

WOOD CREEK HOMEOWNERS ASSOCIATION
Agenda for Board Meeting Thursday, July 21, 2016
Location and Time – Spiegel Community Center, Room 201, 5:30pm

Call to Order: By President Tom Glisson

Attendance: Directors – (x) John Caufield, (x) Karen Gagie,
(x) Tom Glisson, (x) Ginny Quinn, (x) Kate Spencer, (x) George Corella
Property Manager - (x) Dan Buccieri

Guests – Ursula Miller, Mary Ann Keegan, Jim Frankenpohl, Carol Duffy

Reminders and President's Comments:

- **Next regular Board meeting**, Thursday, August 18, 2016, Spiegel Community Center, Room 201, 5:30pm

Variance Committee, Dick Vandenberg (earlier in meeting for convenience of owners interested in variances)

- Javid (25 CR) plant pachysandra and hosta plants. Homeowner will be responsible for maintenance. Approved with conditions, as specified.
- Vandenberg (48 CR) vents for bath fans. Approved without conditions
 - (Brief discussion regarding roof penetrations, as they pertain to ventilation, and to the pending roof replacement project)

Guests & Open forum:

- Comments about open forum subjects at June 16, 2016 meeting
- New open forum comments
 - Ursula Miller clarified her suggestion (as contained in April minutes) on HOA purchasing power washers, not hiring someone, as was recorded in notes.
 - Inquired as to the roofing fund amount and the special assessment. Kate provided a brief overview of financials of roofing replacement fund. General discussion on roofing project plan, venting and gutters. Details on roofing are very premature, and meant as a general overview.
 - Asked about tree trimming
 - Jim Frankenpohl inquired about the engineer's report (Tylin) on roofing needs. Report should be delivered to Crofton in mid-August. The engineer's biggest area of concern is with ventilation needs.
 - Carol Duffy spoke about a tree problem and bees, which impact their ability to enjoy their deck. Carol provided photos of the nature of the problem.
 - *Dan will have someone look at it, and trim or remove tree.*
 - Mary Ann Keegan asked about the results and availability of the tree survey; Tom Glisson explained the survey is a moving target and not set in stone – it's a survey, as identified by owner, AND the arborist. The survey will be made available.

Secretary's Report, John Caufield: Minutes of June 16 Board meeting

- Recommendation to approve MAY 2016 meeting minutes. Approved.
- Suggestion to email *approved* meeting notes to all homeowners. Board opined that *secretary* sends out a notice that meeting minutes have been posted on web page. Approved.

Property Manager's Report, Dan Buccieri:

- Site inspection of *retention pond* (re-charge basin) behind upper CR, by Jim Kennedy. The basin is in need of maintenance to remove muck, consider trees which are adding to the problem, and examination of basin pipes.
 - A general plan was offered by Kennedy. Dan provided a general review of the main points of the project. Loose cost estimate of about \$35-40K. A work group will be formed to work out further details, timeline, logistics, and cost proposals (John Caufield to head a committee)
 - Tom Glisson made a motion seeking cost estimates to install a barrier across the opening of the large culvert pipe (about 5' diameter). Approved.
- Preliminary roofing report (Tylin) will arrive in August
- 2 Speed limit signs have been redone and posted.
- Town and Country pest solutions – annual contract for ant and bee control barriers. They have returned to the community a number of times, at owners request, at no additional cost to HOA.
- Karen Gagie noted that the new grass in area of “old” community posting board (WC and CR corner), has not taken hold and may need further attention.
- Contractors are preparing for siding maintenance (ahead of painting), and have found that there is a shortage of *cedar siding*. Dan offered a suggestion that we consider a moving to *hemlock*, the hemlock comes pre-primed and is significantly cheaper per linear foot. Dan will get more information and make a recommendation to board (Phase III siding repair is estimated to use about 8,000 linear feet).

Treasurer's Report, Kate Spencer: YTD Status of FY2016 budget and LR capital plan (with Dan Buccieri)

- Under budget of \$6000, based on June report (there may be some minor adjustments to final FY expenses). Generally under budget on almost all line items. Final end of year report will be forthcoming.

Operations Report: George Corella and Tom Glisson:

Tree Maintenance Proposal / discussion of property lines (George Corella)

- G. Corella opined that there is some concern about removal of tree in the rear of a property on CR, and some question about the lot line, in relation to the tree. Tree is down, and the property owner is firmly of the opinion that the tree resided within their lot line (Corella referred to a June 15 email).
- Tom Glisson: developing a process to identify and notify property owners of trees slated for removal. There is enough money to address about 10 trees per year, so this will be a longer term project and priorities will have to be established.
- Action Item: Look at the overall condition of “HOA trees” in courtyards.

Nominating Committee Report, Tom Glisson: no new candidates

Director of Communications: Ginny Quinn - key topics to be included in next newsletter - status of web site

- Meeting of Web committee, last week. Looking at some revisions to the WC Home page – including exploration of developing a mobile platform.
- Motion to list properties for sale on community website. Plans will be formed to develop a “For Sale” section. Motion approved

Comments, if any, of officers and other directors

Unfinished business

- Report on possible cleanup of drainage pond area – John Caufield (covered in Property Managers Report)
- Report on development of emergency preparedness plan – John Caufield (No Report)
- Follow up discussion of possible advice to owners on home improvements (No report)

New Business:

- Discussion of proposed resolution for approval at June 16 annual meeting requiring board report to owners each year on WCHOA’s long range capital investment plan**
- **Issue of non compliance with Variance process** - Dick Vandenberg and George Corella
 - There is a situation where some owners have not sought out variances; from ignorance (or by intent). More discussion to follow. George Corella will make some recommendations.
- **Outside Contractor process.**
- **Welcome Committee format**

Adjournment: 6:45 pm

Next Board of Directors Meeting: August 18, 2016

Executive Session of Directors

“Community First”