

**The Woods at Elm Creek
Homeowners Association
Champlin, MN 55316**

Email Address: www.thewoodsatelm creek@gmail.com Website: www.thewoodsatelm creek.com

**Woods at Elm Creek
Annual Board Meeting Minutes**

Date: Feb 26, 2017
Time: 7:00 PM
Location: Champlin Ice Arena

MEETING TYPE:	<input checked="" type="radio"/> Regular	<input type="radio"/> Special
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I. Call To Order

The meeting was called to order at 7:00 pm

II. Roll Call

Board Member Attendance:

Shanna Johnson	President	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Dr. Michelle Murray	Vice President	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Kalman Bundy	Treasurer	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Todd McDowell	Director & Chair Arch. Control Committee	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Mike Young	Director	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
		<input type="radio"/> Present	<input type="radio"/> Absent
		<input type="radio"/> Present	<input type="radio"/> Absent

Other Attendees: 29 households attending in person; 6 homes participated via proxy. No in person representation from Woods Trail, Ironwood, Red Oak Ct. or Windflower

I Meeting Substance

1. Welcome, announcements and 2016 board activities reviewed (Shanna)
 - A. Recognition and Thank you to Kalman Bundy for his years of service to the Woods at Elm Creek Association Board.

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- B. Board completed both an Annual meeting and Special meeting – filled all director vacancies. Board is full at 5 members.
- C. 360 assessment of association health and 2016 accomplishments:
 - a. Landscaping activity increased
 - b. Expansion of committees and homeowner participation
 - c. Investigated, Established & used Woods proxies to increase board communication and improve homeowner participation voting initiatives.
 - d. How To's documented for each board position to ease transition with new directors
 - e. Website Use expanding – great traffic including buyers (300 visits/month), improved postings for homeowner alerts including break-ins, and mail theft
 - f. Collection of emails to help direct communication with homeowners
 - g. Landscaping assessment completed of each common area - what's planted there, condition, additional needs including mulch identified and dialog with contractors completed to assess the costs or challenges with upkeep to our development.
 - h. Full review completed of covenants and governing documents to identify needs to address in future
 - i. Mailbox initiative advanced with approval
- 2. Code of Conduct for board members reviewed (Shanna)
- 3. Committee interest Revisited & Identified new welcome coordinator (Brenna M.) as we initiate this role again with improve volunteer interest (Shanna)
- 4. Landscaping (Shanna)
 - a. Increasing costs.
 - b. For 2017 – contracting with new company : spring and fall cleanup, weed spray 3x during summer, top mulch all entrances = 6 area's (1 Coneflower entry, 1 at south Woods Trail entry, 2 at North Woods Trail entry, 2 at Rosemill entry)
 - c. To manage mulch at individual culdesacs- Not contracted based on expense. Considering Bulk drop mulch & determining if local groups may help with shoveling it into the common area or immediate owners can organize and plan to distribute. Contact the board if your area organizes and has a date and area they would like to mulch.
 - d. Costs extra money to association with dog excrement in cul-de-sacs and common areas. Homeowners need to pick up after their pets
 - e. Please don't plant in common areas without prior approval (difficult to manage with wide variety of plants- and costs of upkeep vary depending on plantings)
- 5. Budget (Kalman)
 - a. Income increased – only one past due
 - b. Increase dues to \$120 annually
 - c. Maintaining over one year balance in account
- 6. Architectural Process & Activity (Todd)
 - a. 6 to 7 requests and reviews for this year already – process is going smooth (homeowner makes website request, goes to committee to follow up on project with homeowner prior to any project initiation) .
 - b. Looking for additional volunteer (“not much time commitment” Brad)

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- c. FAQs regarding ACC being developed and coming to website soon.
- 7. Website updates and usage (300 hits/month)
 - a. Positive feedback from realtors
 - b. Looking to create a distribution list of homeowner emails to eventually use for improved notification when new updates or alerts posted.
- 8. Covenants and governing documents:
 - a. Will be focus for 2017 once mailboxes are set
 - b. Ask is to review past work on changes since a lot of work was done
 - c. Will use ballot voting, as done with mailboxes, and without a meeting to facilitate completion of this work as we update our covenants section by section. This process saves association costs of holding meetings (~\$350 per meeting), increases homeowner participation in voting initiatives (since meetings are not well attended), and is completed as per the Articles of Incorporation. All in attendance agreed to this approach over meetings when possible.
- 9. Presentation of Director Nominees:
 - a. Jon Speich
 - b. Alex Edwards
 - c. Both nominees agreed to the Code of Conduct for Directors and signed ahead of the meeting.
- 10. Voting Completed
 - a. Jon Speich, from Phase 1- Rosemill, did receive majority vote and is elected as a director to the board.
- 11. Adjourn

Minutes Certification:

Proposed minutes respectfully submitted,

Kalman Bundy
Board Treasurer / Recording Secretary for this meeting

Feb 26, 2017
Date

Typed signature of name in full shall serve as legal signature