

## WPOA BOARD MEETING

3206 Lakepine Cir

January 14, 2021

### Meeting Minutes

- I. Attendees Present:  
Jack Balko, Owen Sanderson (Teleconference), Stacy Fogle, Mike Groscup, Chris Pulliam, Melinda Weedon, Patricia Glass
- II. Call to Order: President Jack Balko at 6:40 PM
- III. Secretary's Report: (Owen Sanderson):  
Minutes of the November 19, 2020 meeting had been provided via email to board members by Secretary Owen Sanderson. Without objection, the minutes were approved. Owen provided copies of online polling results to the board via email. The poll had 68 responses and 10 email comments were submitted.
- IV. Treasurer Report (Stacy Fogle):  
Stacy presented the Treasurer's Report for November 31 and December 31, 2020;  
A copy is attached to the minutes. The overall status of accounts reflects over budget due to the extra expense for limb removal after the snowstorm. Without objection, the Treasurer's Report was approved. Jack informed the board that he had been in discussions with the Accountant and has a meeting scheduled for January 18, 2021, regarding reporting the expenses as accruals versus a cash basis. Mike noted our water utility bills are high for a time of year when no water is being performed. Chris mention this possibly is due to the leak in the swimming pool resulting in it being filled up every two weeks.
- V. Lake & Common Grounds Report (VP Michael Groscup):  
Mike presented the Lake & Common Grounds Report;  
A copy is attached to the minutes. Major items included the removal of 3 large trees by Tony, rebuilt the pump house door, repaired lights at the 3 entry signs off of Lazy Creek, repaired sprinkler heads, and limb removal from the snowstorm. Without objections, the Lake and Common Grounds report was approved.
- VI. Recreation Facilities & Security Report (VP Chris Pulliam):  
Chris presented the Recreation Facilities & Security Report;  
A copy is attached to the minutes. Activities since the last meeting; continued work with the pool repair company to identify the leak, initial tests were unsuccessful. The pool will need to be drained to identify the problem, the timeline for repair is in March. Damage to tennis court fencing and adjacent light fixture were reviewed. Repairs are relatively minor and will be handled by WPOA volunteers in the near future. Research was conducted for budgetary items such as a playground and basketball goal. Without objections, the Recreation Facilities report was approved.
- VII. Architectural Control Report (VP Melinda Weedon):  
Melinda presented the Architectural Control Report;  
The resident requesting to put in a pool has not followed up with the required architecture and permitting documents since initially contacting the board. Melinda is still asking for volunteers to be on the Covenants and By-law committee. Jack asks all members to take time to review the covenants and By-laws and submit feedback to Melinda. Without objections, the Architectural Control report was approved.

VIII. Social Activities Report (VP Patricia Glass):

Patricia presented her Social Activities Report;

A copy is attached to the minutes. Patricia noted that Christmas cards were sent out to all members instead of ideas previously proposed and that she and the committee are setting up events for 2021. Without objections, the Social Activities report was approved.

IX. Unfinished Business:

Jack presented a draft of the 2021 budget. Items were discussed, reviewed and revisions made. Jack called for a motion to approve the budget. A motion was made by Chris Pulliam, Motion 2<sup>nd</sup> by Melinda Weedon and Patricia Glass. The vote was carried unanimously. A copy of the final budget is attached to the minutes.

The next meeting was set for March 12<sup>th</sup>, 2021, and Mike Groscup's residence.

X. New Business:

Jack read the accounts delinquent as of January 2021. Jack submitted a proposal for handling delinquent accounts with fees and interest. A copy of the proposal is attached to the minutes. After some discussion Jack called for a motion to approve the proposal. A motion was made by Melinda Weedon, Motion 2<sup>nd</sup> by Patricia Glass. The vote carried unanimously.

NOTE: Subsequent to the meeting, Jack submitted additions to the policy approved by the board for an email vote to approve the additions. Revisions to the original approved policy were approved by the email vote. Copy of final version of the policy attached to minutes.

XI. Adjourned: President Jack Balko called the meeting adjourned at 8:32 PM with no objections.

WPOA Treasurer's Report

December 31, 2020

Summary of December 2020 Income/Expenses

December 1, 2020 Southside Checking Acct. Beginning Balance \$82,212.50

December 1-31, 2020 Income \$8086.17

December 1-31, 2020 Disbursements \$7838.51

December 1, 2020 Transfer to Challenge Reserves \$606.25

December 31, 2020 Southside Checking acct. Ending Balance \$76,638.33

December 31, 2020 Challenge Reserves Account \$ 7277.55

Attached are the following reports:

December 2020 Balance Sheet

December 2020 Income/Expense Report

List of Disbursements for December 2020

Overall status of accounts reflects under budget operation this month.

Respectfully submitted,

Stacy Fogle

# Lake and Common Grounds Report, 1/10/21

## Items Completed:

Hazardous Trees Removed  
Pump House Doors Repaired  
Selves in Pump House installed  
Repaired Rakes for Spillway  
Repaired Lights on Woods Entries  
Repaired 3 Sprinkler Heads

## Budget Items:

Sprinklers on West Pond,	\$5,000
Replace Chain link Fence with 6' Rod Iron,	\$5,000
Enlarge Storage Area around Pool Equip to store Lawn Tractor/Trailer,	\$500.
Aluminum cover for Storage area,	\$3,277
Roof Shingles for Bridge and Pump House,	\$800.
Box in Intake Hose at Pump House,	\$25.
Pressure Wash Bridge, (Owen)	\$85.
2 Tires for Tractor,	\$100.
Weld Steering Rod on Tractor,	\$35.
Repair Concrete sidewalks,	\$3,800
Dredge West Silt Pond,	
Paint Pump House, (bought)	\$65.
Install Anti Siphon Valve in pool area,	\$500-1,000
Plant trees and extend sprinkler line inside of fence next to Tennis Courts	\$400.
Remove broken tree limbs (snow storm)	\$250.

The fence at Tennis Courts has stopped the vandalism from vehicles tearing up the grassy areas

Submitted by, Mike Groscup

HOA Meeting Jan 14, 2021

Recreation and Security: (Chris Pulliam)

HOA Goals with budgetary needs:

PROPOSAL:

- 1) \$500 repair of damage to tennis fencing and one light fixture (atop pole). **January**
- 2) \$1000 for tennis court power-washing **February**
- 3) \$1500 for new basketball goal on pole within the tennis court fencing (price is for removal and replacement of pole and purchase/installation of goal). Only one goal for now. No striping; no removal of tennis net. **February...or when money is available.**
- 4) \$1000 pool repair (potential). **March**
- 5) \$1000 for work day around pool, poolhouse, and pool parking. **May**

TOTAL \$5000 for #1-5

6) Replace new chain-link fencing by tennis courts with matching iron fencing. Cost? Vinyl fencing is about \$25/ft and wrought iron fencing is about \$40/ft. Demolition of existing fence can be done by volunteers.

ADDITIONAL ITEMS (not included in my proposal):

- 1) Simple playground (within Pool fencing)
  - \$3000 set and delivery (Turbo Original Fort Combo 2);
  - \$500 installation costs (concrete, workers);
  - \$2000 estimate fencing/gates (asked for quote)= TOTAL \$5500\*.

Note\*: no fall zone included in this playground. **OR**

- 2) Crazy big playground with sitting area...establish a picnic table area Lakeside between pump house and bridge. By moving the area to the

east side of the sidewalk (\$3000), we would preserve the site line.  
Establish a terraced playground between the tennis court and the  
pump-house instead of by the pool. \$55,000. (\$18,333/yr for 3 years)

I'm assuming upkeep costs are what's listed in the current budget (cost of  
pool "manager," electricity, phone, keys, and security.

\*\*

#### ORIGINAL LIST OF GOALS FROM OCTOBER 2020 MEETING:

- 1) establish an active committee (3+ meetings, 2+ work days); \$300 sealcoat (volunteer labor). \$700 work day repairs.
- 2) form a sub-committee to research playground possibility. I have not done the legwork for 3 possible plans. I can guess what the fall zone will cost based on Joe Burrows estimate. \$2000 equipment isn't what I'm looking for. \$10K probably isn't enough. I can ask for the big number (knowing I may get voted down). I don't want my name on a Wal-Mart set. \$20K is my number.
- 3) perform light maintenance to the pool area (minor repairs and upkeep, parking lot sealant) (see #1).
- 4) formulate HOA questionnaire to inform the future of tennis courts: What to do with the tennis courts, i.e. how many tennis players, basketball goal, etc. lining; Powerwash courts \$1000. \$1500 for basketball pole placement and goal. Skip the lines and net take down for now. Remove the wind screens as the disintegrate and do not replace.
- 5) establish a picnic table area Lakeside between pump house and bridge. \$\$? By moving the area to the east side of the sidewalk (\$3000), would that be doable? Establish the playground there instead of by the pool. Playground will cost much more in this location due to the unlevel ground. Terracing? We're talking about a major playground. Will anyone use it?  
Was there a question about playground equipment on the survey?
- 6) Work to assure we open the pool (summer 2021). Vs. potential leak

which we will root out in the March. I am believing this will not be a major overhaul.

## SOCIAL COMMITTEE REPORT

OCTOBER 2020

December Summary: Team, I sucked at the Social Committee this month, sorry! I researched ornaments and we could not find one that was cost effective and also aesthetically pleasing. I visited one neighbor and helped with Christmas cards.

January Goals: January and February I am going to focus on spring. We will have our Spring Cleaning garage sell. Hopefully those proceeds and go to a playground. I will also look into yard signs for the winners of the yard of the month as well as prizes. February 12th I hope to have a food truck lined up.

Proposed Social Committee budget for 2021

January - \$50

February - \$50

March - \$100

April - \$100

May - \$600

June - \$100

July - \$50

August - \$50

September - \$50

October - \$50

November - \$50

December - \$500

This is based on a covid year with minimum events.

Recommended Schedule for the Year:

- Food trucks - 2nd Friday of each Month (pool parking lot)
- Yard Of the Month - 1st Friday of each month in the spring.
- Organize a spring cleaning garage sale and have money donated to a community project.  
- March
- HOA hosts a Summer Pool Party. - May
- HOA hosts a Holiday Party. - December

List of Committee Members:

- Cheryl Dawson
- Joshua Glass
- Stacy Fogle
- Sue Groscup
- Lisa Pulliam



**Woods Property Owners Association Inc.**  
**2021 Budget Final**

01/14/2021

		Components of Budget	2021 Budget	Notes
Ordinary Income/Expense				
Income				
	Dues and Assessments			
	Transaction Fees			
	Dues and Assessments - Other		106,980.00	
	<b>Total Dues and Assessments</b>		<b>106,980.00</b>	
	Interest Income			
	Keys			
	<b>Total Income</b>		<b>106,980.00</b>	
Expense				
	Bank Service Charges		300.00	
	Bookkeeping		5,400.00	
	Insurance		5,512.00	
	Lake & Stock		69,277.00	
	Dredging (refer to separate estimate sheet)	\$ 59,400.00		
	Fence/Cover-Tractor Storage Area	\$ 3,777.00		
	Re-Roof Pump House & Bridge	\$ 800.00		
	Repair Concrete Walks	\$ 3,800.00		
	Misc Maintenance Items	\$ 1,500.00		
	<b>Landscaping</b>		<b>36,620.00</b>	
	Lawn Care Service (\$1,985/mo)	\$ 23,820.00		
	Additional LC Service-plants/Fertilizer	\$ 3,800.00		
	Pressure Wash Entry Brick	\$ 500.00		
	Tree Removal	\$ 2,000.00		
	Sprinkler System-West Pond + Maintenance	6,500.00		
	<b>Recreation Facilities &amp; Security</b>		<b>15,800.00</b>	
	Pool & Bath House Maintenance	\$ 2,000.00		
	Tennis Court Power Wash	\$ 1,000.00		
	Repair-Tennis Fence & Light	\$ 400.00		
	Paint Poles - Tennis Court	\$ 400.00		
	Add Basketball Goal inside tennis court	\$ 1,500.00		
	Playground Equipment-incl fencing	\$ 5,500.00		
	Replace Chainlink Fence w/wrought iron	\$ 5,000.00		
	<b>Architectural Control (Revise By Laws &amp; Covenants)</b>		<b>1,625.00</b>	
	Printing	\$ 300.00		
	Mailing	\$ 275.00		
	Attorney Review Fee	\$ 750.00		
	Special Meeting - Vote on revised doc's	\$ 300.00		
	<b>Social Activities</b>		<b>1,750.00</b>	
	Monthly Activity Expenses	\$ 1,750.00		
	<b>TOTAL DEPARTMENT EXPENSES</b>		<b>125,072.00</b>	

		Components of Budget	2021 Budget	Notes
	Office Supplies		100.00	
	Postage and Delivery		100.00	
	Printing and Reproduction		300.00	
	Professional Fees		1,200.00	
	Website Support		750.00	
	Taxes		250.00	
	Annual Meeting Expenses		730.00	
	Rent-Facilities/Equipment	\$ 350.00		
	Printing	\$ 190.00		
	Postage	\$ 190.00		
	<b>TOTAL ADMINISTRATION EXPENSES</b>		<b>3,430.00</b>	
	Utilities		6,000.00	
	Electric	6,000.00		
	Water	4,000.00		
	<b>Total Expense</b>		<b>145,714.00</b>	
	<b>Net Ordinary Income</b>		<b>(38,734.00)</b>	
	Transfer to Challenge Reserve	\$ 7,275.00	(7,275.00)	
	<b>Net Cash Flow</b>		<b>(46,009.00)</b>	
	Transfer from Prepaid Account	\$ 20,000.00	(20,000.00)	
	Carry Forward from 2020 Budget		(26,009.00)	

## **Woods Property Owners Association**

### **DELINQUENT ACCOUNT**

#### **PENALTY & INTEREST FEE SCHEDULE**

To address the problems of delinquent accounts in our Association, the following penalty and interest fee structure has been approved by the WPOA Board of Directors at its regularly scheduled meeting January 14, 2021. This information will be posted on the WPOA website. All current members with delinquent accounts will be mailed this information and their accounts will be subject to the penalty and interest fee schedule 30 days after the mailing.

1. For accounts 4 months' delinquent, a penalty fee of \$15.00 will be charged each month the delinquency prevails, up through 5 months' delinquent.
2. For accounts 6 months' delinquent, a penalty fee of \$25.00 will be charged each month the delinquency prevails, up through 11 months' delinquent.
3. For accounts 12 months or more delinquent, a penalty fee of \$50.00 will be charged each month the delinquency prevails.
4. When an account becomes 12 months' delinquent, a lien will automatically be placed on the member's property, and all fees required to do so will be charged to the account.
5. When an account becomes 6 months' delinquent, an interest charge of the outstanding balance will be charged to the account. The interest will be charged at the rate of 1 ½% of the outstanding balance.

#### **Delinquent Account Payment Plan and Schedule**

Any homeowner/lot-owner with a delinquent account may request a payment plan without accruing monetary penalties per the schedule below:

- 6 months to 23 months in arrears: 1/3 down and remainder in 2 equal payments within the next 3 months.
- 2 years to 35 months in arrears: ½ down and remainder in 2 equal payments within the next 3 months.
- 3 years or more in arrears: 2/3 down and remainder in 2 equal payments within the next 3 months.
- Board members will outline dates for the payments in accordance with the payment plan.
- The homeowner/lot owner must stay current with dues payments. Failure to make payments per the payment plan will immediately cause penalties and interest fees to be applied to the account and any scheduled lien filing activity to be processed.