

The Woodlands Property Owners Association, Inc. (WPOA)

Board of Directors Meeting Minutes

September 10, 2024

Time: 5:30pm
Place: Zoom
Members Present: Clarke, Faires, Gary, Moon
Dyson (Absent)

Summary: - This was the third meeting of the Board elected at the 2024 annual meeting.

MINUTES

Call to Order

Quorum Declared Present

Meeting Minutes Approval

Prior to the meeting, Faires had distributed draft minutes from June 4, 2024, meeting. Opportunity provided to comment or suggest revisions, but none were noted. The minutes, as drafted, were unanimously approved by the Board.

Financial Report

Prior to the meeting, Moon distributed a financial report indicating as of 7/31/24, the WPOA account had a balance of \$62,945. Recent expenditures were \$57 for Ashe County property taxes, \$390 to Dyson for the two new Woodlands Ridge signs, and \$310 to Daniel Stikes Electric for the entrance sign lighting power hookup. Since the July bank statement, Daniel Stikes Electric was paid \$1650 for the labor and materials to complete the installation of the electric lights at the entry to the development. Also noted that \$172 interest was earned in July. It is estimated that after the 2025 association dues are collected, the balance will be approximately \$75,000.

Moon also reported that he has requested a list of POA dues from a local Realtor, for other subdivision in our area.

Open Items/Ongoing Project Status

Outbuilding Interpretation

Prior to the meeting, Dyson provided the Board with a revision of the proposed Interpretation which was discussed at the June meeting. The revision clarified that the Board believes that the appearance of outbuildings needs to follow the standard for homes as closely as possible. The Interpretation was approved by the Board.

Action Item: *Faires will post the Outbuilding Interpretation on the community website.*

Electric Lights at Entrance Sign

Gary reported that the entrance sign lighting project has been completed and the new lights are now operational. The Board discussed the possibility of providing lighting at the group mailbox with a battery powered and motion sensing fixture. No decision was reached but will remain under consideration for future discussion.

2024-25 Paving Issues and Options

Clarke and Gary reported on a recent meeting they had with Lines by JD, a paving contractor, to discuss options for paving improvements and maintenance. The intent and desire of the Board is to look for a cost-efficient program for maintaining The Woodlands paved roads. The contractor explained several options (resealing, tar and chip, repair and repaving). Lines by JD will be providing quotes to Clarke and Gary for their individual property needs which will give the Board the opportunity to further assess and evaluate options for The Woodlands.

Action Item: *Clarke and Gary will report on their experiences with Line by JD at the next meeting.*

New Items/Projects for Discussion

Officer Replacement Advance Planning

Clarke noted the need for starting now to plan for Board members and positions for the 2025-26 considering anticipated turnover within the current Board. Clarke with follow-up with all of the current officers to discuss their intentions for serving in 2025-26.

Action Item: *Clarke to give each current officer a telephone call to discuss serving interest on the 2025-26 Board and in what capacity.*

ARC Membership Rotation

Similarly to 2025-26 Board membership, participation on the Architectural Review Committee was briefly discussed. In general, the Board recognizes there are benefits to getting additional involvement from property owners on the ARC and the Board.

Other Items

"For the Record" Documentation

Faires proposed a new document type to be used for recording historical community information that may be helpful to future Boards. David Brinson had emailed the Board and reviewed the background for establishing the corporation's official mailing address (State required a physical mailing address). Faires drafted a "For the Record" document for this topic and the Board approved. The need for another document explaining and allowance of the 3rd building on the former Sotamayor property (now Wells property) was discussed and the Board decided that a For the Record document for this situation would also be beneficial to have on file.

Action Item: *Faires will draft a For The Record document for the Wells property.*

HOA Express

Faires reported that the community website subscription (HOA Express) was up for renewal. The Board unanimously voted to continue the use of the website. Faires will coordinate the

annual fee (\$324) payment with Moon. Moon requested that all property owners be asked to update their contact information to improve next year's association due collection.

Action Item: *Faires will send an email to all property owners requesting they update their contact information*

Action Item: *Faires will coordinate the annual payment.*

Use of Dropbox

At the August 22, 2023 Board meeting, the Board decided that Dropbox would serve as its primary repository for archiving POA information and use the new HOA website for sharing more current information.

Faires proposed discontinuation of Dropbox use (cumbersome, Board unfamiliarity, general lack of use) and expand the use of the HOA Express website for storing important POA information as well as maintaining a hardcopy of documentation rather than having redundant electronic systems. The Board approved this change. Faires will be responsible for reviewing the information currently on Dropbox and transferring it to the website and/or making hard copies as appropriate.

Action Item: *Faires will review the POA information currently stored on Dropbox and transfer to the community website and/or make hard copies as appropriate.*

Meeting Adjournment

The meeting was adjourned at: 6:25 pm.

Minutes Prepared By: Faires

Minutes Approved By: Board Review

Date: January 7, 2025

Secretary Signature: Stanley C. Tamm