



THE WOODS HOMEOWNERS' ASSOCIATION (WHOA)

QUARTERLY BOARD MEETING MINUTES

Meeting date: July 13, 2024

Call to order: The Quarterly Board Meeting was called to order at 3:00 PM; 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, Vanessa Griffin, Tom Hackshaw, Jeff Harding, Nancy Pearson, Lucile Sasser, Greg Tanner, Ken Valcourt, and Randy Wishmyer.

Members not attending: None

Guests attending: Dawn Lewis, PMP Community Manager; Stephany Branson, PMP Administrative Assistant. 15 homeowners attended in person and 20 homeowners viewed via Zoom.

Introduction: The Board members and guests introduced themselves.

President's Comments: Keith Casper made opening comments. He said the post office will be removing packages from the Mt. Lake Mail Kiosk that are not picked up within three days and community members would have to go the Hedgesville Post Office to pick up their packages. The dry weather continues; please conserve water. The garage fire on Autumn Lane was due to downed electrical lines.

Approval of Minutes:

Randy Wishmyer made a motion to ratify the electronically approved April 13, 2024, Board Meeting Minutes; Vanessa Griffin seconded the motion. Motion carried unanimously.

Nancy Pearson made a motion to ratify the electronically approved June 8, 2024, Board Meeting Minutes. Lucile Sasser seconded the motion. Motion carried unanimously.

PMP Report: Community Manager, Dawn Lewis, highlighted Spongy Moth spraying application, Firewise activities, and dumpster reminders. The full report is attached at the end of these minutes.

New Business:

Drafted by Dawn Lewis, Community Manager Approved by the Board on October 12, 2024

1. **Resolution to accept into record the 2025 Reserve Study.**

I, Nancy Pearson, Board Treasurer make a motion to accept the 2025 Reserve Study into the Association records and to post the study on the WHOA website. Randy Wishmyer seconded the motion. Motion carried unanimously.

2. **Resolution to set the annual reserve contributions for 2025 through 2030.**

I, Nancy Pearson, Board Treasurer make a motion to increase the annual budgeted reserve deposit contributions for 2025 through 2030 from those balances in the 2025 Reserve Study to an annual deposit of \$100,000. Randy Wishmyer seconded the motion. Discussion followed. Motion carried unanimously.

3. **Resolution to address aging account balances.**

I, Nancy Pearson, Board Treasurer as a matter of accepted accounting practices make a motion to write off 18 aging accounts as shown on the May Financials Aging Report, with amounts less than \$3.00, totaling a write off of \$12.66. The account numbers are as follows, 1124091, 145929, 115504, 117755, 124572, 115683, 115883, 134990, 148914, 115839, 115000, 115369, 149477, 145381, 143856, 115270, and 115226. Lucile Sasser seconded the motion. Discussion followed. Motion carried unanimously.

4. **Resolution to use \$311,703 from the reserve fund for the 2024 Paving.**

I, Nancy Pearson, Board Treasurer make a motion to allocate \$311,703 from the reserve fund to pay for the 2024 Paving to cover the needed repairs to the roadways due to the increase in traffic, heavy equipment, failing road drain at the entrance to Wintercamp east, the damage and wear and tear on the Wintercamp Dumpster driveway, and normal wear and tear due to the age of the road surface and the winter damage due to the freeze and thaw cycle. Randy Wishmyer seconded the motion. Discussion followed. Motion carried unanimously.

5. **Resolution to release the Articles of Incorporation Draft to the community for input.**

I, Randy Wishmyer, retract this motion and send the document back to the Governance Committee for further review.

Standing Committee Reports:

Architectural Control Committee: Randy Wishmyer, Committee Chair, said the committee continues to review the ACC application for exterior projects in the community.

Communications Committee: Vanessa Griffin said the new committee is forming and will begin meetings.

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 reviewing and revising the governing documents.

Recycling Committee: Ken Valcourt, Committee Chair, gave the report. See the full report attached at the end of these minutes.

Safety and Welfare Committee: Jeff Harding, Committee Chair, gave the report. He gave an overview of how the committee is formed and the process for reviewing issues that fall under the committee's purview and then making recommendations to the Board. He encouraged homeowners to share their thoughts on community issues.

Welcoming Committee: Donna Dean, Committee Co-Chair, gave the report. She referred to the June Welcoming Committee report in the Annual Homeowners Meeting Minutes on the WHOA website. She said since April there have been 20 new homeowners in the community. She gave the dates for the Welcoming Committee events.

AD HOC Committees:

ADA Compliance Committee: Vanessa Griffin, Committee Chair, gave the report. She encouraged people to go to the WHOA office to see the building upgrades and said the Board is still discussing the accessible parking space behind the WHOA office. Committee volunteers are welcome.

WHOA Member Time :

Summary of Questions and Comments:

Farmers Market Signs: Asked to be allowed to have the signs on individual properties. It was explained that the signs violate the "no advertising" sign clause in the covenants and therefore the signs are not allowed.

Trees down on Walden Road. It was explained that the property from Mt. Lake Road to the blue house on the left-hand side is not part of The Woods and does not fall under The Woods covenants for cleanup. Other properties were reviewed during the Annual Compliance Inspections.

Can WHOA add an additional Recycling dumpster? Not at this time as the Recycling Committee needs more volunteers.

Adjourn:

The meeting adjourned at 3:42 PM.

Executive Session: 3:47 PM All Board members and the Community Manager were in attendance. Three compliance issues were discussed. 4:18 PM adjourned.

Open Session: 4:19 PM. All Board members and the Community Manager were in attendance. Tom made a motion to accept the actions discussed in executive session for

115263, 117228, 115520, and to issue letters accordingly. Vanessa Griffin seconded the motion. Motion carried unanimously.

Vanessa Griffin made a motion to adjourn. Ken Valcourt seconded the motion. Meeting adjourned at 4:20 PM

Next Meeting:

Quarterly Board Meeting – October 12 ,2024 , at 9am at Hedges Chapel Fellowship Hall.

Attachments

Community Manager Report

July 13, 2024, Board Meeting

Prepared by Dawn Lewis, Community Manager

1. Committee Chairs are asked to finalize their committee membership as soon as possible. Committee size is up to the Committee Chairs but ideally should have at least one member from each District. This is a suggestion not a requirement.
2. Spongy Moth Suppression Program this year the application fee has gone up from \$500 to \$2000. That fee will be applied to the spraying in 2025. Spraying of the full community with the possible exception of those areas sprayed this year is very likely given the number of reports of caterpillar infestation in unsprayed areas. The balance in the Pest Control Fund is currently \$75,539.59
3. Firewise Activity Sheets need to be turned in by September 30th. If you have done any yard clean-up, tree removal, installed gravel around your house, cleaned gutters, etc. this all counts as a Firewise Activity. The forms are attached to the back of the agendas at most Board Meetings, at the Annual Homeowners Meeting. They are available online on the WHOA website and through the WHOA office.
 - a. There has been a lot of clean-ups throughout the community with a large number of trees being removed that were a potential fire hazard.
4. Dumpster Reminders:
 - a. Yard Waste dumpster is open from 7am until 4pm is only for natural materials such as logs, branches, grass clippings, leaves, etc. NO household trash or plastic bags.
 - b. Do not leave items outside of the dumpsters or on the dumpster walls.

COMMITTEE NAME: _____ Community-Building Activities

REPORTING PERIOD: April 13 2024 – July 13 2024

COMMITTEE MEETING DATE(S): June 5, 2024

TOPIC(S) OF DISCUSSION: _____

Drafted by Dawn Lewis, Community Manager Approved by the Board on October 12, 2024

- Review of 2024 events held to date including the Egg Hunt, Paint Party and Yard Sale
- Discussion of remaining 2024 events with logistics discussions for the June Community Celebration
- Ideas for new events discussed; pros/cons, topics to be researched were reviewed

RECOMMENDATIONS TO THE WHOA BOARD: *None at this time*

Finance Committee

APRIL FINANCIALS

The delinquent account assessments are \$95,017.92 which is 9.3%.

April 2024 Balance Sheet

Reserve Cash: Nancy's Note: Using rounded numbers.

1055 Morgan Stanley Cap Res CD	\$950,000
1056 Morgan Stanley Cap Res Unrealized Gain/Loss	\$ (26,992)
1057 Morgan Stanley Cap Res Accrued Interest	\$ 4,430
1058 Morgan Stanley Capital Reserve MM (Money Market)	\$ 284,637
1059 Trustar – Capital Reserve CD	\$ 92,159
1100 Morgan Stanley Pest Fund	\$ 75,538
1250 Summit Bank MM – Snow Contingency Fund	\$ 47,409
1300 Summit Bank MM – Contingency Reserves	<u>\$123,278</u>
TOTAL	\$1,573,021

April 2024 Income Statement

Administrative Expenses 5106 Computer/Software: PMP's IT staff replaced the hard drive in the server and reinstalled the server and a battery backup.

Community Activities 5300 Community Expenses: Check for \$2,500 for fireworks. This annual contribution has been happening for several years.

Professional 5221 Legal Expenses – General: This is over budget because the Board decided to review all governing documents and is having WTP (Whiteford, Taylor, Preston) handle these questions.

Reserve Deposits 9050 Capital Reserve Deposit: Each year the Reserve Study provides a suggested dollar amount that should be put into the Reserve account for the suggested repairs in the Study. Each year the Community Manager looks at events that are expected to happen that year and the timing and decides the schedule to add the deposits to Reserves. This year there have been two deposits with two more later this year. We have made two of our 4 reserve deposits totaling \$94,922.50. Two more payments of \$47,461.00 are scheduled in August and November for a total at the end of the year of \$189,846.

Reserve Deposits 9100 Contingency Reserve Deposit: Each month you will see a deposit for the same amount. This fund is for anything unexpected that goes over budget. For example, this year the winter storms happened in such a way that they caused more

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damage to our roads than usual during a winter. The cost of repairs this year will probably be significantly more than what was expected and budgeted. The difference (over budget amount) will probably be pulled from this account.

Reserve Deposits 9490 Snow Contingency Fund Deposit: Each month you will see a deposit for the same amount. This fund is for those winters when snow removal expenses are more than expected and budgeted.

Some of the items are over budget: GL 5127 Payment Coupons- This is over budget because the budget did not have any funds in this GL #. When the budget was developed, the budget had it under GL 5132 Printing and Reproduction then PMP's financial department put the charges under GL 5127 Payment Coupons.

Why is there a Credit: Roads -> GL 8000 -> Road Maintenance Supplies: Why is there a negative \$957.90? When the vandalism occurred in December 2023, the road signs/posts were stolen. We billed that expense for the new signs & post to this GL account. Then the vandal's mother paid the full invoice for those replacement signs in the amount of \$957.90 so there is a credit under that expense account to reflect that payment.

MAY FINANCIALS

The delinquent account assessments are 9.15%.

May 2024 Balance Sheet

Reserve Cash: Nancy's Note: Using rounded numbers.

1055 Morgan Stanley Cap Res CD	\$850,000
1056 Morgan Stanley Cp Res Unrealized Gain/Loss	\$ (28,260)
1057 Morgan Stanley Cap Res Accrued Interest	\$ 5,510
1058 Morgan Stanley Capital Reserve MM (Money Market)	\$386,185
1059 Trustar – Capital Reserve CD	\$ 92,159
1100 Morgan Stanley Pest Fund	\$ 75,540
1250 Summit Bank MM – Snow Contingency Fund	\$ 47,707
1300 Summit Bank MM – Contingency Reserves	<u>\$123,624</u>
TOTAL	\$1,552,464

Balance Sheet –

Reserve Cash 1055: Went down by \$100,000 -> Redeemed CD that reached maturity. The money goes from the CD account into the Money Market account (Line 1058 Morgan Stanley Cap Res MM) to purchase another CD.

Income Statement --

Administrative Expenses

5102 Computer/Internet: This is HostGator annual license for the domain name.

5106 Computer/Software: This is Microsoft program licenses that were paid.

5127 Payment Coupons: This is the cost for new homeowners who need coupon books.

5128 Postage Expense: This is mostly for the Board election mailing.

Other Expenses

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8199 Other Repairs and Maintenance: This is the ADA upgrades for the WHOA office building, the materials for the ramps, railings, door, and door handle.

Professional

5200 Audit & Tax Preparation: The budget was based on the prior year's cost and the audit went up \$200 when they bid the 2023 audit.

5221 Legal Expense - General: This is for the governing document review, any compliance issues, etc.

Reserves Income

9499 Interest on Reserves: It was put in the budget at 4500- Interest Income under Other income. It is shown on the Income Statement under 9499 to show what interest came from reserves.

Trash/Recycle Services

6100 Dumpster Service: There are two fees included in the Trash Services. There is a fee for pulls and a fee for tonnage. The only dumpsters that did not get a pull on Memorial Day weekend was the two behind the rec. center. The winter months tend to have lower tonnage since many people move south for the winter. Last year we came out \$6,282 under budget. The budgeted amount that is shown on the Current period is a calculation for taking the total budgeted for the year and dividing it by 12 so the monthly overage under actual is just showing the overage above that average.

Other Income

4900 Other Income: This is a carryover for when we had the water system. Since some accounts still have a water amount that was not paid previously this GL account needs to stay open until those totals are paid off.

There has not been an assessment increase since April 2016 and that was only \$25 per quarter, nor do we anticipate an increase. This is due to the Board's sensible use of funds, doing some maintenance work in house, and high investment yield.

One example is using payment booklets instead of mailing a bill each month for savings on postage.

In November 2020 when the patrol could not be continued in its current format because no insurance company would insure it, the money that had been budgeted for the patrol for 2021 was used for:

- Major infrastructure -- 2 instances of road paving;
- Added 2nd dumpster at the Recreation Center location;
- Added additional pickups at the yard waste dumpster;
- Increased liability insurance.

In other words, the money was used to provide extra services requested by and needed for the members --- all without raising assessments.

The information about the financials in the Quarterly Newsletters and Committee Reports are details that I verify when going through each month's financials. It is a road map that

will make it easy for anyone to review the financials and help our members understand how their money is being spent.

Recycling Committee

The WHOA Recycling Program started on April 1st, 2023, and in January 2024, a WHOA **Recycling Committee** was officially **chartered** by the WHOA Board of Directors. The recycling program is operated solely by volunteers who conduct **scheduled collection events**. The recycling dumpster is **only open** during those events to avoid contaminating the dumpster and to keep costs down. Please refer to the WHOA homepage for the recycling event schedule and a list of **accepted** recyclables.

Over the past year, Recycling demand has grown significantly. At times, collection events end early due to the recycling dumpster being completely filled within a half hour of the event's start.

The WHOA Recycling Program is **unique** because it generates income from the Aluminum Cans that are collected at the events and in designated bins around our community. I thank **PVP** for donating cans from the Grille and Golf Pro Shop. Volunteers **haul** the cans to Martinsburg to cash them in. The money is put back **into** the program to offset operating costs. To date, **\$773** has been put back into the Program (~ 1 ton of cans).

Over the past 10 months, more than a **1000lbs** of plastic film material has been collected in support of the Trex company plastic film recycling challenge. The Woods will be awarded a free Trex bench for our collection efforts.

Lastly, I thank all the volunteers who donated their **time** to support this program. Without them, we would be **unable** to sustain a recycling program here at The Woods.

If you are interested in volunteering an hour or so per month to support recycling or have any innovative ideas on how to advance the program, please let me know.

Ken Valcourt
WHOA Recycling Program Lead

