

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

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

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

Date: 4/3/16
Time: 7:00 pm – 9:00 pm
Location: Champlin Ice Forum

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 7:02 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
Bob Marchetti	Chair Arch. Control Committee; Member at Large.	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
	secretary		

Other Attendees: Guest Speaker – Craig Wissink, City of Champlin Tree Inspector; Arch Control Committee Member Brad Solomon; Woods Media Specialist Ron Spencer

III. Approval of Agenda: Order of agenda proposed by Shanna Johnson to be changed accommodate guest speaker. There were no objections by members for this change. Guest speaker moved to first place on the agenda

IV: Meeting Substance

1. Tree Inspector, Craig Wissink presented on tree planting, tree disease, and trends with the

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Elm Ash Borer. Craig can inspect trees in our area. Homeowners may contact him directly. His contact information can be found by contacting the City of Champlin. He is a seasonal employee with the City and is most available from spring through the fall.

2. Budget

- a) Reviewed 2015 actual budget. Association maintains close to 1 year of dues in savings despite a deficit in collected homeowner dues and increased costs in 2015 due chiefly to legal fees. Landscaping costs were also significantly more than budget, however board offset this expense as no mailbox repair was done.
- b) Board proposed dues remain at \$110
- c) Delinquent dues and late payment of dues makes it difficult to budget and upkeep our community. The association needs to be able to pay our bills. Significant and successful effort has been made by the current Board to collect past dues and get homeowners current. Homeowners were informed that moving forward, if dues become delinquent upon 2 years, the board will take action to legally collect this debt, a lien will be placed on the property in accordance with our covenants, which will include the legal fees associated with the lien being filed. It is not fair to those homes that are paying when some homeowners don't pay and are not contributing to improving and maintaining our community.
- d) National night out funding discussed. Social event funding was dropped from the budget last year because there was no homeowner committee actively working on this event and to minimize raising annual dues given increases in other budgeted items including landscaping, accounting and mailbox repair. The association board proposed funding a social event this year with a \$5 increase to annual dues for 2016 (this increase is required since the proposed budget has a \$4k deficit spend already) if a committee can be formed with 1 homeowner member of each phase representing those homes. This committee would then coordinate the social event for our whole community so all members would be invited. No opposition to this proposal was received by any member present when opened up for comment. Because funding for this event would change the proposed 2016 dues to \$115 and dues statements need to get prepared for May mailing, the board will allow 2 weeks from the meeting date for interested members to form this committee. This notification will also be posted on the website homepage immediately to allow non present members to engage in this committee. If no committee is formed in 2 weeks from 4/3/2016 then no funding will be included in 2016 dues and will be relooked at next year.

3. Purpose of new website was reviewed.

- a) As a result of discussions at the 2015 annual meeting about woods association visibility and the technical limitations of the old WECHA website the current board worked on establishing a new website for our Woods community. The only cost incurred was the

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domain name; the web design and maintenance was volunteered by a homeowner member saving the association significant cost.

- b) The purpose of the website is to:
- increase visibility and transparency in board activities
 - Centralize communication between the Board and homeowners.
 - Create a formal mechanism for homeowners to submit and approve architectural and landscape requests
 - Keep homeowners and potential new buyers informed of association rules and information (there is a frequently asked questions section as well as a section where the covenants are posted.
- c) For all homeowner and association communication, please use the website so that all communication is official and that homeowner requests and concerns/complaints can be properly documented. If you need urgent communication phone numbers and addresses for board members are located on the website.
- d) The association is attempting to increase communication among homeowners. In addition to the website, post-cards will be mailed for special types of notification and to remind homeowners of the website address

4. Challenges Maintaining:

- a) The Woods community is struggling with homeowners not following the covenants and not having architectural review of exterior projects. Homeowners need to be aware that a lot of landscaping, outdoor structures, and decorative elements have been done over the last several years without architectural approval. All properties must follow the covenants which includes architectural review. When homeowners don't abide by the covenants and don't obtain this approval it makes it challenging to enforce other homes not following the covenants if a concern/complaint is presented to the association board.
- b) Acknowledgement by the board was made that some homeowners were granted special permission for yard items from the original developer when purchasing their lots to build. Unfortunately these permissions allowed things not approved in our covenants and has contributed to confusion as to what is allowed by subsequent and other homeowners. The board stated that moving forward, all homeowners must be consistent in seeking review and approval for all exterior projects and major decorative decisions.
- c) The board affirmed the covenants and homeowners adhering to no sheds, no fencing (except perimeter pool fencing), and neutral house colors. These covenants are extremely important for our property values and maintaining the aesthetics intended for this development.
- d) To submit an exterior project for review go to the woods association website, click contact us, and submit your request and drawing for plans to be reviewed. This request will be presented to the architectural review members who will either approve, or contact you to inquire further with questions or concerns prior to project approval.
- e) The board president stressed that the architectural review process mandated by our covenants not to restrict homeowners from updating their property or creating wonderful designs and spaces for their family to enjoy, but is assure that as homeowners our passion for our projects gets looked at by a neutral 3rd party to assure the changes we

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desire also have a positive impact to immediate neighbors and are meeting the covenant requirements of our community. This helps to assure continued high property values and the aesthetics that make our development stand out. Approved plans are signed by committee members and will be kept on-file.

- f) Homeowner complaint updates: the majority of complaints received are in regard to homeowners leaving their garbage cans out. Please be courteous and remember to put your garbage cans inside your garage. Many other small complaints can be handled by talking directly to your neighbors. We are not a “policing” association. The association board members do check on our common areas/cul-de-sacs and entry monuments for repairs or liabilities. However, we are a concern/complaint based association meaning that we do not pay monthly dues for a management company to walk and drive around our property and “police” our homeowner decisions to assure properties are in compliance with our covenants. To uphold our association style community and the upkeep of the aesthetics and property values we all must take responsibility to uphold a commitment to abide by the covenants that are attached to our home’s title for our property. If, as a homeowner member, you have a concern or a complaint about a property in our community you must communicate with a board member via the website so we can investigate further.
- e) A Request was made by a homeowner present at the annual meeting for the board to provide an update on the homeowner property in Woodlawn Ct. who put in a pool and significant decking structure. The board acknowledged significant time and legal fees have been invested into trying to work with the homeowners on this property. The president did read a position statement specific to this property and the identified complaints and covenant concerns.

5. Landscape and Maintenance update

- a) Due to homeowner complaints about the maintenance and upkeep of the common areas, the current board is in the process of seeking bids from several companies. The goal is to get on a better rotation of new plantings and mulch. We will be unable to do all areas at once due to cost. Since last years meeting the entry at Coneflower was replanted. The board’s goal for this year is 1 or both entrances at Woods Trail.
- b) Mailboxes will continued to be repaired as needed. Please let the Board know if your mailbox encasement has a problem. Submit a note via the website.

6. Board Membership

- a) The Board president initiated a call to affirm current positions and directorship since historically it has been hard to get volunteers for board membership and attendance at meetings has been low. A quorum of members for voting for board membership was not possible at last year’s meeting when Shanna’s election to the board was made. However, before any member action could be taken Rod Eaton, a homeowner, stood and challenged the current president on this action. He stated in his opinion the currently held positions were not valid because there was no quorum. Shanna informed all members that voting for new board members last year was completed with members present and there was majority support for renewing Bob and Kalmans terms since they remained willing to serve our association; also there was majority support of present

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members at last year's meeting to accept the 2 new volunteers that expressed willingness to serve on the board. Rod continued to voice his opposition and his opinion on board positions.

- b) Rod stated, in his opinion, there were 3 open positions to be voted for at this year's meeting. Current board members disagreed with this opinion. Rod was advised by the association president that the board had to follow the agenda that had been published on the website and made available to all homeowners regarding this meeting and the identified open position. The President stated that in preparation for the annual meeting she was advised on filling 1 open position and affirming with attending homeowner members the currently held board positions.
 - c) Proxies were given to the board president 10 minutes ahead of the meeting start. Amy Lee presented 27 signatures and Rod presented 12 signatures. They stated these homeowners gave their vote to Amy, and Rod, for any and all items to be voted on at the meeting.
 - d) Rod and Amy nominated each other to the association board for the positions that were, in their opinion, open to be voted on.
 - e) Rod stated that he and Amy had majority vote, quorum, using their submitted proxies toward voting onto board positions. The board president acknowledged receipt of these signatures from Amy and Rod at the start of the meeting.
 - f) Running over allotted meeting time, escalation in member dialog, argument and lack of consensus about open positions, as well as disrespectful member behavior was identified by the president. Therefore, no vote was held. The association president tabled all further discussion on this matter and advised all members that the association board will seek further legal counsel regarding our board membership and voting. President indicated a special meeting will be called to address this action. This decision was met with loud applause in the meeting room.
7. Prize Drawing was hastily completed as attendees were getting up to leave due to the above mentioned factors. Homeowner member Dave Quady won the drawing and will receive free 2016 dues for attending the meeting and being engaged in our woods community. Congratulations Dave!
8. Formal adjournment was not completed as people were exiting the ice forum due to reasons identified above.

Minutes Certification

Dr. Michelle Murray and Shanna Johnson

4/6/16

Board Vice President and President/ Recording board members for this meeting

Date