

Meeting Date		2/21/19		February Regular Monthly Meeting		Roles; Time Keeper - Note Taker - Moderator - Don Hansen Decision Driver - Topic		Next Meeting Date		3/21/19	
Team		Woodlands HOA Board									
Attendees						Owner		Location; Woodlands HOA Gatehouse			
From	To	Owner	Discussion	Decisions	Responsible	Due					
1	6:00	6:25	All	<ul style="list-style-type: none"> 1. Review & approval of Minutes for Special Meeting Held 12/20 2. Review & approval of January Meeting Minutes Held 1/17/19 3. Discussion of Erosion/Landscaping Issues behind unit #34/#36 		All					
2	6:25	6:45	Carol Kuenzel	Financial: <ul style="list-style-type: none"> 1. Monthly report 2. Review of 2018 PL and discussion of fund transfer 3. Insurance Audit results 4. Status of Capital Assessment Payments 5. #95 Invoice/CA payment 		All					
3	6:45	7:15		Legal: <ul style="list-style-type: none"> 1. #18 Update 2. January 21, 2019 Letter from Watt 3. Document Revisions 							
4	7:15	7:35	All	Discussion Issues: <ul style="list-style-type: none"> 1. 5 year budget committee recommendations 2. Board Members Areas of Responsibility for 2019 - Changes? New assignments? 3. Point person for projects/committees (ie. resident committee to look into tennis court) 4. Appointment of resident committee to work on tennis court project action 5. Update on Insurance - Audit Report 6. Townhome Maintenance Chart Update 	On specific areas of responsibility:	All					
4	7:35	7:45		Capital Projects <ul style="list-style-type: none"> 1. Spring capital improvement projects 2. Bid approvals 3. Timeline for work completion 							
5	7:30	7:35		Arch Comm Items -	Board	John McIntosh					
6	7:35	7:55	All	Updates: <ul style="list-style-type: none"> 1. Soffits/Fascias 2. Roofs - 3. Landscaping / Tree Planning 2019 - Lighting issues 4. Drives/Walks (Update on #20) 5. Stucco/Painting Update - 6. Townhome Certificates of Insurance 		All					
7	7:50	8:00		Review Decisions and Due Dates		All					