

**Woods Manor Homeowners Association**  
**Board of Directors Meeting**  
**July 29, 2007**

Present: Board of Directors: Jay Rust, Karen Schilling, Wes Cobb, Chuck Sebald,  
Sid Baskin and Len Vest

**CALL TO ORDER: 1:20pm**

**APPROVAL OF AGENDA** – Verbal Agreement

**APPROVAL OF May 19, 2007 BOARD MEETING MINUTES** – Chuck Sebald made a motion to approve the May 19, 2007 minutes and Karen Schilling seconded. All in favor. Passed

**I. Board Met in Executive Session –**

The Board agreed to pay \$750.00 in legal fees for WMI late dues collection assistance.

**II. OLD BUSINESS –**

**Property Signage –**

Jay presented a recommendation from our lawyer that WMA post signage around the property boundaries informing people they are entering private property which has not been improved by WMA. Homeowner associations would be notified by registered mail.

Chuck made a motion, Wes seconded, to hire a sign company to make 20 sets each of 2 signs as directed by our lawyer. Each set would be mounted on posts at recommended entries to WMA property. Motion passed.

**Allaire Bed and Breakfast WMA Land Use Lease–**

Jay and Karen reported on the June 9, 2007 meeting with Allaire's owners which continued the discussion of their interest in leasing WMA property. They are very interested in establishing a long term arrangement with boundaries to be determined.

After discussion, the board felt any permanent solution would be against the best interests of WMA homeowners. However, due to liability issues, a short term lease agreement should be reinstated.

Wes made a motion, Len seconded, to establish a year by year land lease between the WMA and Allaire Bed and Breakfast. The agreement should stipulate the

boundaries, market price and a “mutual agreement” clause before improvements could be established. Motion passed.

Jay and Karen will meet with Allaire owners and start the negotiation dialog.

### **HOA Dues Statements/Invoices and Late Fee Policy –**

Chuck reported he and Jay met with MWL to review the current HOA dues statements/invoices and late fee implementation process. Currently there is inconsistency in the WMI and WMA billing and late fee charge.

The Board discussed the many aspects of assessing late fees, accounting clarification for statements/invoices and needed policy to be consistent.

Wes made a motion to establish an assessed late fee for the WMA and WMI in the amount of \$25 per month per late account (dues; assessment; emergency work costs) until each account establishes a zero balance. The Due Date and late fee date will be printed on the invoice. The homeowner process for obtaining account information would be the following:

Account Clarification call MWL.

Account Appeal write to the Board.

This information would be printed on all invoices. Sid seconded the motion. Motion passed.

### **Credit Card Account –**

Chuck reported that WMA could obtain a Bank of The West “Floating Account” which would only be activated when needed. However, the Bank processing fee and MWL processing fee would be too costly.

It was decided to further explore the process of internet “Bill Pay” and/or “Direct Debit” options for homeowners to pay their HOA dues.

### **WMA Projects –**

Jay updated the Board on the status of the stucco repairs, concrete walkways repairs and exterior brown painting that was not completed last summer.

Karen shared where things currently stand with the interior remodeling project.

The spa project is done except for the new emergency light. Jay said it is back ordered.

New hallway globes that allow more light to be emitted is being investigated.

## **III. NEW BUSINESS –**

### **Maintenance Reporting and Tracking –**

The Board does not have a report process for reporting and tracking maintenance issues from identification of a problem through repair, completion and cost. Wes suggested such a system would assist the Board in cost analysis of maintenance issues. He drafted a possible spread sheet for review. The Board discussed the draft spread sheet and felt this should be explored in the future.

**Property Management Negotiations -**

The Board appointed a property management contract negotiations committee. Jay, Karen and Len will represent the Board. The MWL contract expires May 25, 2008.

**Other-**

Len volunteered to establish a Woods Manor website.

**IV. NEXT BOARD MEETING –**

Board Complex Remodel Work Session: Sunday, August 26, 2007 at 1:30pm.  
Meeting: Sunday, Sept 9, 2007 at 1:30pm.

**V. ADJOURN –**

The Board adjourned at 4:00pm

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