

# Meeting Notes 12/16/2021

---

Called to Order 6:32 pm

In attendance: Deann, Roseanne, James, Megan

Late: Margaret

Absent: None

Quorum met

The December meeting was held via Zoom due to COVID 19

Approval of Minutes: November minutes were approved.

A motion was made and approved to fill the vacancy on the Board of Directors with Megan Bellerose (see motions list).

Treasurers' Report:

1. As of 11/30/2021:

Operating Funds: \$108,837.20

Reserve Funds: \$187,428.99

Delinquencies: \$8,406.77 (\$2,540 allowance for doubtful debts)

Special Assess Del: \$3,473.30

2. Kim questioned Soles on their two visits at building 2076 and who called Soles on the other buildings that were invoice - awaiting answer.
3. Plumbing billed \$927.96.
4. Repair of well pump leak: \$608.00.

Manager's Report

1. Roof Project Progress: Ten buildings and clubhouse are completed. Two building left and the project should be completed in January.
2. Painting of replacement wood is progressing.
3. Triangle Pools is coming three days a week – no complaints received.
4. US Lawns: Still having communication issues.
5. Potholes: Scheduled for repair this weekend (12/18/2021).
6. Non-compliance Issues: Most frequent non-compliance is unauthorized occupancy, trash issues and unauthorized changes.
7. The maintenance coupons for 2022 have been mailed and should have been received.
8. Monthly meetings will continue to be on zoom for the foreseeable future.
9. No new sales or leases reported.
10. Collections will begin on delinquent assessment payments.
11. Two ARCs submitted:
  - a. Unit 97 to install replacement sliding glass doors. Approved by Board (see motions)
  - b. Unit 94 to install a child's play structure on back patio. Issues are:
    - i. Does it impact the building's roof
    - ii. Who is liable if there is an accident

It was suggested that the roof of the structure be removed so it is below the roof line. Kim will contact attorney and insurance company for answers to the Board's question on liability. This ARC was tabled until answers are received – Kim to advise unit owner.

Old Business:

1. Roof Update: Two buildings left to be done. The total project is running over budget by approximately \$50,000. The Board will wait for the final roof project's total before beginning the fencing project.
2. Potholes: The potholes will be done this weekend (12/18/2021). Kim will advise if an email blast to the community is necessary for any preparation needed.
3. Fences: Kim received complaints on fence boards falling off. Board wants minor fence/gate repairs completed even though the fence project will be coming up in the New Year – Kim will have Chili quote for the current repairs needed. Kim has received fence bids and will present them to the Board in January 2022 for consideration.
4. Kim has informed Natur Zone to begin work at Woodlake in January 2022 and notified Soles that we will not renew contract. Kim to verify with Natur Zone that there will be no charge for exclusions to the Woodlake community association.

Megan left the meeting at 7:29PM

New Business

1. Plumbing issues: Kim to ask vendors to be very detailed on their bills presented to Woodlake for payment. A review of plumbing invoices shows they are vague made it very difficult to know who was responsible for payment; either the unit owner or Woodlake.
2. Plumbing procedure:
  - If a week day during business hours:
    - Call Ameri-Tech (Kim) 727-726-8000 ext. 253
  - If a weekend or after business hours
    - Call Ameri-Tech (Emergency Line) 727-726-8000 – leave message and should receive response quickly.
  - If no response to your calls is received and it is an emergency call a plumber directly and inform Ameri-Tech as soon as possible what plumber you called and the plumber's contact information.

James left the meeting at 7:48 PM

3. Kim to set up Woodlake to have a double check of invoices procedure initiated with Ameri-Tech for all invoices. Invoices to be reviewed by a member of the Board before payment is made.
4. Megan Bellerose nominated and approved to fill vacancy on Woodlake Board of Directors.

Adjourned 8:02 PM

Next Meeting: January 20, 2021

Motions:

Motion: To accept November's minutes as presented. James, 2<sup>nd</sup> Deann 2, in favor 0 opposed/1 absent.

Motion: To approve appointment of Megan Bellerose to fill vacancy on Woodlake Board of Directors. Roseanne, 2<sup>nd</sup> James, 3 in favor /0 opposed/1 absent.

Motion: To approve replacement of sliding glass door for unit 97. Roseanne, 2<sup>nd</sup> James, 5 in favor /0 opposed.

Motion: To approve Natur Zone for rodent control service as of January 2022 with contingency that there is no charge for exclusions to Woodlake association. James, 2<sup>nd</sup> Margaret, 5 in favor /0 opposed.

Motion: To adjourn at 8:02 PM. Margaret, 2<sup>nd</sup> Deann, 3 in favor /0 opposed/2 absent