/or documenting items that are relevant.

New business

Tree limbs along Hoffman and one tree in the neighborhood were trimmed by Warren and Steve. Steve painted the uneven sidewalks along Hoffman with marking paint. 5 loads of limbs were taken to the dump.

Sheryll contacted the city regarding the birch tree near the water retention pond that shows signs of birch borer beetle. She found out that **any** tree that is removed in an HOA requires a permit. Removing a tree on a roadway complicates things as well. We will follow the steps to determine if we need cones or flaggers. If the tree does have beetle infestation the wood needs to be burned or buried to stop the beetle from spreading to other trees in the area.

The city requires a sketch of our lot and number of trees. 30/acre are required. For the average lot in our community (approximately .20) each lot requires 6 tree units, which if the diameter of the tree was 6-12 inches would be equal to 1-2 trees.

We have had Sound Urban Forestry come out every 2-3 years to evaluate the trees in the common areas. Sheryll will contact Kevin McFarland to get a map of the area showing the number of trees in the lot with the birch to send in with the permit to have the tree removed.

The city has a flow chart for tree removal, that will be added to the website for easy access for homeowners.

Sheryll will ask her tree guy, Roger, to look at the large stump near Peischl's in the common area that has ivy growing out of it. Chris treated it twice with vinegar, salt and soap with no results. The board is hoping to cut into the stump and remove the ivy.

Meeting adjourned 8:00pm

Next meeting December 3rd 6:00pm at Juliana Alsbaugh's (2325)