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**Woodside Park Units 2, 3 and 4 HOA
Minutes of Meeting of the Board of Directors
January 18, 2014**

Present: Tanya Buck (President), Jackie Brutout (Treasurer), Kathy Lower (Secretary), Terry Hylland, and Ed Samberg. **Absent:** Linda Perry. **Also present:** Kelly Flynn and Ramona DeRonde. The meeting was called to order at 10:03 a.m.

Quorum: Established.

Approval of Minutes: **MOTION** made, second and approved to accept the minutes of the October 5, 2013 General Meeting.

Treasurer's Report: Jackie Brutout presented the 2013 year-end financial report. The year began with a balance of \$5,5,18.99. Income for the year totaled \$4,038 from \$3,320 in dues (108 members); \$70 in miscellaneous income; and \$648 in stall rentals. Expenses for the year totaled \$4,123.45, leaving an ending balance of \$5,433.54. Full report is attached to these minutes as Appendix A.

Jackie also reported that the HOA insurance policy expires on June 6. She has asked our insurance agent to provide an invoice for the renewal premium no later than May 1. She will pay the premium upon receipt to ensure that the HOA is covered for all events scheduled in 2014.

MOTION made, seconded and approved to accept the Treasurer's report.

President's Report: Tanya Buck welcomed the assembled directors and thanked them for their attendance.

Old Business

Spring General Meeting: Tanya reported that HOA member Norma Haner, who has done yeoman's duty in the past supplying snacks and drinks for the general meetings of the HOA, has indicated that she must bow out and hand those responsibilities to others. For the Spring General Meeting HOA member Geri Hylland will take care of snacks and drinks and we will solicit volunteers for future meetings. We will collect the large coffee urn from Norma.

Firewise Committee Report: Firewise Committee Chair Kelly Flynn reported on the committee's activities to date. Progress towards our application to become an official Firewise Community includes completion of a community assessment by Fire Chief Bill McLaughlin of Elk Creek Fire Protection District; preparation of and submittal to and approval by Chief McLaughlin of our initial Action Plan; and a meeting of the committee to address moving forward with our first three Action Plan items. Those items include: (1) obtaining two "fire danger level" signs that can be attached to the two Woodside entrance signs and changed according to official fire danger level designations; (2) work with IREA

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to identify areas within the community where trees threaten power lines and can be removed; and (3) work with Elk Creek Fire Protection District; state and local agencies; and individual property owners to identify and make passable an alternative emergency evacuation route from Woodside.

In furtherance of Action Plan item 1, Kelly noted that Jackie Brutout had researched and made a recommendation to the committee as to appropriate fire danger level signs. Each sign costs \$50, for a total cost of \$100. Jackie indicated that her husband, Dave, had offered to make frames for the signs to make attachment to the Woodside entrance signs feasible. **MOTION** made, seconded and approved to authorize the expenditure of HOA funds to cover the cost of purchase of two signs and reasonable installation costs. **MOTION** made, seconded and approved to allow attachment of the signs to the two Woodside entrance signs.

In furtherance of Action Plan item 2, the board agreed to place a notice to Woodside residents in upcoming newsletters informing them of how to contact IREA to request an assessment of their individual properties regarding trees endangering power lines. Kathy Lower also agreed to follow up with IREA to confirm the procedure for IREA to assess individual properties.

In furtherance of Action Plan item 3, Terry Hylland noted that he thinks there may be a road of some sort that might offer an evacuation route. Kathy Lower will explore this with him.

Kelly distributed a spreadsheet showing hours and dollars spent by Woodside residents to date on mitigation efforts on their properties. To qualify for Firewise status our community must contribute \$2 per resident annually in in-kind work or in out-of-pocket mitigation costs. To date we have accumulated over \$5,000, well over the minimum necessary amount. We will continue to encourage residents to do and record mitigation work. We will distribute a tracking form with each newsletter.

Finally, we discussed the scheduling of and agenda for our first annual Firewise Event. The board agreed that the Event should be scheduled in conjunction with the Spring General Meeting. The board agreed that **April 5, 2014** would be a good date and Kelly offered to confirm availability of the meeting room at Elk Creek Fire Protection District Station 1 from 10:00 a.m. to noon. The Firewise Committee is working on the agenda. The primary focus this year will be educational.

Trails Committee Report: Terry Hylland reported. The number of people helping on trail workdays has picked up. Twelve people volunteered on the most recent workday. Terry noted that Woodside has many miles of trails, some of which have “wandered” away from their designated locations along the inter-lot easements over the years and it will take some time to get all of the issues straightened out. The Architectural Control Committee oversees the trails.

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Fishing Derby: Dave and Jackie Brutout volunteered once again to oversee the Fishing Derby this year. The Derby will be held on the first Saturday in June, which is **June 7** this year. Jackie will be sure that we have our Certificate of Insurance in place before the Derby.

Road Clean Up: Chip Scudder volunteered again this year to organize and oversee the Road Clean Up event. The usual procedure is for volunteers to meet at the Equestrian Center in Unit 4 and fan out from there to pick up trash along Woodside roads. The cleanup will be followed by lunch for the volunteers at Crossroads, courtesy of the HOA. The designated day this year is **May 3**.

Annual Picnic: We need to select the date and apply to Jefferson County for the necessary permit. Regarding the date, we need to be sure not to overlap with Bailey Days. Our preferred date is **July 26, 2014**, with our second choice July 19, 2014 if our first choice coincides with Bailey Days. Jackie will apply for the permit once we have pinned down our date. Kathy Lower will confirm the Bailey Days date and report back to the Board. Kathy also will be responsible for ordering the HOA-provided food for the picnic.

Banners: Banners will need to be posted on the two Woodside entry signs announcing the dates of the April General Meeting/Firewise Event; the Fishing Derby; the Road Cleanup work day; the annual picnic; and trail work days when they are scheduled. Individual banners showing the date for each event will need to be ordered from Staples. We will also coordinate email blasts with Bob and Cathy Banks for each event. A **MOTION** was made, seconded and approved to expend funds to purchase the necessary banners.

Dues Cards: Cathy Banks has the master for the dues cards on her computer. We need to add Firewise to the cards as an area of interest and get the cards printed and in the mail. Kathy Lower will check in with Cathy Banks.

New Business

Appointment of Vice President: Inasmuch as no Vice President was elected at the General Meeting held on October 5, 2013, pursuant to the Bylaws the Board considered potential candidates for appointment to the position by the Board. President Tanya Buck nominated Woodside resident Ramona DeRonde for the post and offered a **MOTION** to approve the nomination. Objections to the nomination were raised by other board members, including the availability of one or two more potential candidates who could not be present for this meeting and Ms. DeRonde's years-long absence from membership in the HOA. President Buck's motion died when no second was offered. The Board will explore other possible candidacies.

Welcome Committee: Consideration of reinstating a committee to welcome new residents to Woodside was tabled until our next General Meeting.

Website: The Board discussed the notice from Jim Sapp, our volunteer webmaster at mywoodside.com, that he can no longer undertake maintenance of a website for WPHOA Units 2, 3 and 4. Kathy Lower volunteered to build a new website for our HOA. A **MOTION**

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was made, seconded and approved unanimously to authorize the expenditure of up to \$15 per month for website hosting costs. Kathy Lower will contact Jim Sapp regarding the availability of the domain mywoodside.com. In the event that domain is not available, we will consider other possibilities such as Woodside2-3-4HOA.org.

Adjournment: MOTION made, seconded and approved unanimously to adjourn at 11:28 a.m.

/s/ Kathy Lower
Secretary