

Woodbrooke Run Board Meeting Minutes

November 7, 2023

1. Call to order by President Jeanne Panka 10:30 AM
2. Attendees:
Board members: Jeanne Panka, Norm Wollmann, Hap Parkes, Beth Teffner, Jim Sullivan, and Paul Green; Homeowners: Robin Gallo and Ron Baurer.
3. Officer and Committee Reports
 - A. President (Jeanne Panka)
 1. Annual Meeting – All present agreed to Saturday January 13th for our Annual Meeting with refreshments like last year. A formal announcement will be made in early December. *(Since the meeting we have learned that the date may not be available – we will keep you posted.)
 2. MRTA / By-Laws and CC&Rs - Removing the Developer from the documents appears to be the only substantial issue. Paul Green will contact our attorney for a formal review.
 3. Woodbrooke Run website – Bill Baxter currently maintains the website, but domain and hosting services were managed separately. Transferring all services to Bill was noted as being less costly. Jeanne will follow-up with Bill to ensure proper recovery protocols are in place.
 4. HOA Vendor list – This addition to the HOA website has seen little use. The list is intended for neighbors to share references and personal recommendations.
 - B. Secretary (Norm Wollmann) - No comments
 - C. Treasure (Beth Teffner)
 1. All residents paid their quarterly dues on time this month.
 2. The budget is trending as predicted. Considering currently outstanding bills, the budget should close with a \$4k excess in the checking account.
 3. Insurance, lawn care and other service costs are expected to rise next year. Total expenses are regularly reviewed, but for the present, no increase in quarterly dues is foreseen. Our contract with Westcoast ends in June, and we do not know what increases will be imposed at that time.
 4. The board agreed last spring to move reserves to interest-bearing accounts. Funds are currently invested in 6- and 12-month CDs, as well as a business savings account (money market) which earns 4%. In six months, we have already earned over \$1000 from these accounts. Roger Weber has been instrumental in setting up these accounts. We now have over \$60,000 in reserves. A full report will be available at the annual meeting.

Woodbrooke Run Board Meeting Minutes

November 7, 2023

D. Lawn Liaison (Jim Sullivan)

1. Crew turnover remains a significant issue for Westcoast; however, overall lawns are in good condition.
2. Residents are reminded to submit work requests on the Westcoast portal.
3. Mulch delivery is scheduled for November 15th. Placement is expected to follow shortly afterwards. Residents are reminded to prepare their plant beds – remove debris, de-weed and add or replace plants before mulching begins. Residents with special mulching requirements should be present to give instructions to Scott or the crew. Personal oversight during mulch placement is advised.
4. Irrigation lawn coverage – Investigation as to whether irrigation checks ensure full lawn coverage is ongoing.

E. Lighting

1. Bulb replacement for garage carriage lights is an HOA responsibility. Bill Mashburn, working with John Wilson and Tom Schneeberger are handling carriage light bulb replacement.
2. Garage carriage lights are designed to automatically activate at dusk and switch off at dawn. This feature is controlled by a photoelectric switch. These switches are mounted on the exterior of the home. Exact placement varies with each house. It is possible to purchase a device which goes under the bulb for light sensitivity. This feature is the responsibility of the homeowner.

4. Old Business

- A. Open-Throat Drains – Installation of open-throat drains is complete.
 - B. Strip of sod – This has been confirmed as property of the golf course. PRECO was called to assess power to the timers, and golf course personnel have been working to complete wiring. We are hoping to have new sod soon.
 - C. Roof washing – Overall the process went smoothly this year. Only one section of a roof where repairs were in process was missed. A recommendation for next year is to clarify the work definition for add-on cleaning, such as driveways and lanais. Specifically, resident versus vendor responsibilities for moving planters, ornamentation, etc.
5. Open Forum: Many mailboxes in our neighborhood were recognized as needing fresh paint and/or lettering. While the Master HOA is responsible for repairing damaged mailboxes, responsibility for visual appearance is unclear. This will be reviewed.
 6. Meeting was adjourned at 12:00.

Woodbrooke Run Board Meeting Minutes

November 7, 2023

Respectively,
Norm Wollmann (Secretary)