

Woodland Creek Estates HOA 2019 Annual Meeting Minutes

The meeting was called to order by Sean P. Darr at 6:04 pm. There were thirteen (13) voting members present. Additionally, two (2) proxies were provided and validated. These fifteen (15) voting members exceeds the eleven (11) required to provide a quorum. With a quorum, the meeting continued.

The HOA Board of Directors members present included Jeff Crews (President) and Sean Darr (Vice President). Ron Honea (Secretary/Treasurer) was absent due to illness. Each member present introduced themselves and welcomed everyone to the annual meeting.

The 2018 Annual HOA Member Meeting minutes were read by Jeff Crews. No changes were made. A motion to accept the minutes, as read, was made by Sean P. Darr and seconded by Sam Barnes. All fifteen (15) members voted to accept the minutes, as read.

The 2019 Treasurer's Report was given by Jeff Crews. A motion to accept the report, as presented, was made by Sean P. Darr and seconded by Sam Barnes. All fifteen (15) members voted to accept the report, as read.

Old Business – Discussion led by Sean Darr

- **HOA Management:** Sean discussed the reasons and benefits of self-managing the HOA in 2019. He also advised the members of all the methods the Board of Directors has and uses to communicate with the body. This included the construction and installation of a neighborhood information board placed near the mailboxes. It also includes the HOA's Facebook page, website, and email address.
- **Covenants, Conditions, and Restrictions (CC&R):** Sean discussed the reallocation of funds set aside for obtaining legal assistance in assuring the accuracy and integrity of our CC&R's. These funds were used to provide legal assistance in amending our CC&R's in our effort to clarify and prohibit the use of Short-Term Rentals within our subdivision. The amendment was completed and properly recorded on November 4, 2019.
- **Financial Challenges:**
 - **Landscape Management:** In order to save money, Ron Honea has personally managed our common area landscaping and lawncare. The funds saved in doing this allowed the HOA to purchase its own lawnmower, weed eater, herbicides, grass seed, and other common area repair items (sprinkler heads, wood railing, etc.).
 - **Irrigation Repair:** The new pump has worked very well this year. The only issue has been ensuring we are obtaining our shares of water.
 - **Outstanding Debt:**
 - Liens were placed on any outstanding balances remaining as of December 1, 2019. One of which was paid in full and the Board of Directors is in the process of removing the lien at this time.

- A question was asked about when dues were due and how late charges were enforced. It was explained that annual dues were due by January 31, 2019. Late fees were applied on any outstanding balances beginning April 1, 2019. Thereafter, late fees were applied to any outstanding balance on the first of each month.
- Sean discussed the Board of Directors' willingness and efforts to work with members in need of assistance that communicated with us.
- One member mentioned their disinterest in late fees on late fees. Sean clearly explained that late fees are applied to any outstanding balance on a monthly basis. This is similar to any credit card or loan, in that interest (late fees) is applied to any unpaid debt on a monthly basis.

- **HOA Activities:**

- **Spring Neighborhood Sale:** Held the first Saturday in May. Allows a greater opportunity to draw interested parties into our subdivision for the benefit of everyone. It was also a great opportunity to walk around and visit with neighbors.
- **National Night Out:** We held an evening picnic, which included a bounce house for the kids. It was a wonderful opportunity for residents to gather, meet, and enjoy some time together.
- **Welcome Basket:** We have heard great appreciation our efforts to welcome new HOA members into our neighborhood. New members were provided a welcome basket with a candle, decorative plant, \$25 gift card (Hot Tomato), and a welcome letter with information about our HOA and how to communicate with each other.

- **Architectural Committee:** The current committee was introduced (Sean Darr, Sam Barnes, and Phil Ipson). It was reiterated that under our CC&R's, anything a homeowner wants to change within the public view needs to be approved by the committee. Committee paperwork and contact information remains available on our HOA website.

- **Covenant Enforcement Committee:**

- The current committee was introduced (Sean Darr, Tiffany King, and Sam Barnes). To date, the committee has issued approximately thirty (30) notices of violation. Common violations dealt with weed control, general lawn maintenance, trailer/vehicle parking, improper trash can placement, external fence repair. Weeds must be killed and removed. Covenant and safety concerns require keeping trailers and cars out of the street and off the sidewalks.
- The question was raised if we could amend the time restrictions on trash can placement for pickup. We cannot amend this, as it mirrors the City of Fruita's code enforcement policy which states that trash cans cannot be placed on the sidewalk and can only be out from 7 a.m. till 8 p.m. on the day of service.
- Another question raised was the enforcement of a CC&R requirement for two trees in each front yard. It was explained that the Board of Directors voted not to enforce this policy at this time due to the difficulty in requiring the majority of owners to incur such expense at this time.
- Per city code each household is limited to three (3) household pets.
- Dogs have become a growing issue in our community.

- Dog's must be on the owner's property or on a leash at all times.
- Dog's are NOT allowed to trespass on another owner's property, unless granted permission by said owner.
- Complaints have been heard by property owners about dog feces frequently found on their property.
- Barking dogs has become another common complaint, which can be reported to the City of Fruita Police Department. They ask that a written log be maintained, including the date and time of each occurrence.
- The common area is free for owners to enjoy with their pets; but, remember that the leash requirement is still in effect and you are responsible to remove any feces and repair any damage created by your pet.

New Business – Discussion led by Jeff Crews

- **Self-Management:** The Board of Directors will continue to self-manage our HOA in 2020 and look to contract with a reputable management company beginning in 2021.
- **2020 Proposed Budget:**
 - **Annual Dues:** The budget is not keeping up with increasing costs and will not cover the fees for a management company, beginning in 2021. The Board of Directors recommended a \$25 per year increase in dues over the next two years. After looking at the proposed budget for 2020, a member (Tom Mitchell) made a motion to increase the dues by \$50 in 2020 with no increase in 2021. Another member (Robin Sommerville) seconded his motion. A vote was taken and Thirteen (13) members voted in favor of the motion. Two (2) members voted not in favor of the motion. The motion passed to amend our proposed budget to include a \$50 increase in 2020 dues and no increase in 2021 dues. The amended budget will be voted later in the meeting.
 - **Reserve Fund:** We are continuing to build our reserve fund to help reduce or eliminate future special assessments for common area structural repair needs. Our goal is to grow the reserve fund to a balance of \$20,000 over time. That amount is the estimated cost of replacing our pump house, pump, and electrical equipment.
 - **Insurance Policies:** We have current policy for general liability, but will be adding a property specific policy as outlined in our CC&R's. This policy will cover our pump house and equipment under certain circumstances.
 - **New Member Packets:** Funds for building and delivering a packet of information for new members is included in the 2020 budget. They are intended to welcome new members and offer information about our HOA expectations, activities, and contact information.
 - **Amended and Approved 2020 Budget Review Meeting:** A meeting is scheduled for Thursday January 2, 2020 at the Fruita Recreation Center at 6 p.m. to allow HOA members a final opportunity to review and make ratification of the amended and approved 2020 budget.

- **2020 Proposed Budget:** Jeff Crews made a motion that amended proposed budget be approved and Tom Mitchell seconded the motion. All fifteen (15) members voted to accept the 2020 budget, as amended.
- **The Hospitality Committee:** This committee will work with the HOA Board to welcome new members into our community and provide a helping hand to HOA members in need.
- **Miscellaneous:**
 - o The two activities conducted in 2019 (Spring Garage Sale and National Night Out) will be conducted again in 2020. Per member request, a bounce-house with more activities for various ages will be provided.
 - o The Hospitality Committee will be organizing the first ever Woodland Creek Christmas Competition for December 2020. The specific date for judging will be identified at a later time.
 - o In conjunction with National Night Out, the HOA will host a cornhole competition. Prizes will be determined at a later date.
 - o External fences will be maintained by the individual member who owns them. A uniform color has been approved and is required. The code for the required color will be provided by the Architectural Committee.
- **Elections:**
 - o The current Board of Directors each desired to run for office in 2020.
 - o No other member requested or desired to run for office in 2020.
 - o Sean Darr motioned that Jeff Crews remain as President. The motion was seconded by Tiffany King. All fifteen (15) members voted in favor of the motion. The motion passed.
 - o Jeff Crews motioned that Sean Darr remain as Vice President. The motion was seconded by Tom Mitchell. All fifteen (15) members voted in favor of the motion. The motion passed.
 - o Sean Darr motioned that Ron Honea remain as Secretary/Treasurer. The motion was seconded by Jeff Crews. All fifteen (15) members voted in favor of the motion. The motion passed.
 - o The appointed Covenant Enforcement Committee for 2020 is: Tiffany King (Chair), Sean P. Darr, and Sam Barnes.
 - o The appointed Architectural Committee for 2020 is: Tom Mitchell (Chair), Phil Ipson, and Sam Barnes.
 - o The appointed Hospitality Committee for 2020 is: Jennifer Crews (Chair), Jennifer Borg, Tiffany King, and Nicole Auld.

Jeff Crews and Sean Darr closed the meeting by thanking everyone for coming out and participating. We truly appreciate each and every one in our community! Sean Darr motioned that the meeting be adjourned at 7:57 pm. Mathew Borg seconded the motion. All fifteen (15) members voted to adjourn the meeting.