

The Park at Wolf Branch Oaks Homeowners' Association, Inc.

Board of Directors Meeting Minutes

February 16, 2022

Meeting Held at Real Life Christian Church

Board of Directors Meeting Call to Order

The meeting was called to order at 6:00 P.M.

Roll Call & Quorum Verification

Board members present were: Joe Rout (President), Myrtle Webb (Vice President), Karin Pierson (Treasurer), Gary Carter (Director) and Kim Peterson (Director). A quorum of Board Members was established based on the Association's governing documents. Others present were three (3) owners; Linda Daly, CAM, Bosshardt Property Management.

Reading and Approval of Minutes

a) Minutes from the 12/13/21 Board Meeting were distributed and reviewed. *Myrtle motioned to approve the minutes as written; Kim seconded; all in favor.*

Financial Report

Karen confirmed the financial statements were emailed to the Board of Directors. Karen reported there is one (1) outstanding check to Philadelphia Insurance Company that has not cleared and a notice of cancellation has been received. The insurance policy will cancel on February 28, 2022 at 12:01 AM if payment is not received. *Management to cut new check and send it overnight certified mail to Philadelphia Insurance Company.* Karen stated there are no late water payments from the owners this month, one (1) bill has been submitted for payment, and everything else is up to date with Management.

Committee Report

a) ACC Committee

No report at this time.

b) Landscape Committee

Myrtle reported the front entrance plants and lights have been stolen. A police report was not filed due to low replacement costs not exceeding the deductible for an insurance claim.

c) Water Committee

Kevin reported the water pump to the well has been replaced and is functioning as designed. Still waiting for the final bill from Wiggins for that replacement. The final bill will be \$1,300.00 higher than the estimate due to additional parts purchased and labor to replace/install those parts. Kevin informed General Utilities, the company that comes out to inspect the water plant operations several times per week) has increased their rates, which is permissible due to a written clause within the contract stating they may review the rates annually for adjustments. Kevin to inquire obtaining a credit from General Utilities for lack of notice regarding the increase. The Board directed the Water Committee to hold a meeting regarding the Water Plant rates and building.

Management Report

No report at this time.

Unfinished Business

a) 2nd Notice of Violation

Manager to revise Second (2nd) Notice of Violation/Non-Compliance to include the following statement: "Any correspondence proceeding this letter from the Association's attorney is to be paid by the owner". The association will pay the legal fees and post the charge on the owner's account.

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b) Insurance Policy – Replacement Costs

Manager to obtain replacement costs for gazebo and front entrance and front property line fencing and submit it to the Board via email for review. Board to review policy to determine what needs to be added and/or deleted to ensure the coverage is reflecting the Association's current assets and liability needs.

c) Solar Street light for Oak Prairie Circle – Woodvine area

The Board tabled and removed this item from the agenda.

d) Parking Issues – HOA Property/County Right of Ways

i) All Board Members present were in agreement with sending a first and second notice of violation/non-compliance for parking violations on HOA property and then sending those who remain non-compliant to the Association's attorney for action.

ii) All Board Members were in agreement to table the parking issues related to the County right of ways until more information is received regarding enforcing no parking in these areas.

e) Covenant Amendments

This Board tabled and removed this item from the agenda.

f) Residential Planning Criteria-Revisions

The revised Residential Planning Criteria (summary of the CCRs) reflecting covenant updates and clarifications to be sent to the Association's attorney for approval.

New Business

a) Entry Security Camera Systems

Jason gave a presentation on Entry Security Camera System options for the Association. Jason recommends the Association purchase a License Plate Reader Security Camera System that has the ability to report criminal activity to the Sheriff's Department. Jason reminded owners to lock their vehicles when unattended to minimize opportunistic robberies/thefts.

b) Security Lights Replacements – Entrance Lighting

The Board tabled this to the next meeting.

Action Items

-Manager to contact Wiggins via email and cc Kevin regarding obtaining a budget estimate for the repair/replacement of the water system components.

-Manager to email the Board the Association's Special Assessments criteria and the fluidity of the Association's Reserve Funds.

Owner Forum

-Owners shared concerns regarding water spots now occurring on drying dishes since water plant repairs.

Next Board Meeting

The next Board meeting is March 23rd, 2022 at 6:00PM.

Adjournment

The meeting adjourned at 8:00 P.M.