



Board of Directors Monthly Meeting Minutes –3/12/2024 (7 PM) via Zoom

1. Call to Order Meeting convened via Zoom at 7:05 pm by Bob Keefer.

Board Members Present:

Vice President –Robert Keefer
Secretary–Leonora Reiley
Kristin McManus

Others Present:

Welcoming –Marianne Gustafson

Beautification –

Social Event – D. Victorio
Newsletter–D. Pine

Others Present:

Andy Homer
Allison Phillips
Sherwin St. Pierre

Absent: ARC – J. Garret, ARC – Doug King

I. Homeowner Forum.

The proposed pet waste station and watch light (Street light) on Zanca Turn were discussed in depth with many of the Zanca Turn homeowners present. They all strongly recommended the installation of the light and pet waste station and agreed to service the pet waste station until it could be added to next years budget. The homeowners also understood and agreed on the impact to some of their lots (106, 108, 110 Zanca Turn) digging the underground electrical lines to power the light. Additionally, the need for a sign indicating that the park was restricted to WOT residents and closed at dusk was strongly recommended. The board voted and approved the following:

The procurement of a pet waste station and “resident only/park closure” signs. Signs will be installed at the entrance to the soccer field with the help of Zanca Turn residents.

–Sign the agreement with Dominion Energy to install a new watch light (street light) at a cost of 8,240.72 with a \$12.90 recurring monthly cost. The installation funds will be sourced from the capital investment funds and must be paid to Dominion before any work will be performed.

II. Secretary’s Report

A. Minutes from February meeting approved

III. Treasurer’s Report. (Michael Tracy)

A. Review of Capital Reserve Funds

IV. Committee Reports

A. Welcoming–No updates



B. Beautification (J. Kirby).

Yard of the Month resumes in March/April

C. Social (D. Victorio).

1. Egg filling party–Friday night 3/15

1. Bubbles the Clown retained for the Spring Festival– weekend prior to Easter Sunday 3/ 24; 2-4

2. \$ 250 for Bubbles no increase from last year–Bubbles approved by board

D. Newsletter (D. Pine)

1. Submissions needed by 3/17

E. ARC (J. Garrett).

No requests

F. Grounds

1. Playground needs a new layer of mulch (22 cubic yards ordered last year). Mulch will be ordered in April

2. Custom Irrigations will let us know when they plan to come out to perform services

G. Lakes

H. Website–needs updating

V. Old Business

VI. New Business

1. Yard sale – Sat. April 27 potential date as indicated by residents who responded to the poll.

(Next Date Confirmation –Tuesday, 9 April 2024 - 7 PM, Board Meeting, via Zoom.

Meeting Adjournment. At 8:10 PM



Attachments

- 1) 2024 Board of Director meetings
- 2) Board members & Treasurer terms for 2023 & 2024
- 3) WoTHA annual calendar

2024 - WoTHA Board of Director Meetings – 2nd Tuesday of each month

9 January (Tuesday)	14 May (Tuesday)	10 September (Tuesday)
13 February (Tuesday)	11 June (Tuesday)	8 October (Tuesday)
12 March (Tuesday)	9 July (Tuesday)	TBD 12 November (Tuesday)
9 April (Tuesday)	13 August (Tuesday)	10 December (Tuesday)

WOTHA Board Member Terms

Member	Name	Term Start	Term Ends
1	Kristin A. McManus	December 2021	December 2024
2	James E. Kirby	December 2021	December 2024
3	Robert W. Keefer	December 2022	December 2025
4	Leonora Reiley	December 2023	December 2026
5	Michael Toomey	December 2023	December 2026
6	Michael Tracy	December 2023	December 2026

WOTHA Annual Calendar

January	• Board of Directors Meeting – 2 nd Tuesday
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	<ul style="list-style-type: none"> • Newsletter deadline – Friday following BOD meeting • Assessment letters go out by end of month
February	<ul style="list-style-type: none"> • Board of Directors Meeting – Alternate date for 14 Feb • Assessments due by the 28th
March	<ul style="list-style-type: none"> • Board of Directors Meeting – 2nd Tuesday • Newsletter deadline – Friday following BOD meeting • Grounds Maintenance (Bloom) contract year ends March 31 renews Apr
April	<ul style="list-style-type: none"> • Irrigation systems turned on • Board of Directors Meeting – 2nd Tuesday • Set date for Yard Sale & Community Day • CC Inspection
May	<ul style="list-style-type: none"> • Board of Directors Meeting – 2nd Tuesday • Pet Waste contract ends 2nd week of May • Yard Sale & Community Day • Newsletter deadline – Friday following BOD meeting
June	<ul style="list-style-type: none"> • Board of Directors Meeting – 2nd Tuesday • CC Inspection
July	<ul style="list-style-type: none"> • Board of Directors Meeting – 2nd Tuesday • Newsletter deadline – Friday following BOD meeting
August	<ul style="list-style-type: none"> • Board of Directors Meeting – 2nd Tuesday • Reserve meeting space for AGM • CC Inspection
September	<ul style="list-style-type: none"> • Solicit board member nominations • Board of Directors Meeting – 2nd Tuesday • Draft budget, review Reserve Study • Newsletter deadline – Friday following BOD meeting
October	<ul style="list-style-type: none"> • Board of Directors Meeting – 2nd Tuesday • Finalize proposed budget • CC Inspection • AGM notices out 15 days before AGM
November	<ul style="list-style-type: none"> • Board of Directors Meeting – 2nd Tuesday • AGM (Nov 14 Pick date) (Quorum is 10% = 25 households) • Newsletter deadline – Friday following BOD meeting
December	<ul style="list-style-type: none"> • Put wreaths out at entrances • Irrigation systems are winterized • Board of Directors Meeting – 2nd Tuesday • Approve budget, elect Board officers