

**Mt. Woodley Manor HOA**  
*Meeting Minutes*

**Date:** Thursday, July 9, 2020, 4:30pm

**Attendees:** William Ware, President; Ahmed Elbashari, Treasurer; Eric Arnold, Secretary; Vice-president, Vacant

**Discussion:**

**Annual Meeting:** The COVID-19 pandemic precludes the Board from holding a normal, in-person meeting for the foreseeable future. We are unable to have a zoom meeting in place of the in-person meeting because of the annual meeting requirements in our founding documents. We will explore having an outdoor meeting to move forward with a Board transition.

**BB&T Banking:** Bank statements were redirected from Maria Pleta, former President, to Ahmed Elbashari's residence. The Board considered having statements mailed directly to Jeffrey Charles for preparation of monthly financials; however, it would require changing the account holder's primary residence which the Board decided against.

The Board will explore moving HOA reserves to a higher yield, but safe, account to increase interest on reserve amount.

**Tot Lot Maintenance:** The Board will not be making any large renovations to Tot Lot A (East) or Tot Lot B (West). The Board will have wood chips added and weeding done on both lots, but the new board will decide on further action.

**Sidewalk Concrete Repair:** The company that had originally made an estimate on sidewalk repairs has not followed up with requests for information. Based on their unresponsiveness, we will bid the work out to new companies.

**Delinquent Accounts:** There are around 10 community members delinquent on their dues dating back to October. We will include the full late penalty statement from the Covenants on the HOA assessment notices moving forward. We will increase the initial fee to \$50 and maintain the 8% annum interest per HOA Covenants.

The Board voted unanimously to approve the \$50 late fee on future, past-due assessments.

**HOA Assessments:** The Board considered increasing semi-annual assessments, but decided to maintain the current dues amount because of the COVID-19 pandemic. A recommendation will be made to the new Board to increase the dues by a small amount each year to deal with rising yearly costs and maintain our reserves.

**Tree Maintenance:** The Board approved common area tree maintenance to be performed by Sav-A-Tree. The work bid is \$4700 while the budgeted amount is \$2500. Based on the lapse in tree maintenance, the Board acknowledged the need and approved the proposal.