

WOODY CREEK HOMEOWNERS ASSOCIATION

Meeting Minutes of December 15, 2020

Attendees:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Member at large
6. Bookkeeper
7. 5250 #5 Jessica Scott

Called to order @ 6:33pm

Secretary's Report:

Secretary's Report from 12/15/2020

- Reminder to sign Altitude Contract – Joan will request new link; if necessary Stevie will sign the physical contract and scan and send
- No correspondence from residents received

President makes motion to accept secretary's report; Vice President seconds, all accept.

Treasurer Report:

Treasurer/Bookkeeper report from 12/15/2020

Checking account balance: Dec \$19,291.38

Money Market balance: Dec \$67,560.88

Checks written since last meeting:

None (waiting for training that didn't end up happening)

Electronic Fund Transfer:

State Farm 12/1/2020	\$3252.00	Insurance
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Checks to be signed at 12/15 Meeting

State Farm	\$700.00	Annual Bond
Waste Management	\$472.54	Trash - with a 110.00 credit applied
Altitude	\$885.00	Lawyer(5260#9) & month retainer & credit for collections
Hills	\$2,350.00	Bush Trimming and fall clean up
Hills	\$770.00	Snow Removal-11/24
Brenna Krier	\$405.00	Bookkeeping
Keith Wickman	\$50.00	Holiday Thank you

Property for Sale:

None

Homeowners in Arrears:

5260#9	Send to Collections with Added lawyer fees
5220#8	Email 1st letter - no address or phone number

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5210#1 2nd Letter
5230#4 1st Letter
5250#4 1st Letter

Rental Percentage is still at 18%

Correspondence/work of Bookkeeper:

12/1/2020 Update Website
11/30/2020 Talked to 5250#8 - Anh; she has been handing me
 a check due to bank issues doing a bill pay
 offered to help her set it up.
12/5/2020 Prepared to help Anh-she called in sick
12/12/2020 Send 3 physical Letters
12/12/2020 Published website
12/13/2020 Email Lawyer 5260#9 - in Collections
 Email to 5260#12 - current ledger
 Email 5220#8 - current dues
 Emails HOA board - new contact list;
 Email to Altitude 5220#3 ledger
 Emailed Secretary Q3 P&L
12/14/2020 Keith Wickman-traditional thank you for the last 12 years.
12/14/2020 Supplies Question: 1099-MISC; 1099 Envelopes
 HOA case, files, paper, envelops, toner for secretary

Correspondence to Treasurer:

none

President makes motion to accept the treasurers report; Vice President seconds; all accept.

Additional Correspondence:

- President – none
- Vice President – none
- Member at Large –
 - Keith Wickman
 - Bonus at \$50 (vs \$100 at last several years)
 - E has been replaced; signage and cameras installed at dumpster areas
 - 5270 #2 Appreciates the new board; would like an outgoing mailbox; Keith spoke with him for 2 hours while working
 - 5270 #3 camera faces his back walkway; David stated the only thing he can fight him on is that it can't point directly into his courtyard; HOA cannot handle this neighbor issue

Secretary motions to accept additional correspondence; Vice President seconds; all accept.

Old Business

- Vendor List –

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- Reconcile the two vendor spreadsheets floating out there; assign Joan to insurance; Stevie is ok with being assigned to remaining random vendors that don't apply to other board members
- 2 new policies –
 - Would like to have President sign in January for distribution as we need to order new paper; all agree for bookkeeper to purchase case of paper from Costco
- Contract –
 - Altitude, Stevie and Joan to review, sign and send by Friday 11/20 (need new DocuSign link)
- Trash –
 - Keep with 3 yd and 2 yd bins as that is what will fit into corrals,
 - New signage up
- Red Doors –
 - Would like them to change the red door
 - Past President board member approved it
 - Ask them for written correspondence; provide evidence of approval
- Grounds keeping –
 - Hills current contract; Shorty's sent
 - Need to review Hills term of contract
 - Secretary ok with Shorty's as long as its within contract

Secretary motions to accept old business; President seconds; all accept

New Business

- Send letter to 5230 #8 altering him of boundaries and process of proxy; Treasurer will draft letter for board to review
- Bookkeeper transition –
 - Treasurer would like to do training with Bookkeeper and assess workload
 - Need to take details notes for transition

Secretary motions to accept new business; Treasurer seconds; all accept

Open Forum

- 5250 #5 Mailbox lock and key doesn't work; recommended they contact USPS or replace it themselves

Next meeting is set for Tuesday, January 12th at 6:30pm virtual via Zoom

Meeting adjourned at 7:37pm: Motioned, seconded and passed.