



THE WOODS HOMEOWNERS' ASSOCIATION (WHOA)

QUARTERLY BOARD MEETING MINUTES

Meeting date: April 13, 2024

Call to order: The Quarterly Board Meeting was called to order at 9:02 AM; Keith Casper, President, presiding. The meeting was held in person at Hedges Chapel Fellowship Hall and by virtual broadcast via Zoom.

Members of the Board attending: Keith Casper, Randi DuFresne, Vanessa Griffin, Tom Hackshaw, Nancy Pearson, and Randy Wishmyer.

Member of the Board attending by Zoom: Ken Valcourt.

Members not attending: Lucile Sasser and John Windle.

Guests attending: Dawn Lewis, PMP Community Manager; Stephany Branson, PMP Administrative Assistant. 41 homeowners attended in person and 27 homeowners viewed via Zoom.

Introduction: The Board members and guests introduced themselves.

President's Comments: Keith Casper made opening comments. He said the response to Survey 3 question 1- Given the details in the Statement of Work, do you believe there is a need for a private security patrol in The Woods? The Community responded with 65.4% NO and 34.6% YES. He reviewed the crime statistics previously emailed to the community. He said based on this information the Board will table the question of having a security patrol established in the community.

Approval of Minutes:

Randy DuFresne made a motion to ratify the electronically approved January 13, 2024, Board Meeting Minutes; Nancy Pearson seconded the motion. Motion carried unanimously.

PMP Report: Community Manager, Dawn Lewis, highlighted annual community covenant compliance inspection, Spongy Moth spraying, recycling, and several safety reminders. The full report is attached at the end of these minutes.

New Business:

1. Resolution to approve the 2024 Board of Directors Slate of Candidates.

I, Vanessa Griffin, Nominating Committee Chair, make a motion for the Board to approve the 2024 Slate of Candidates as submitted. District I- Dawn Copestick, Randi DuFresne, Jeff Harding, District II- Teddi Segal, Randy Wishmyer, and District III- Jay Burks, Terry Clark Richards, and Greg Tanner. Nancy Pearson seconded the motion. Motion carried with two no votes.

Addendum to this Resolution: Following the Board Meeting Dawn Copestick asked to have her name withdrawn as a candidate and to be removed from the ballot.

Standing Committee Reports:

Architectural Control Committee: Randy Wishmyer, Committee Chair, gave the report. See the full report attached at the end of these minutes.

Communications Committee: No report was given.

Community Building Activities: Jane Elliott gave the report. See the full report attached at the end of these minutes.

Finance Committee: Nancy Pearson, Committee Chair, gave the report . See the full report attached at the end of these minutes.

Governance Committee: Randy Wishmyer, Committee Chair, gave the report. He said the committee is going to concentrate on amending the covenants.

Safety and Welfare Committee: No report was given.

Welcoming Committee: Donna Dean, Committee Co-Chair, gave the report. See the full report attached at the end of these minutes.

AD HOC Committees:

ADA Compliance Committee: Vanessa Griffin , Committee Chair, gave the report. See the full report attached at the end of these minutes.

WHOA Member Time :

Summary of Questions and Comments:

Comments were read about the community Fireworks and donations.

Spongy Moth spray opt out property are still in effect.

Water Concerns would like WHOA under the Safety Committee to form a task force to attend Berkeley County Water Board meetings to be sure that another water source is developed.

Candidate Forum date and Ballot return dates.

Question of Board's financial check writing practices on social media. Asked for proof of any wrongdoing or "embezzlement."

Disagreement with the prior statement and a clarifying statement that the word "embezzlement" was never used.

Would like the above two statements explained in detail in the minutes.

Treat everyone with kindness and respect.

Would like the Board to recognize Ann and Ron Gephart for all they have done for this community such as fireworks, medical equipment lending program, flu shot program.

Toxicity of Nextdoor post, hopes the Board proceeds with the amenities, and define residence in the Articles Incorporation.

Redline comparison versions of the Articles of Incorporation will be sent to the community for comments and feedback.

Would like downed trees along the roadways to be issued compliance notices during the annual compliance inspections.

WVU Medicine will hold medical documentation (living will, medical power of attorney, Do Not Resuscitate, etc.) seminar on April 16th.

What law firm is overseeing the review of the Governing Documents and what documents are under review?

Would like the community to get together as neighbors not just during the Board Meeting which are for the Board to conduct the business of the association.

Will road edge cracking be addressed?

Would like a consolidated list of upcoming events to make it easier for the community members.

Adjourn:

The meeting adjourned at 10:10 AM.

Executive Session: 10:15 AM One compliance issue was discussed. 10:20 AM adjourned.

Open Session: 10:20 AM. Randi DuFresne made a motion to accept the actions discussed in executive session for 135532 and to issue a letter accordingly. Nancy Pearson seconded the motion. Motion carried unanimously.

Drafted by Dawn Lewis, Community Manager

Next Meeting:

Annual Homeowners Meeting- June 8, 2024, at 10 AM at Hope Community Church.

Quarterly Board Meeting – July 13 ,2024 , at 9am at Hedges Chapel Fellowship Hall.

Attachments

Community Management Report

By Dawn Lewis, CMCA, AMS

1. The Annual Community Inspection for covenant compliance will begin on April 22. I will inspect from the roadway and notices will be sent to those who have a compliance issue on their property. I will be focusing on lot and house maintenance, vehicle issues such as inoperable or unlicensed vehicles, address signs, and improper storage, etc.
2. Spongy Moth spraying is scheduled for May. The original cost was \$21,600 however the WV Department of Agriculture has assumed \$11,100 of those fees. WHOA paid \$10,500. We do not have a spraying date yet, it will depend on weather, leaf expansion, and how far along the caterpillar's development has progressed. WVDA will be doing onsite checks in April to finalize a timeline.
3. Recycling reminders- plastic shopping bags and aluminum cans are accepted in the bins on the front porch of the WHOA office building. Please be sure the cans are empty/clean/dry before dumping them into the containers. During other collection times plastic bottles and containers, food and beverage cans, paper, flattened cardboard, and food boxes are accepted. Glass, Styrofoam, waxed coated cups are not accepted. Please access the WHOA website for the schedule and additional information.
4. Friendly reminders:
 - a. If you have an ACC sign and the project is completed please contact the WHOA office to have the sign picked up.
 - b. I want to remind everyone that the WHOA governing documents have dusk to dawn lighting restrictions. If you want to have exterior light on please be sure they do not shine into the street and onto adjoining properties and that they do not remain on all night. Motion sensors or timers are recommended.
 - c. The WHOA governing documents restrict overnight parking along the roadsides.
 - d. There are a lot of pedestrians walking along the community roads. Everyone is reminded to follow the speed limit and to stop at all stop signs for everyone's safety.

Drafted by Dawn Lewis, Community Manager

- e. Dogs are required to be on leash when off of the owner's property and owners are required to clean up after their pet's waste.
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COMMITTEE NAME: Architectural Control Committee

REPORTING PERIOD: January 13, 2024, to April 13, 2024

COMMITTEE MEETING DATE(S): Various conversations. Will be meeting directly after April Quarterly Board Meeting.

TOPIC(S) OF DISCUSSION: ACC acknowledges with appreciation the homeowners who are improving their properties. The ACC continues to approve remodels, new-builds, and beautifying homes.

COMMITTEE NAME: Community Building Activities

REPORTING PERIOD: January 13, 2024, to April 13, 2024

COMMITTEE MEETING DATE(S): February 5, 2024

TOPIC(S) OF DISCUSSION: 2024 Schedule of Events discussed, drafted, and submitted for Board approval; copy of meeting minutes attached

RECOMMENDATIONS TO THE WHOA BOARD: None at this time

COMMITTEE NAME: Finance Committee

REPORTING PERIOD: January – March 2024

COMMITTEE MEETING DATE(S): Multiple

TOPIC(S) OF DISCUSSION: Financials review

The unaudited **January and February 2024** Balance Sheets and Income Statements are posted on the WHOA website on the WHOA Finance Committee page. The Income Statement has the *Actual* Totals compared to *Budgeted* Totals by current month and by annual.

The delinquent assessment rate for January 2024 is 10.2%.

The delinquent assessment rate for February 2024 is 9.8%.

Drafted by Dawn Lewis, Community Manager

- Other Expenses: Vehicle Maintenance - replaced the battery, battery bracket, wiring harness, fuses, and a front tire on the small Kubota tractor, completed the inspection, installed a new driver side mirror (damaged during snowstorm accident), completed an oil change, installed four new heavy-duty all-season tires on the Chevy Silverado, put new tires on the large Kubota tractor. Checked tire pressure and fluids on all vehicles.
- There was a suggestion from a member that each month the Balance Sheet and Income Statement be emailed to all members. Others have said they will look at them on-line if/when they want to; in other words, they prefer that the financials not be sent via email. To make it easy to find the documents for those who want to review them, here is the step-by-step instructions:
 - Go to the www.whoawv.com website; Click Log-in, enter your ID and password.
 - Click **WHOA Documents** (in the dark green bar near the top of the page) ->
 - Click **Committees** (right hand column) ->
 - Click **Finance** ->
 - Click the date of the Balance Sheet and Income Statement that you want to review.
- These numbers are approximate and vary due to the direct correlation between the weight of a piece of mail and the associated cost. Typically, more weight results in higher mailing costs. If more explanations (more paper) are needed to explain the vote, it is likely the cost will increase. These costs do not include admin time.
 - Voting Costs – Paper Ballots:
 - Rules Refresh: \$5,700
 - Amenities: \$7,900
 - Board Election: \$2,100

RECOMMENDATIONS TO THE WHOA BOARD:

- None at this time.
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COMMITTEE NAME: Governance Committee

REPORTING PERIOD: January 13, 2024, to April 13, 2024

COMMITTEE MEETING DATE(S): Semi-weekly and by email.

TOPIC(S) OF DISCUSSION: Working on Articles of Incorporation rewrite and revision of Covenants, Conditions, and Restrictions for The Woods Subdivision. Consulting with attorneys to ensure legal sufficiency. Preparing to submit Articles to Members for review in April/May timeframe.

RECOMMENDATIONS TO THE WHOA BOARD: Will be submitting revised Articles to the Board for review and approval to submit to Members for their comments.

WELCOMING COMMITTEE REPORT TO WHOA BOARD, April 13, 2024

In 2024 first quarter (January-March), **21** new households joined our community. This is on pace compared to 2023, when a total of **114** new property owners joined The Woods.

OUTREACH TO NEW HOMEOWNERS: The ten current members of the Welcoming Committee reach out to individual new homeowners soon after we receive their contact information from the WHOA office. We personally welcome new homeowners and inform them about our community and the WHOA, as official representatives of the WHOA Board. As such, we network new homeowners with others in the community. Because The Woods has a “NO SOLICITATION POLICY,” if you are contacted as a new homeowner and are uncertain about the contact, please reach out to the WHOA Office for clarification.

WELCOMING EVENTS: The first new homeowner welcoming, and orientation event of 2024 was on April 7. 13 individuals attended from 7 new households. Numerous representatives of community clubs and activities presented brief overviews of the vast array of activities available in The Woods. There was ample time for questions about the community and informal interactions after the presentations.

NEXT NEW HOMEOWNER WELCOME/ORIENTATION EVENT: May 19 (Sunday) 2 pm at Hedges Chapel Fellowship Hall. All new homeowners, as well as part-timers who are transitioning to full-time, are invited to attend and learn about the community.

COMMUNITY DEMOGRAPHICS: Some of our new homeowners, as well as others, often ask about basic demographics of the community. Of our more than 1200 households, 55% are full-time and 45% are part-time. The 485 new households since January 2020 are roughly the same proportion, though there is some variation from District to District.

WELCOME PACKET: Committee members are working on updating the materials in the Welcome Packet, which the WHOA office provides as soon as contact information is received for new homeowners. Many of our new homeowners have found the one-pager “Welcome to The Woods: Now What?” a useful quick overview. The committee is considering a survey of new homeowners for feedback and recommendations on what information they find most useful in their early weeks and months here.

Our members are: Deborah Lobetti, Chair of the Welcoming Committee
Merrie Blocker (Snowflake Lane)
Sue Bowman (Wintercamp Tr east)
Joyce Cutlip (Fishhook Villas)
Donna Dean (Moundbuilder Loop)
Barbara Low (Wintercamp Tr west)
Beverly McNeill (Arrowhead Ridge)
Susan Morris (Moundbuilder Loop)
Pat Tatem (Atlatl Lane)
Lucy Williams (Wickiup Lane)

Acknowledging Ann & Ron Gephart

Drafted by Dawn Lewis, Community Manager

Possibly a formal plaque stating something like:

“Ann & Ron Gephart Medical Equipment Lending Library”

Have a Formal Proclamation by the WHOA Board:

Acknowledging Ann’s efforts in initiating health-focused efforts for over 20 years at The Woods, including

creating contacts with WVU-East for hospital tours & presentations at The Woods,
annual flu immunizations at The Woods,
the medical equipment lending library,

and establishing a Health Committee, later encompassed by the Community Affairs Committee, and now an independent working group within our community.

COMMITTEE NAME: Ad Hoc ADA Compliance Committee

REPORTING PERIOD: January 14-April 13th, 2024

COMMITTEE MEETING DATE(S): Chair, Vanessa Griffin and Co-Chair, Valarie Burks met by phone on February 22, 2024, to discuss planning for and progress on items below.

TOPIC(S) OF DISCUSSION:

- Planning is underway for ADA upgrades at the WHOA office building including the rear ramp, handrails, the front door access platform, a new door, and levered handle. Project is expected to begin around the middle of April when weather conditions improve. Additionally, an accessible parking space will be incorporated into WHOA’s next paving project.
- Marty Johnson of Fairway Home Services, Inc. has graciously volunteered his company’s services to perform the ADA modifications to the office building free of labor charge to the Woods Community. WHOA will pay for the building supplies. Thank you to Marty and his team for working with the Ad Hoc ADA Compliance Committee to make the Woods accessible for ALL.

RECOMMENDATIONS TO THE WHOA BOARD:

- Follow through with these planned modifications for the WHOA Office.
- Support continued work by the Ad Hoc ADA Compliance Committee to address remaining accessibility issues in the community. Next Steps the committee recommends the Board study the other actions recommended by the ADA expert.

ACTIONS TAKEN BY THE BOARD: (1) Approve the WHOA Office modifications to be performed by Marty Johnson of Fairway Home Services, Inc. (2) Approve adding an accessible parking space in WHOA’s next paving project.

Drafted by Dawn Lewis, Community Manager

