

FINAL

Woodside Park HOA Units 2, 3 and 4

Minutes of Meeting of the Board of Directors

June 30, 2014

Present: Sharon Evridge (President), Melissa Fisher Faler (Vice President), Jackie Brutout (Treasurer), Kathy Lower (Secretary), Ed Samberg, Linda Perry and Kelly Flynn. **Absent:** none. The meeting was called to order at 7:11 p.m. at Melissa's home.

Quorum: Established.

Approval of Minutes: The minutes of the February 19, 2014 board meeting, the April 5, 2014 general membership meeting, and the May 19, 2014 board meeting were considered. **MOTION** made, seconded and passed unanimously to approve the minutes of the February 19 meeting. **MOTION** made, seconded and passed unanimously to approve the minutes of the April 5 meeting. **MOTION** made, seconded and passed to amend the draft minutes of the May 19 meeting to specify the expenses paid by the Treasurer since the February 19 meeting to clarify the reduction in checking accounting funds between the two meetings, and with that amendment the minutes were approved by unanimous vote.

Treasurer's Report: Jackie reported. We have 125 paid members as of today, a record number. The remainder of the Treasurer's report was tabled until the next board meeting.

Sharon noted that the Woodside Park Units 2, 3 & 4 Covenants require an annual audit of our financial records. **MOTION** made, seconded and passed unanimously to table the issue until the next board meeting.

Old Business

Summer General Membership Meeting and Annual Picnic: We discussed various logistical items and assigned tasks as follows:

Kathy will handle RSVPs, with three options to respond: telephone (Kathy's number will be included on the banners to be posted on the two Woodside entrance signs); email; and online using SignUpGenius. Kathy will prepare a notice of the General Meeting and Picnic for our Database Administrators, Bob and Cathy Banks, to send out by email right away, and Kathy will handle snail mail notices. She will ask Bob and Cathy to send out a reminder email closer to the date of the picnic.

The banners announcing the Meeting and Picnic will go up around July 9 or 10. Jackie and Dave Brutout will handle that task.

Purchases:

Ice: Linda
Tablecloths: Melissa (at least 12); duct tape

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Chicken: Kathy (chicken tenders only, plan on 2 per person)
Water, soda: Melissa; a couple of dozen left from Fishing Derby, will need more

Supplies:

Coolers: Linda, Melissa, Sharon, Jackie and Kelly will bring
Utensils: Sharon (silverware, napkins, hand sanitizer) already on hand

Reimbursement procedure: Jackie asked that anyone who makes purchases please prepare an invoice and attach receipts, and include an address where she can send a check.

Everyone agreed to be at the Shelter by 10 a.m. for set-up.

Firewise: Jackie unveiled the two Firewise Community signs to be posted at each entrance to Woodside. They are too large to attach to the existing entrance signs, so a MOTION was made, seconded and approved unanimously to authorize Jackie to purchase appropriate metal posts. Dave Brutout will install the posts and signs.

Directors and Officers Insurance: Jackie reported that D&O insurance is available through the same insurance company from whom we obtain our liability insurance. She has obtained an application form and will fill it out and obtain Sharon's signature and submit it. Jackie will advise the rest of the Board of the cost by email. MOTION made, seconded and approved unanimously to obtain Board approval of the cost by email.

Newsletter: We reviewed Kathy's Summer Newsletter draft. The Board decided to distribute page 1 of the draft immediately to announce the General Membership Meeting and Annual Picnic. The rest of the newsletter can follow in a week or two. Other notes on the draft: add a table of contents listing the newsletter sections; delete the reference to an 11 a.m. start for the General Membership Meeting; relocate the section on HOA Events to the beginning of the newsletter and add photos; add a stern note requesting that people refrain from changing the Fire Danger signs on their own and leave that task to qualified members of the Firewise Committee; move the section on Noxious Weeds to the end; add a reference in the Green Reflective Sign section that it is acceptable to the Park County Building Department to install the sign on a metal post as well as a wooden post; emphasize the medical emergency aspect of having a highly visible sign installed; and include active hyperlinks where possible.

Equestrian Center: Jackie reported that the sign designating the Equestrian Center as the "Don Haner Equestrian Center" is under still construction. MOTION made, seconded and passed unanimously to obtain Board approval of the cost of the sign by email.

Jackie reported on last year's efforts to get rid of rodents digging holes and tunnels at the Equestrian Center. Sharon will contact several different exterminators to get estimates and will report back to the rest of the Board by email. **MOTION** made, seconded and approved unanimously to obtain Board approval of the extermination method and cost by email.

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The Board then discussed Kathy's redrafts of six Equestrian Center documents: Stall Lease Agreement; Exhibit A-Stall Rules and Regulations; Arena and Round Pen Reservation Form; Exhibit B-Arena and Round Pen Rules and Regulations; Notice of Lease Termination; and Equestrian Center Committee Responsibilities. The Board made numerous helpful suggestions and Kathy will redraft the documents and recirculate them to the Board for final approval.

New Business

Welcome Packet: Kathy reported that the per-packet cost is nearly \$14 with copying and postage, which is prohibitively expensive for our HOA. MOTION made, seconded and approved unanimously hereafter to mail the two-page welcome letter and instead of enclosing document, list the documents that we previously enclosed and note that they are available either by email or CD. Kathy will also post links to all of the documents on the website. If someone absolutely cannot accept the documents by CD or email, Kathy will make hard copies and deliver the packet in person to save postage.

Next meeting: General Membership Meeting on July 26, 2014 preceding the Annual Picnic, at Pine Valley Ranch Large Shelter.

Adjournment: MOTION made, seconded and approved unanimously to adjourn at 9:35 p.m.

/s/ Kathy Lower

Secretary