

WOOD CREEK HOMEOWNERS ASSOCIATION
Notes from the January 18, 2018 Board of Directors Meeting
Crofton Conference Room, 4 pm

Call to Order: President Tom Glisson

Attendance: Tom Glisson, Ginny Quinn, Susan Salzman, Will Ruby (via phone)
Christine Sears, Property Manager

Guests: Maureen Maloney Robb, Jody Waite, Emmett Miller

Meeting convened at 4:00 pm.

Open Forum:

M. Robb described the recent leak in their roof, which led to a discussion of the upcoming roof project. Christine Sears will do a computer sort of roofing problems by unit. **Action Item:** Follow up in June with the Robs to confirm that leak is fully repaired.

E. Miller inquired about the following items:

- HOA homeowners' insurance. Policy is up for renewal 3-19-18. If any changes are made, homeowners will be apprised.
- Rental of units. **Action Item:** The amendment will go out and a vote taken at the annual meeting in June. Subject to be added to agenda.
- Grilles in windows. According to Policy #38, "...grilles must be displayed in windows that are visible from the road. Display in other windows is optional." Replacement grilles are available from Morse Sash & Door Co. and Ursula Miller has a small inventory available to homeowners. **Action Item:** Notes will be sent to homes that are missing grilles visible from the street.

Snow Removal: T. Glisson met with Dan of Magic Plow, who said they will make a special trip to Wood Creek if a homeowner has a problem. The back-up beepers on the snow plows are annoying to some residents. The board and guests felt that the beeper is for the homeowners' safety as well as for the people who shovel because they can't be seen by the truck drivers when they back up. The plows and shovellers come early to keep up with the snow and then again later in the day. The board felt that it is important to keep walks and driveways clear in the event that an emergency vehicle must get through in the middle of the night.

Move to Executive Session

Variance Committee: W. Ruby – no variance requests this month.

Secretary's Report: Motion made and seconded to approve November Board Minutes as written. Approved. There was no meeting of the Board in December.

Property Manager's Report: Christine Sears –

- The TOPS report and financials were discussed. After six months we are \$7,076 under budget.
- A resident is seeking \$1,919 for attic repairs due to hole in roof. Small claims court is scheduled for January 30th. Crofton has made the repairs to his roof and will do more in Spring, but it is the responsibility of the homeowner to have the animals/insects that are inside removed and have

repairs made to the interior of the unit, per Wood Creek Policy #11, "Removal of Animals and Insects from Dwellings".

- A resident's arborvitae have been trimmed to his satisfaction. He is requesting a maintenance plan for future upkeep of these bushes to be written up by the Board. After discussion, motion was made and approved to deny request.
- Suburban contract was hand delivered to the meeting. Approved and signed.

Treasurer's Report: C. Sears reported for K. Spencer – Year to Date Status of FY2017/18 and Long Range Plan were discussed.

Operations Report: T. Glisson – Key Initiatives:

- Updates on status of four Ad Hoc Committees: Landscaping, Berm, Retention Pond and Retaining Wall. Chairs of committees reported on progress to date.
- Update on 2017 Survey: Ten homeowners indicated on the survey that they wanted to meet with a Board member. Each board member is to visit or has visited two homeowners.
- Status of High Impact items identified in Survey: Susan Salzman – Ad Hoc committees are covering most items. Next month (February Board Meeting 2/15/18) committee chairs will report and give recommendations to the Board. Items will be prioritized in order of importance.

Meeting adjourned 5:40 pm.

Respectfully submitted,
Ginny Quinn