

APPROVED –Minutes
Board of Directors Meeting
The Woods Community Association, Inc.
November 29, 2007 at 7:00 pm
The Woods Clubhouse

Present – Steve Thomaston, President; Dewey Marshall, Vice President; Mary Boggs, Treasurer; Alison Garcia, Secretary; Rich Burna, Director; Dave Czerw, Chairperson Finance Committee; Jim Blache, Chairperson Streets & Drains Committee; Lori Abramson, Chairperson Covenants Committee & President of WOW; Joshua Potts, Vice President of Giddens Security; Betty Hudson, On-site Supervisor Giddens Security; Caryn Scott, Property Manager – Marsh Landing Management Company.

Establish a Quorum and Call to Order: President Steve Thomaston established that a quorum of the Directors was present and called the meeting to order. Steve Thomaston introduced the newly elected Board members.

Reading of Minutes from the November 13, 2007: Mary Boggs made a **motion** to approve the minutes with the addition of the number of votes received for Abelardo Catalan. **Dewey Marshall seconded the motion. All members present voted Aye.**

Giddens Security Report – (Joshua Potts and Betty Hudson):

Jason Williams has left the company and the new site supervisor is Betty Hudson. Joshua Potts, Vice President, will be taking over the account manager position.

Report for partial October and November:

- New Funeral policy issued to the guards
- Responded to or notified JSO on 6 occasions
- Two gate arms damaged due to residents hitting them and one vehicle accident inside the community
- 19 tickets were given with no cars towed
- Betty Hudson promoted to Supervisor
- Reports of three car break ins
- Report of two attempted house burglaries
- Responded to vandalism calls in regards to egging of houses, ringing of doorbells and pellet shootings
- Reported an illegal entry of a renter with a motorcycle

Mary Boggs stated that when the gate arm was broke at the Hodges gate, the entrance was not blocked off. This allowed anyone to enter through the resident's gate. Instructed Giddens that the rules state the gate should be blocked off in this situation.

Steve Thomaston questioned Giddens about the attempted break-in on the Woods Drive and the black Mercedes that was spotted. Betty Hudson replied that the police believe it is a resident of the Woods that attempted the break in. The Mercedes has been spotted in the property on several occasions. Steve Thomaston stated there have been several thefts that have occurred in the Beautyberry area. There was also a car incident on Beautyberry last night. He requested that if teens are out after curfew then they need to be approached by the rover and JSO needs to be notified. Also, contact cards should be filled out by the rover to get to know the kids.

Manager's Report – Caryn Scott, Marsh Landing Management

➤ Property inspection:

- 89 new violation letters sent
- 19 second violation notices sent
- 14 Final notices prior to being sent to attorneys
- 108 removed/compliance
- 15 Need to send to attorney (Board Review)

Projects in Progress:

➤ Delinquency Attached as of 11-29-07- \$49,372.52

- \$27,831.64 at the attorney's office
- \$940.64 under bankruptcy
- \$20,600.24 Current delinquencies
- New Liens being filed this month: 0
- Foreclosures Pending: 0

There is a list of delinquencies that qualify to begin foreclosure (3). The Board also has a list of violations that need additional legal action. The 49 intent lien letters went out today. We have had a higher delinquency this quarter than the past quarters this year. Edison Russell asked if there were any other steps we can take to collect the bad debt.

Steve Thomaston made a **motion** to start sending the intent to lien letters at 30 days delinquent, to include the barcode and community center pass deletion and to begin filing liens and deleting passes at 60 days delinquent. **Mary Boggs seconded the motion. All members present voted Aye.**

Rich Burna requested Management provide a breakdown of the balances under 75.00 due.

Reports by Committee Chairs:

Finance Committee – Dave Czerw

We are operating within budget. Update can be found in the Woodsette. SunTrust – the majority of our funds are in a money market account and we had been guaranteed a 4.5% interest rate through the end of November, but Sun Trust has agreed to extend that rate until the 8th of January, 2008. SunTrust was unable to tell us what the interest rate will be in January.

The Finance Committee **recommends** transferring \$100,000.00 from the Sun Trust money market account to a 15 month CD with SunTrust at a rate of 4.9%. **Mary Boggs seconded the motion. All members present voted Aye.**

The Finance Committee does not recommend transferring funds to another bank for higher interest rates. They prefer to keep all our funds with one bank to eliminate additional paperwork and give us a better position with the bank.

The Finance Committee **recommends** once the 2007 audit is completed that all surplus operating funds should be transferred to the reserve account and allocated at the same

percentages as the monthly reserve deposits. This will be **tabled** until the amount is determined.

All drainage projects were budgeted into the Operating account in 2006 due to the ongoing expenditures annually. We currently do not have any reserve funds for drainage. Mary Boggs would like to see a reserve account for drainage and the excess funds from 2007 operating budget for drains be allocated to that line item. The "roads" reserve line item does not include any drainage projects. Dave Czerw stated that the Finance Committee will discuss reserve adjustments at the January 2008 meeting. Steve Thomaston requested that the Streets, Drains and Retention Ponds all be included in the same line item in the reserve since they are all interconnected. Dave Czerw feels that there needs to be separation for the re-paving of the roads. Rich Burna would like to have the Finance Committee have a new Reserve Study completed in 2008. The reserve study done in 2005/2006 did not include the retention ponds. Dave Czerw cautioned the Board not to overspend outside of the scheduled reserves and to complete the projects budgeted within the year. Uncompleted projects do not automatically roll over into the following year budget.

Recreation – Alison Garcia

Alison is looking for a candidate to take over the chair position for the Recreation Committee. There was a great turn out for the Fall Festival held on the 3rd of November. Kelly & Tommy Hulihan organized relay races for the Festival.

Architectural Review Committee – John Durante & Larry DeCaires (not present)

Steve Thomaston reported for the ARC. We are looking for new committee members to join. Steve Thomaston recommends that we start charging a deposit of \$25.00 for the ARC signs. Also, to get new sign printed and they should now be placed in the window of the home visible from the street. This will prevent theft of the sign.

Streets & Drains – Jim Blache

Charles Aquatics will begin maintaining the ponds in January. They will be responsible for installing the fish in the ponds. We are getting estimates to repair the fountain at the pond at five bridges. We anticipate doing a ditch cleaning in 2008. We also plan on revisiting the road repairs and get an evaluation on when we need to begin our re-paving projects.

Rich Burna made a motion to get a bid from Jim Szerba to fix the concrete outside the clubhouse. **No second motion was given.** Streets and Drains Committee **recommends** approving \$500.00 for the repairs of the concrete outside the clubhouse to be completed in the month of December 07. **Alison Garcia seconded the motion. All members present voted Aye.**

Rules & Safety – Juan Moreno (not present)

Lori Abramson reported for Rules and Safety. At this time there are no recommendations for the Board. However, the Rules Committee has approved a new policy for funeral entry at the gates. There is a homeowner present at the meeting who has some concerns about vandalism and car break-ins on Beautyberry. Steve suggested they get in contact with Dewey Marshall and Lori Abramson after the meeting.

Covenants & WOW – Lori Abramson

Steve Thomaston requested that the Covenants Committee host an open forum to discuss the proposed changes on the Covenants and By Laws. The meeting was scheduled for January 9th at 7:00pm. This will be open to all homeowners.

Annual WOW Christmas party will be held at Lori Abramson's home on Beautyberry on the 17th of December. Annual Toy Drive deadline will be December 14th. Please include toys that are non-violent and are new. Also, wrapping paper and supplies can be donated. Cell phones can also be donated to Hubbard House. We delivered six baskets for the Hubbard House this year.

Other:

1. *New Carpet for the clubhouse.*
Mary Boggs made a **motion** to approve a \$15,000.00 cap on the carpet replacement of the clubhouse to be expended in the month of December 07 and to be charged against three categories 920 clubhouse maintenance, 880 social fund and 878 recreation fund. Alison Garcia and Dewey Marshall will be the subcommittee that will oversee this project and approve the contract. **Alison Garcia seconded the motion. All members present voted Aye.**
2. *Disposition of the Excess Operating Budget Funds for 2007.*
This item has already been addressed under Finance Committee Reports.
3. *Cleaning Contract -*
The cleaning company gave notice effective 12-31-07 to cancel the cleaning and clubhouse management contract. Management will be contacting new cleaning companies to submit bids and Steve Thomaston requested to speak with Lori Abramson and WOW about the clubhouse management.

Homeowner's Open Forum

Chester and Patricia Borowy spoke of concerns of illegal activity in their area. They have had an item stolen from their home when they were at the home (front door was opened and an item was removed from a table in the foyer). They have had items stolen out of their cars and garage (both items were unlocked/open at the time). Several vehicles were broken into last summer. The majority of the vehicles were unlocked. Dewey Marshall stated that those persons responsible for the 2006 burglaries of the vehicles were caught by the police. The police request that vehicle owners remove all items from their cars and to lock their cars to prevent break-ins. They reported an incident from last night where a car was speeding on Beautyberry and lost control and ran over a street sign and damaged a neighbor's lawn. This was reported to Buddy by the father of the driver last night and they are going to pay restitution. They are concerned about the loitering activity in the area and about children being out after curfew. Also, had concerns about continued speeding and running stop signs throughout the property. The Board directed them to contact the rover if they see kids out after curfew or loitering. There have been several attempted break-ins in the Woods recently. The Borowy's are requesting additional rover patrols and/or asking JSO to come out to the property on a more regular basis.

Steve Thomaston adjourned the meeting.