

Mt. Woodley Manor HOA
Meeting Minutes

DATE: Saturday, July 27, 2019, 9am

ATTENDEES: William Ware, Acting President; Ahmed Elbashari, Treasurer;
Eric Arnold, Secretary

ABSENT: Maria Pleta, President (bereavement)

DISCUSSION:

Secretary appointment and responsibilities

Mr. Eric Arnold volunteered for, and was appointed as Secretary for the Board of Directors. Responsibilities include taking notes and managing HOA correspondence. He is to be added as point of contact for Slable, webhost, for HOA website management.

Paving Project

The Board reviewed observations and concerns shared by residents regarding Chamberlain Contractors, Inc., completion of the community paving project. The Board considered Chamberlain's in-depth knowledge of the community's surfaces, the iterations and various Board presidents with which Chamberlain has worked, and the continuity provided by the Project Manager. The Board decided to move forward with the final phase of the paving project. Additionally, the Board will work toward establishing a plan for maintaining the durability and longevity of the asphalt surfaces within the community.

- **Scheduling** – Initial start date was July 29, 2019, but delayed due to recent weather events; re-scheduled to August 1, 2019, but cancelled to obtain a response to resident concerns; August 7, 2019, is the currently proposed start date;
- **Areas of impact** – The rear cul-de-sac and community entrance will be re-milled and paved. A swell will be paved in the cul-de-sac to promote better drainage in that area;
- **Community Notice** – Mr. Arnold will make email notification of start date; Mr. Ware ordered an exterior whiteboard to inform residents and alert the community of ongoing events.

Jeffrey Charles

The Board discussed the role of Jeffrey Charles and value added, if any, to the community. The Board will review their contract to ensure compliance and explore alternative options. The HOA currently pays \$600 per month for property management services.

Grounds Maintenance

Community tot lots are overgrown and must be maintained. Determination made that HOA has funds to cover additional cost.

Finances

The Board discussed early loan pay-off upon completion of the paving project and determined that the decision will be made upon Ms. Pleta's return. The Board noted the amount of funds in the operating account and the need to move a portion to reserves. Consideration will also be given to creating additional income through high yield savings accounts or other financial products.

Foreclosed property

The previously foreclosed property at 2721 Manor Haven Court was sold. The HOA is owed \$2500 from the previous owner. Based on legal advice from Aimee T. H. Kessler, Segan Mason & Mason, P.C., to write off the balance and rely on the court's judgment (20 year expiration period) to collect the amount owed at a later date, the Board decided to park the balance in "allowance for doubtful accounts," on the HOA balance sheet.