

Meeting Minutes – Woodlands Homes Association

Location: Mid-Continent Public Library – 6060 N. Chestnut, Gladstone, MO. 64119

Date: January 17, 2019

Attendance: Present: Don Hansen (President), Carol Kuenzel (Treasurer), Jan Alexander, Tom Farkas, Ron Pashen
Absent: Michelle Baker (Secretary), Rick Keller (Asst. Treasurer)
Members: #11 Mary & Stephan Barr, #17 Cornelia Long, #19 Irene Dame, #37 Bill Gentry, #39 Bill Riddle, #34 Merrill Watt, #88 Jared Ryan, #101 Mark Henkel, #127 Joe & June Clymore, #135 John McIntosh

Meeting called to order at 6:04 PM by Don Hansen. Copy of the agenda is attached

Agenda Items:

- 1.1 Review and approval of minutes for Special Meeting held 12/20/2018** – Distribution of the Special Meeting minutes was not made until late afternoon of January 17th. Due to the lack of time for the board members to review the minutes and the length of the minutes, discussion and approval was tabled until the February meeting.
- 1.2 Review and approval of December meeting minutes held 1/10/2019** – Minutes were discussed and corrections noted. Carol made a motion to approve the minutes as corrected, Tom seconded and motion passed.
- 1.3 Open floor (HOA members)** – No comments from floor.

Financial:

- 2.1 Financial Report Review-** Carol presented the December financial report. See attached. Ron made a motion to approve the financial report as presented, Tom seconded, and motion passed.
- 2.2 Update on outstanding Capital Assessment Payments-** Payments from 6 residents on capital assessment payments (3 townhome/3 single family home resident) remain outstanding.
- 2.3 Accounting Solutions Update-** Accounting Solutions is in a temporary office at their new location. New address is 7001 North Locust Street, Gladstone, MO. If anyone plans to drop checks off by Accounting Solutions office, Carol suggested calling to verify that they are in the office and to get directions.

Legal:

- 3.1 #18** – A “Golden Rule Letter” has been received from the attorney representing #18. Claim amount is in dispute. Conference call with Woodlands legal counsel is being scheduled to discuss response.
- Added to agenda** - #34 A letter was given to Merrill Watt. The letter was sent to James Reddoch, Mr. Watt’s attorney of record, asking Mr. Watt to cease doing any additional work in the common areas without board knowledge or approval.

Discussion Items:

4.1 5 year budget committee recommendations – Carol presented a summary of the recommendations from the 5 year budget committee. Report outlined which recommendations have been incorporated into the 2019 budget and which ones are still pending. The board will review presented recommendations and discussions placed on further meeting agendas.

4.2 Update on Insurance (Audit report)- Audit report has been submitted. Carol has asked Joe Dold, CEK Insurance representative, to meet with residents to discuss The Woodlands current insurance policies and coverage. Target date for meeting would be March. It will be discussed later if a separate meeting will be called by the Board or if it will be scheduled as part of a regular HOA meeting.

4.3 Annual meeting discussion points- It was discussed that the agenda items for the annual meeting would be 2018 budget/actual review, 2019 budget, 5 year budget committee recommendations/survey results/plan, board position nominations, and voting.

4.4 Board term for open board positions- Discussion was held regarding the terms of the open board positions. According to the ByLaws, two of the board positions (one townhome/one single family position) are one year positions. Since these positions are open due to the resignation of a board member, the resident voted in to fill this position will serve out the balance of the vacated term (end of 2019). One single family position is a three year term. Board candidates are Tom Farkas-townhome, Stephan Barr-townhome, Donna Geisinger-single family, Mark Henkel-single family, Carol Kuenzel-single family, and Rick Keller-single family. Comments were made that the ballot would need to indicate which candidates were being elected to a 1 year term and which one to three year term.

4.5 Review of updated Townhome Maintenance Responsibility Chart- Carol presented the suggested changes to be made to the Townhome Maintenance Responsibility chart. The drafted changes were made based on actions recommended by the 5 year budget committee and incorporated into the 2019 budget (specifically changes in the townhome painting cycle and gutter cleaning schedule). New 8 year painting cycle for the townhomes will be included in the updates for the maintenance responsibility chart. The board will review changes and discuss further at the February HOA meeting.

4.6 Snow Removal Contract- Jan and Don met with Steve Arnone to discuss landscaping & snow removal contracts. Snow removal contract was agreed upon for 2019. There was an increase in the amount of the contract for the next year. Discussion was held regarding the terms of the contract and whether additional bids were obtained. Due to the timing of the most recent snow (and the need to have the snow removed), no additional bids were obtained. It was pointed out that the service is on an “as needed” basis, that the HOA makes the call as to when service is needed and the expense incurred.

Capital Projects:

4.1 Metal Fence – Update re: Chapman recommendation- John Chapman sent contact information to Don. Don has contacted Tony Paolillo and requested that he submit a bid for the metal fence replacement.

4.2 Parking Lot Overlay- No report.

4.3 Fountain Surface Painting-No report.

4.4 Pool Surface Patching- No report.

Architectural Committee Items:

5.1 Update- John wanted to share that it was his and Michelle's pleasure to pay for the Christmas lights on the evergreen tree at The Woodlands entrance. He also wanted to let others know that James and Kelly Miller contacted him and donated money towards the Christmas light expense. There are currently submitted ARC requests. The placement of the TV dish at #98 was brought up. John will follow up with new residents. Bill Riddle said that he has heard that companies will no longer mount dish units on roof's due to injury liability to their employees. Don asked John about the progress made on addressing the needed maintenance items that are the responsibility of the townhome unit owners. John has been drafting a letter and will present to the board at an upcoming meeting.

Updates:

6.1 Soffits/Fascias- Don reported that there is needed work at #91, #93, #94.

6.2 Roofs – Thornton/Gross (tiles)/ DiRenna- Thornton #41 contacted the board regarding flashing work that is needed at their unit. They were asked to seek additional bids due to projected cost from first contractor. Gross (#36) has broken tiles. DiRenna (#1) is currently having roof work done. Contractor was able to use tiles that had been removed and saved from the gatehouse reno project.

6.3 Landscaping/Tree Planning 2019/Lighting-

6.4 Drives/Walks- When weather permits, entrance tiles at #20 will be reset. Corny Long mentioned that she has a settling in her walk that is causing a safety issue. Ron will look into situation.

6.5 Stucco/Painting Update- Current projects complete.

6.6 Tree Work Phase 2 Update from meeting- Due to weather, meeting with Urban Tree was postponed and will be rescheduled.

6.7 8 year paint cycle- New schedule will be included in the updated Townhome Maintenance Chart.

Closing Comments: From #34, Merrill Watt wanted to discuss points in the letter that was given to him at the meeting. He indicated to the group that he had just gotten the letter. He stated that his action was taken to address rain water discharge issues at his unit. Issues that he stated had previously been brought to the board's attention. Don replied that the board had received previous communications from Watt (approximately a year and a half ago) regarding this matter, that the board had offered to meet numerous times to discuss his concerns, the offers to meet were never accepted, and that no board authorization or ARC requests been submitted for any changes to currently be made. Watt asked if the ARC had gotten a copy of the letter. The letter was not given to the ARC as it is a resident's responsibility to complete and submit any ARC request.

Meeting adjourned at 7:38 PM