



Board of Directors Monthly Meeting Minutes – Approved – 14 November, 2023, (7 PM)
via Zoom

1. Call to Order Meeting convened via Zoom at 7:05 pm by J. Kirby.

Board Members Present:

President- Jim Kirby
Vice President – Kristin McManus
Secretary –
Member at Large- Robert Keefer
Member at Large- Angus McNeil

Others Present:

Welcoming – Marianne Gustafuson
Welcoming –
Beautification – Jim Kirby
Social Event – D. Victorio
Newsletter – D. Pine
ARC – J. Garrett
Treasurer – Kyle Martin

Others Present:

Michael Tracy
Leonora Reiley
Michael Toomey
Andy Homer
Bonnie Woltman
Leo McManus
Lori Cobb
Bill Banner
Charles Gwilt
Chris and Jessica Saunders
Fred Phillips
Angela Tierney
Ali Schorr

Absent: Secretary – Mike Laborte, Welcoming – Teresa Mummert, ARC – Doug King

1. **Homeowner Quorum.** Quorum threshold met with proxies and homeowners in attendance
2. **Board of Directors Election.** Voting for the two Board of Directors positions becoming vacant at the end of 2023 was conducted by secret ballot via e-mail votes to the President and on-hand proxies. The results were a unanimous election of Leonora Reiley and Michael Toomey to the positions.
3. **WOTHA Treasurer Appointment.** The Board of Directors in attendance voted to appoint Michael Tracy as the WOTHA Treasurer effective January 1, 2024 after a turnover with the current Treasurer.
4. **Homeowner Forum.** During the homeowner forum the following topics were discussed:
 - a. Watch light on Zanca Turn at the soccer field path entrance. Several residents on Zanca Turn requested that the Board of Directors study the installation of a watch light on Zanca Turn based on safety concerns as lighting is limited by the entrance to the soccer field.
 - b. Dog Waste Station on Zanca Turn at the soccer field path entrance. Several residents on Zanca Turn requested that the Board of Directors study the installation of a dog waste station on Zanca Turn.

2. Secretary’s Report

- I. No Secretary's Report delivered and no October 2023 Minutes presented for approval. October 2023 BoD Meeting Minutes will be provided for review/approval at the December 2023 BoD Meeting.
3. **Treasurer's Report.** (K. Martin) Status.
- I. Accounts/expenditures – Reviewed for October 2023.
 - II. Budget vs Actual (expense) Review. There were nineteen (19) cleared checks and one (1) deposit.
 - III. Misc.
 - i. The Capital Reserve strategy and execution plan was reviewed with attendees.
 - ii. Potential 2024 Annual Assessment amount of \$401/home (+6.7%) to include 2024 Operating Budget was reviewed with attendees.
 - iii. There are two (2) remaining homeowners that have not paid their annual dues as of 14 Nov. One (1) payment was received since last meeting lowering the outstanding number to two (2).
 - iv. DPOR certificate provided.
 - v. Treasurer turnover will be conducted in the month of December.
4. **Committee Reports**
- I. Welcoming (*M. Gustafson*). Nothing significant reported.
 - II. Beautification (*J. Kirby*). New wreaths for entrances tabled until next availability.
 - III. Social (*D. Victorio*).
 - i. Final report of Halloween party was provided by Donna Victorio.
 - ii. Alison Schorr reviewed the plan for the 2023 WOTHA Luminaries event
 - IV. Newsletter (*D. Pine*). David Pine provided an update on requested input timeline and projected publication. Mr. Pine stated he would be checking with advertisers to see about continuing support.
 - V. ARC (*J. Garrett*)
 - i. ARC Request(s). Nothing significant to report.

- ii. Covenants Compliance(s). Homeowners questioned the status of the neighborhood inspections conducted by the ARC and Mr. Garrett provided an update on efforts. Discussion did include anticipated legal actions to get outliers into compliance.
- iii. Resale Packages. None

VI. Grounds

- i. Barlows Landscaping performance of leaf removal was discussed
- ii. Dominion Watch lights – All streetlights are working.
- iii. Sprinkler systems have been winterizing by CIS.

VII. Lakes. Lake Management Contract – unresolved as we are awaiting resolution of contract wording from current contractor and proposal from previous contractor.

VIII. Website (*T. Weber*). Nothing to report.

5. Old Business

- I. Sound suppression of existing pond equipment – discussion tabled.
- II. Reserve Study – Board of Directors previously approved execution of Reserve Study update in 2024.

6. New Business

- I. N/A

7. Date Confirmation

- I. Tuesday, 12 December, 2023 - 7 PM, Board Meeting, via Zoom.

8. Meeting Adjournment. At 8:55 PM.