

WOOD CREEK HOMEOWNERS ASSOCIATION
Minutes of Board Meeting Thursday, December 17, 2015
Location – Spiegel Community Center, Room 201
Time – 5:30 pm

Call to Order: By President Steve Waite

Attendance: Directors – (x) John Caufield, () Bob Fien, () Karen Gagie,
(x) Tom Glisson, (x) Kate Spencer, (x) Steve Waite, (x) Ginny Quinn, after her appointment by board

Property Manager - (x) Dan Buccieri

Guests – Ray Bender (34 CR), Maureen Maloney Robb (57 CR), Dick Vandenberg (48 CR)

Nominating Committee Report, Tom Glisson, followed by appointment of Ginny Quinn for the unexpired portion of Bob Edelman's term

- Report of the Nominating Committee
 - Approximately 12 candidates were considered by the Committee. Ginny Quinn was nominated by Committee.
 - Motion to accept the recommendation. Approved.

Reminders and President's Comments:

Next Board meeting, Thursday, January 21, 2016, Spiegel Community Center, Room 201, 5:30pm

Brief report on Community Meeting held November 12, 2015

- The report on this meeting was provided in the *Holiday Mailing*

Variance Committee, Dick Vandenberg

- No Variance requests submitted

Guests & Open forum:

Comments about open forum subjects at November 19 meeting

- Brief discussion on the matter of an installation of a TV dish, and the appropriate location. The dish can be installed on the chimney, as appropriate.

New open forum comments

- Ray Bender (34 CR). Seeking information on the roofing project. The roofing repairs on Summer Tree are not part of the roofing replacement, but rather, related to skylight repair/replacement as well as rot in the vicinity of the skylights. This is considered as a repair until the roofing project commences in 2018.
 - Original roofs were replaced in the 1990's.
 - General inquiry regarding siding replacement and scheduling.
- Maureen Maloney Robb (57 CR). Facia board on 91 CR appears to be rotted and will be looked at. Thanks to members of the Board for their support of her work on the newsletter and website. She will be stepping away from the website in June. Still looking for someone to handle the newsletter and the website
- Dick Vandenberg (CR) Caulk on the gutters is, generally, original construction. Dick is of the opinion that the caulk ought to be replaced, and/or examined, upon inspection and review by PM. Dan will look into this matter.

Secretary's Report, John Caufield: Minutes of November 19 Board meeting, as recorded by Tom Glisson.

- Approved.

Property Manager's Report, Dan Buccieri:

- Accomplishments (review info provided at Nov meeting)
 - Year 2 of siding replacement and repair, plus regular paint cycle for 21 units, plus isolated repairs and painting on 19 other units.

- **Hallman** examined and spot repaired most roofs, did extensive repair of roof at 4 Summer Tree. Crofton added heat cables at 6 Summer Tree.
- **Calcium Chloride** (road-salt substitute) containers will be installed around most of the mailbox clusters (Magic Plow).
- Romig was awarded 2 year contract for landscaping
- One Step was awarded a 1 year contact for lawn treatments
- Patrick completed their final lawn cutting and fall clean up. They retrieved and hung some “old” holiday wreaths on lightposts.
- Garage door (10 WW) is in need of immediate repair. PM has spoken to the owner who reported that Fellucca door would be replacing the door, although it has not been replaced, to date.
 - The owner was provided a copy of the garage door policy, and owner was given 30 days to comply (by October 31, 2015).
 - Motion made to notify owner of a 7 day “window” for him to provide a copy of the contact/contractor for a replacement garage door. Should owner fail to provide such, the HOA will contract for a door replacement, consistent with HOA guidelines if the owner has not commenced work. Approved

Treasurer’s Report, Kate Spencer:

- Kate met with Barb Perdue, and other Crofton staff to review costs and cost accounting related to *Building Repairs*.
 - Discussion on how to properly account for capital reserves and expenses. Accounting practices being reviewed to provide a clearer and more informative financial picture.
 - Through the first 5 months of the year, we are in sound financial position.

Report on Holiday Party, Tom Glisson:

- Party was well attended and everyone seemed to have a good time.

Comments, if any, of officers and other directors

Unfinished Business:

Ratification of Actions by Board at November 19 meeting when quorum not present

- Board ratified all November 19 actions, including Variance approval of Debbie Bellasario’s application

Annual Risk Assessment Checklist – deferred

Action on proposal to terminate Roofing Committee and ask Managing Agent to prepare its recommendations on next steps for reroofing for consideration by the Board (see attachment)

- Motion to accept President Waite’s recommendation. Approved.

New Business:

- Question about repair/replacement of sign at corner of Wood Creek and Creek Ridge. Discussion on merits of deferring repair/replace until conclusion of plow season. Additional discussion on merits of metal signage vs. wood signs.
 - PM will provide a cost and timeline estimates for replacing existing signs with wood signs as appropriate.

Adjournment: 6:30 pm

Next Board of Directors Meeting: January 21, 2016, 5:30 pm at the Spiegel Community Center

Executive Session of Directors

“Community First”