

DRAFT

Woods Manor Board Meeting

Clubhouse 1pm

Saturday, March 18, 2017

Attendees: Jay Rust; Chuck Sebald; Lisa Cobb; Sandra Hahn; Aaron Weston , Onsite Manager; Keith Chamberlain, Wilderndest Accountant; John Dithmer, Wilderndest General Manager; Susan Byers, General Manager (Rentals)

- I. Call to order by Chair at 10:00 a.m.
- II. Approval of agenda—Sandra Hahn moved to approve, Chuck Sebald seconded the motion
- III. Comments from Homeowners
 - a. Request for trailer storage in Bldg. A garage: After discussion Chuck moved that the board affirms the rules and regulations provision of not allowing owner storage in the garages. Sandra seconded the motion. Motion passed.
 - b. Aaron received calls from timeshare owners asking why their dues have increased. Those calls are referred to the Board.
- IV. Maintenance Report: Aaron distributed his maintenance spreadsheet with issues and accomplishments:
 - a. 3/11/17 Bldg B gutter rebuilt with replacement of non-functioning heat tape
 - b. Frost heave led to Bldg A rear exit door not closing.
 - c. Blower motor in Bldg A garage heater needs replacement—pending.
 - d. Concrete is showing damage from melting roof ice behind bldgs. A and B.
 - e. 2/2/17 In manager's house replaced 2 toilets and water heater tank.
- V. Financial Report per Keith:
 - a. February's statement is pending. Year-end issues need to be addressed with Jay and Larry.
 - b. Monthly reports will be emailed to the Board.
 - c. Legal expenses for WMI are exceeding budget to date.
 - d. Special Assessment account expenditures include replacing deck of Manager's House, Land survey, and BBH expenses.
 - e. The first round of timeshare owners' foreclosures only need to be recorded. List of HOA owned weeks eligible for rental will be sent to Katie in Accounting
- VI. Conversion Plan status:
 - a. According to the aging report of 3/16/17 an additional delinquent 43 weeks have paid since 1/17/17; 98 weeks are non-paying of dues and/or special assessments and these owners will be receiving demand letters.
 - b. It is hoped that at least one unit will ready to be listed for sale by July. Remaining challenges consist of proper recording of deeds, the need for another round of foreclosures, sending a conversion plan status report to timeshare owners, finalizing a contract to those desiring to participate in the conversion plan and mailing it.

- c. Commitment to Conversion involves obtaining notarized signed contracts, which Michael is drafting along with a new cover letter. The contract legally binds participants into the plan. These contracts will in escrow until all 50 weeks have committed to sell.
 - d. Mail Delivery/registered: It was moved by Lisa and seconded by Chuck that contracts and cover letters be sent by registered mail. Motion passed.
 - e. Cover letter ratification: The cover letter approved by the Board in recent emails was moved as ratified by Lisa and seconded by Chuck.
- VII. New Business:
- a. Cable TV Contract: Our Resort WiFi contract has 3 years remaining. It was decided to renew our current level of Comcast Service, ideally for three years if the 5-year contract requirement can be negotiated. Century Link Phone Service needs review for potential reduction in services and cost. Phones in elevators and Building A&B entries must be retained.
 - b. Clubhouse Lights: Outside lights are on timers to be on from 7 pm to 7 am. Converting game room lights to motion detectors will be pursued. Also strategic exterior motion lights would be helpful.
 - c. Surveillance System: Aaron installed a battery-operated Blink Surveillance camera in the entry to Bldg B enabling remote view of the keybox. It is recommended that we purchase a 4-hub system for the hot tub area as well. Signage will be added stating "Under surveillance. Follow posted rules."
- VIII. Exterior Renovation Options: The Board discussed plans for the exterior renovation, selected options from the listing provided by Travis Construction and type of materials to use.
- IX. Next Meeting to be determined.
- X. Adjourn 4:35pm