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## Board of Directors Monthly Meeting - Minutes – 10 January 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 – K. McManus  
Secretary – Mike Laborte  
Member at Large- Robert Keefer  
Member at Large- Angus McNeil  
  
Treasurer – Kyle Martin

#### Others Present:

Welcoming – Marianne Gustafuson  
Welcoming –  
Beautification – Jim Kirby  
Social Event – D. Victorio  
Newsletter – David Piine  
ARC – Doug King

#### Others Present:

Walter Rader (103 TT)

**Absent:** , Welcoming – Teresa Mummert, ARC–J. Garrett, Web Repr- Tari Weber

### 2. Homeowner Forum. N/A.

### 3. Secretary’s Report

- I. Dec 2022 - Board previously approved, with changes (5-0) by email vote.

### 4. Treasurer’s Report. (K. Martin) Status ...

- I. Accounts/expenditures – Presented bills paid, bank deposits and financial balances as of Jan 2022.
- II. Budget vs Actual (expense) Review. Compared financial plans to initial expenses.
- III. Misc.

Annual Assessments are being surface mailed, with suspense of 28 Feb.

WoT’s DPOR resubmitting.

SCC statement re-filed at \$25 cost.

Bank & Investment Signature cards to be signed in Jan ’23.

Board approved motion (5-0) to use Burks’ Bookkeeping & Tax Service for 2022.

Board approved motion (5-0) to rebalance Reserve Funds (moving \$9k to \$10k to mutual fund).

Board disapproved idea to expedite FY’23 Capital Reserve Fund contribution on revised schedule.

Board approved motion (5-0) to move forward on asking for bids on recoloring Tennis Court in accordance with Capital Reserve Fund Plan for 2023.

### 5. Committee Reports

- I. Welcoming (*M. Gustafuson*).
  - a. 209 CP – New family Nick & Michelle Michaud arrived, 7 Dec 2022.
  - b. 112 ZT – To be purchased by the Yang family in 119 ZT.
- II. Beautification (J. Kirby)
  - J. Kirby, Spring planting decision to be made.



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- III. Social (D. Victorio).  
Luminaries Volunteer - Alison Schorr did an excellent job of getting the materials. But about 20 percent of WoT residents didn't put them out due to change in date or conflict with holiday. K. McManus will put a Survey out to check on why.
  - IV. Newsletter (D. Pine).
    - a. Still Need a new methodology to distribute newsletters based on NextDoor policy change.
    - b. President Kirby will be putting out the newsletter during D. Pine's absence.
  - V. ARC (J. Garrett)
    - Covenants Compliance – 112 ZT was accomplished.
    - ARC Requests. No new requests.
    - Pre-Sale Compliance Inspection. 112 ZT requested.
    - Resale Disclosure Packages (J. Kirby). 112 ZT Completed.
  - VI. Grounds.
    - a. Board approved motion (5-0) to continue with Bloom Lawn + Landscaping Contractor and continue to pay quarterly versus monthly.
    - b. President Kirby will meet with Member at Large Robert Keefer to discuss his role as Grounds team lead.
  - VII. Lakes
    - a. J. Kirby will get together with M. Laborte in his role as Lakes team lead.
  - VIII. Website (*T. Weber*) – Continuing in role as Web lead.

## 6. Old Business.

- a. Snow removal offer. Board got no response on request for details of the offer.
- b. Mulch. Board passed on additional mulch for the park, at this time.
- c. K. McManus reported sinkhole at Carys Chapel Road & Champions Path to VDOT. Damage to the island curb is minor and WoTHA responsibility.

## 7. New Business.

- a. WoTHA annual calendar was reviewed and reflects the monthly BoD meeting change to Tuesday.
- b. Disclosure Packages. Board motioned (5-0) to keep fees the same.
- c. York County
  - i. County HOA list requires no WoTHA point of contact update.
  - ii. WoT of boundary measurements to begin on 15 Feb between WoT (York Co) & ongoing Legacy of Poquoson Development.
- d. A new President's letter is required for the 2023 newsletter.
- e. Yard Sale date – K. McManus will poll residents on possible dates.



- f. Board approved (5-0) Angus McNeil as head of “Board Nomination Committee for selection team” to find best two new board candidates.

**8. Date Confirmation**

- a. Board (5-0) approved change to the Feb BoD meeting schedule.
- b. The meeting will now occur on 7 Feb '23 via zoom at 7 PM.

**9. Meeting Adjournment.** Meeting adjourned by J. Kirby at 8:21 pm.

**2023 - WoTHA Board of Director Meetings – 2<sup>nd</sup> Tuesday of each month**

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

**WOTHA Board Member Terms**

Member	Name	Term Start	Term Ends
1.	Jose Michael Laborte	January 2021	December 2023
2.	Wilfred J. “Angus” McNeil	January 2021	December 2023
3.	Kristin A. McManus	December 2021	December 2024
4.	James E. Kirby	December 2021	December 2024
5.	Robert W. Keefer Jr	December 2022	December 2025

Support - Treasurer (Kyle Martin)

December 2022