

Willow Wood HOA Board Meeting Agenda November 1, 2023

Prepared by Joe McLaughlin
2023-24 HOA President

President- to call the meeting to order.

Secretary- Secretary to note meeting start time.
Roll Call taken and recorded.
Approval of Agenda; Motion requested to accept.
Approval of Last meeting minutes; any changes to addressed. Motion requested to make official.

Presentation of Reports and Introduction of New Members

- 1) **President** to welcome everyone to this first meeting of the newly elected board of directors. Brief overview of the Presidents role and responsibilities to be covered.
- 2) **Treasurers' Report-** Rich Briar to give his report. Cover his role and responsibilities.
- 3) **Grounds and Maintenance report-** Jim Lindberg to introduce himself to the group and cover his role and goals for the upcoming year.
- 4) **Web and Social Media-** Eric Pullen to give report covering intended plans and recommendations regarding the direction of our online presence.
- 5) **Director of Social Events-** Cindy Thomas to introduce herself and cover the position roles and responsibilities and briefly discuss events for the upcoming year.
- 6) **Secretary Report-** Linda Donovan to introduce herself and discuss the roles and goals of this position.
- 7) **Old Business-** As this a first meeting of this new board and the first meeting of the new fiscal year motion requested to move that all business be considered new as discussed as such.
- 8) **New Business-** Open period for comments and new business to be discussed.
 - a) Waste Management now has a list of our addresses in their data regarding Willow Wood which will greatly help residents with services. Changes such as requesting a trash bin or extra trash bin will be much more effective. Suggest updating the Website with a Waste Management tab leading to useful information for new and existing residents.

b) Review of Deed Restrictions and Bylaws Committee recommendations- this will be a first review by this board and is to be a discussion only period with motions and/or next actions to be covered at our next board meeting.

9) Secretary- to set the next meeting date with agreement of board members.

10) Call for Motion to Adjourn

Willow Wood HOA Board Meeting Minutes

November 1, 2023

Prepared by Linda D. Donovan

2023 - 2024 HOA Secretary

1. President

- a. The meeting was called to order at 7:02 pm. All members were introduced and welcomed, and Joe contributed opening remarks.
 - Joe provided a brief overview of his responsibilities, including but not limited to overseeing the budget, expenses, support to the board members and answering to the community.

2. Secretary

- a. Roll Call taken and recorded.
 - Board Members present: Joe McLaughlin, Rich Bryar, Eric Pullen, Jim Lindberg, Linda D. Donovan and Cindi Thomas.
 - Each BOD member presented a brief introduction of themselves and their responsibilities.
- b. Approval of Agenda: Motion requested to accept agenda made by Cindi, seconded by Jim; motion carried
- c. Approval of the Meeting Minutes: Motion requested to accept and posting of meeting minutes as documented made by Eric and seconded by Rich. Motion carried.

3. Presentation of Reports

b. Treasurers' report-

- Rich Briar denoted that the 2023 budget is essentially closed with some monies to be dispersed to BOD members that utilized their own dollars for neighborhood expenses. Rich will provide checks to those BOD members.
- The budget is based upon a Fiscal year, therefore the tax form will be filed this week. \$120.00 in taxes on 2023 interest earned.
- Rich to update/renew the registration with the State of Kentucky to include the new BOD Secretary Linda D. Donovan.
- The Balance Sheet, Reserve Fund, 2023 Final Budget, 2024 forecasted budget and the 2025 Forecasted Budget were submitted per Rich for review by the Board members.
- FY 2024 Homeowners Fees as of November 1, 2023 resulted in the following:
 - 173 Residents or 85% have paid:
 - 27 or 16% via Credit/Debit Card using the on line app.
 - 145 or 84% have paid by Check; and
 - 1 has paid in cash.
- The HOA fees were due by November 1, 2023, therefore 30 residents or 15% are now in the two-week grace period.

- Rich will mail out past due reminders on Friday, November 3, 2023.
- A \$50.00 late fee will be assessed after November 15, 2023.
- Rich will update the Board members of the Fiscal Year 2024 receipts and the collection efforts through email.
- Rich also kindly reminded the Board Members that the water bill for residents is now monthly versus every two months.

b. Grounds and Maintenance report-

- Jim Lindberg will meet with Joe McLaughlin in order to review all associated contracts. Joe will provide Jim with the necessary logins/passwords and representatives to the various facilities that render services to the Willow Wood Subdivision in order to perform his responsibilities.

c. Web and Social Media-

- Eric Pullen gave his report covering intended and/or recommendations regarding the direction of the WWRA website. Presently \$648.00 annually is removed from the budget in order to maintain the hosting WWRA website which was approved by the previous board. Approximately only 83 households utilize this site. Eric has been informed that the cost of the website will increase to \$810.00 annually. Presently there are no plans to change the platform, however he will continue to pursue other options which are more cost effective.
- Eric Pullen will assume the responsibilities of maintaining the flag for the neighborhood. If Eric is unavailable when the flag needs to be maintained then Jim Lindberg will assume those responsibilities. The third representative will be Joe McLaughlin if Jim or Eric are not available.

d. Social Directors Report –

- Cindi Thomas communicated her desire to promote the Yard Sales for the neighborhood.
- Cindi communicated her idea to appoint committees to develop the various neighborhood events. Those events discussed were July 4th, the Yard Sale, the Christmas party and thoughts of returning the Easter Egg Hunt. Discussion also ensued that some type of event for adults should possibly be included.

e. Secretaries' Report-

- Linda D. Donovan communicated her desire to update the neighborhood directory. A goal was established that this will be completed prior to the 2024 Annual WWRA meeting. Jim Lindberg suggested to review the PVA in order to obtain the associated names for each resident.

4. Old Business-

- As this is the first meeting of this new board and the first meeting of the new fiscal year motion requested to move that no old business to discuss.

5. New Business-

- Rich Bryar suggested considering a later due date for the HOA fees for next year due to no billing until the Fiscal Year 2025 budget is decided upon. He also proposed to hold the Annual Meeting earlier in order to provide residents additional time to pay their annual dues.
- Joe McLaughlin will meet with each WWRA Board member individually as time allots.

- The Board members discussed the ongoing responsibility to amend the current Bylaws and Deed Restrictions. Joe McLaughlin will direct the feedback from the residents to Linda D. Donovan and Linda will draft a format for review of the process.

6. Next Meeting Date: Wednesday February 7, 2024 at Joe McLaughlins' home. The meeting will be called to order at 7:00 p.m.

- Linda D. Donovan will send out a reminder to the Board members mid-January and the end of January 2024.

7. Call for Motion to Adjourn - Meeting adjourned at 9:24 pm

Minutes respectfully submitted by Linda D. Donovan – November 11, 2023