

## OFFICIAL MINUTES

### WOODLAND CREEK HOMEOWNERS ASSOCIATION, INC. ANNUAL MEETING

THURSDAY, November 18, 2021 at 7:00 PM.

DIRECTORS PRESENT: RJ Leddick, Gary Russ, K. Lee Tirpak, Lawrence Tolmich, Connie Tuller and Dave Umgelder

DIRECTORS ABSENT: Joe Stachkunas, Ryan Pender, Matt Schmitz,

HOMEOWNERS PRESENT: 1

### AGENDA

1. CALL TO ORDER- **NOTE: CHAIRPERSON OF MEETING MUST ADVISE ALL NON-BOARD MEMBER ATTENDEES THAT ALL QUESTIONS WILL BE HEARD, AND IF POSSIBLE ADDRESSED, AT THE END OF THE REGULAR MEETING, AND ONCE OPEN FORUM FOR DISCUSSION FROM FLOOR IS ANNOUNCED BY CHAIRPERSON.**
2. APPROVAL OF OCTOBER 2021 MINUTES
3. FINANCIAL REPORT
4. ASSOCIATION FEE STATUS REPORT
5. ARCHITECTURAL REPORT
6. OLD BUSINESS
7. NEW BUSINESS
8. COMPLAINTS/VIOLATIONS OF COVENANTS
9. OPEN FLOOR/MEMBERS FORUM
10. ADJOURN

### CALL TO ORDER

R.J. L., President, called meeting to order at 7:01 PM with a Quorum of 6 out of 9 in attendance

### APPROVAL OF MINUTES

1. Minutes from October 21, 2021 distributed and reviewed

Motion to Accept Minutes: K. Lee T. seconded by Connie T.  
Carried: 6/0

### FINANCIAL REPORT

Reviewed October 31, 2021 Financial Report presented by RJ

- Balance of operating account: \$79,911.50
- Balance of cash reserves account: \$168,605.41
- Accounts Receivable: \$10,905.00
- Total Assets: \$267,179.97
- Total Liabilities: \$198,726.57
- Operating Fund Balance: \$68,817.40
- \$7,932 - homeowners outstanding

**Discussion:** Financial Report does not match Aging Report due to timing of reports printing.

Motion to Accept Financial Report: RJ L. seconded by Dave  
Carried: 6/0

## **ASSOCIATION FEE STATUS REPORT**

- \$3,590 currently 90 days past due.
- RJ L continues to work with homeowner who has paid additional funds toward balance and carries a balance of \$2,500.
- One Homeowner owes approximately \$1,100 – this has occurred on and off for several years.
- Late Fees \$1,125.
- 1 Homeowner Owes \$600

**Discussion:** Board of Directors is looking for a Homeowner who can follow the collection process through with Homeowners – contacting accountant to send letter and to follow-up and treat all homeowners the same. Late Fees discussed to see if some homeowners who always paid still have a late fee on their account and we should forgive in these cases. Ryan will be asked to check into this.

Motion to accept the Association Fee Status Report: Connie T seconded by Dave U

Carried: 6/0

## **ARCHITECTURAL COMMITTEE REPORT**

- No report as Matt was unable to attend the meeting and had not communicated any applications in the month with Dave. 2 new roofs were seen on the Woodland Creek email. Question whether the architectural form was signed and if in Google Docs
- RJ brought the metal samples from Storm Roofing for Board Approval –

Motion to accept the Alumina Roof: Connie T. seconded by Gary S.

Carried 5/1

## **OLD BUSINESS**

1. Tennis Court Light – Status: Electrician sat with Inspector from Planning and Zoning and is waiting a response; hopeful for an answer next week. The concern addressed is to ensure the lighting of the court doesn't bleed into the community.
2. FPL Street Lights – information pending from October meeting – RJ reviewed old bills. FPL is charging \$55.44 a month for maintenance and \$115.92 a month for all fixtures (28). These costs never end. Electric usage is \$495.20 a month. Nicole wanted to upgrade to and LED; maintenance will go to \$200/month and fixture fee for (28).

Questions: Woodland Creek has county streets; What does FPL say our usage costs would be over time; What is the current maintenance fee paying for? If the bulbs have dimmed isn't this maintenance?

Nicole will be coming back with more information in the future.

3. New Signs for Entrance and Park and meeting information – Replace existing Sign: Metal – In Joe's absence, Plan is to have this sign that says: Woodland Creek Homeowners – Private Community – Place for plaque that has meeting notice information and other activities. Revisit at December Meeting
4. Discussion regarding adding a Shade for the Playground. Dave is continuing to inquire of vendors and will bring to the December meeting. Thought to include the cost in next year's budget.
5. Common Area mulch replaced

Motion to accept the Old Business Report: RJ L. seconded by Connie T

Carried: 6/0

## **NEW BUSINESS**

1. Annual Meeting notification and Election of the Board. Proposed Letter and Ballot discussed for sending to Homeowners. RJ

Motion to accept the Special Notice and Proxy and Ballot: Connie T. second Gary S

Carried: 6/0

2. Discussion regarding reinstating a Budget for events.

Motion: Have Treasurer bring a draft Budget to the December meeting (distributing to the Board in advance), including \$1,500 for special events (to be determined by the Board with input from the community) and a shade to put over the playground equipment. Lee and RJ second  
Carrie 6/0

### **COMPLAINTS/VIOLATIONS OF COVENANTS**

- RJ L. sent letter to homeowners regarding Boat in driveway over night; commercial Truck; Trailer in Drive way;
- Letter will be sent to homeowner who has parked a different commercial truck in their driveway.
- Connie will send friendly letters to homeowner to painting/clean their house.

Motion to accept Complaints/Violation Report: RJ L. seconded by Connie T.  
Carried: 6/0

### **OPEN FLOOR/MEMBERS FORUM**

- **Comment:** None
- **Question:** how to use online pay
- **Answer:**
- **Resolution:**
  
- **Comment:**
- **Question:**
- **Answer:**
- **Resolution:**

### **ADJOURNMENT**

8:25 PM – Motion made to adjourn meeting by Gary S. seconded by K. Lee T.  
Motion carried: 6/0

Respectfully Submitted by: *K. Lee Tirpak*, K. Lee Tirpak  
Secretary, Woodland Creek Homeowners Association Board