



Board of Directors Monthly Meeting Minutes – Jan 10, 2022 (7 PM) via Zoom

1. **Call to Order** Meeting convened via Zoom at 7:04 PM by K. McManus.

Board Members Present:

President- Jim Kirby

Vice President – Kristin McManus

Treasurer - Walter Rader

Secretary - Mike Laborte

Member at Large- Angus McNeil

Others Present:

Welcoming – Bibi Laborte

Social Event - Donna Victorio

ARC – Jerry Garrett

Resale Pkts – L. Kirby

Other Residents:

N/A

Absent: Beautification Chair–Amy Nickol

2. **Homeowner Forum.** N/A

3. **Secretary's Report**

- i. Approved with correction to Treasurer's term, the Dec 2022 BoD Minutes.

4. **Treasurer's Report.** (W. Rader)

- i. Accounts/expenditures. Presented bills paid, bank deposits and financial balances as of Dec 2021.
- ii. Budget vs Actual (expense) Review. Compared financial plan to expenses.
- iii. Misc.
 - 2021 budgeted Reserve Fund contribution of \$5,700 completed.
 - SCC submission completed and paid.
 - Board approved use of last year's tax company for 2022 preparation.
 - Board approved motion for Treasurer to obtain quotes for conducting a financial audit, to be completed by Oct 30, 2022.
 - Assessment notices to be mailed out mid - January. Ten owner assessments already received based only on informal email.

5. **Committee Reports**

- i. Welcoming (*B. Laborte*). A new President's letter required for 2022. New homeowners: 111 ZT (Andria. & William Homer), 105 WW (Winterlin)
- ii. Beautification (*A. Nickol*). Need to confirm if chairperson is continuing. Entrance monument wreaths will be taken down and stored this month.
- iii. Social – (*D. Victorio*)
 1. Luminary event Great weather, received lots of positive feedback.
- iv. Newsletter (*D. Pine*). Provided status of confirmed newsletter ad sales.
- v. ARC. Jerry Garrett generously volunteered to help during transition.
 - Board approved motion to update the Architectural Request form and posting / publishing made by J. Kirby and seconded.



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- Two (2) requests, parking and shed.
 - Transfer of hard copy ARC binder files to J. Garrett planned.
 - vi. Covenants Compliance. N/A.
 - vii. Resale Disclosure Packets. Linette Kirby generously volunteered to handle building and the distribution of packets for now.
 - viii. Grounds
 - 1. Maintenance Contract – Requesting current bids.
 - 2. Park.
 - a. Irrigation system has been winterized.
 - b. Champions Park entrance electric meter outage was part of Dominion Power Wi-Fi meter conversion.
 - 3. Watch lights. N/A.
 - 4. Lakes –
 - a. Wayne Lake (WL)
 - i. Fountain - inoperative
 - ii. Bubbler project – complete.
 - b. Kenny Lake (KL)
 - i. Fountain appears to have operational issues.
 - c. Fisher Lake. N/A.
 - d. BMP. N/A.
 - ix. Website. WoTHA (J. Kirby) has received access and update control from Victory Community Management (VCM). Teri Weber has indicated a willingness to be our HOA website volunteer manager.

6. Old Business

- i. State Farm Insurance rate
- ii. York County's – HOA list of POCs requires update

7. New Business

- i. Future Board of Directors – Monthly Meeting dates
- ii. Property Management Functions in the interim
- iii. Board went into Executive Session at **8:28 PM**
 - 1. Property Management Statement of Work & Request for Proposals
 - 2. Grounds Contract Request for Proposals
 - 3. WoTHA Zoom Account
 - 4. Website funding
 - 5. End of Executive Session at **9:08 PM**
- iv. Reconvene Meeting
 - 1. Board decided to seek three property management company bids.
 - 2. Board decided to seek three landscape bids, including from Bloom Lawn and Landscaping.
 - 3. Board decided to hold off on establishing a WoTHA Zoom account.



8. **Date Confirmation.** Next BoD meeting changed to 16 February - 7 PM, via Zoom.

9. **Meeting Adjournment.** At 9:17 PM meeting adjourned by K. McManus.

2022 - WoTHA Board of Director Meetings

10 January	9 May	12 September
16 February (revised date)	13 June	10 October
14 March	11 July	TBD ... AGM 14 November BoD TBD
11 April	8 August	12 December

WOTHA Board Member Terms

Member	Name	Term Start	Term Ends
1	Walter J. Rader Jr	January 2020	December 2022*
2	Jose Michael Laborte	January 2021	December 2023
3	Wilfred J. "Angus" McNeil	January 2021	December 2023
4	Kristin A. McManus	December 2021	December 2024
5	James E. Kirby	December 2021	December 2024

**Serving a 2-year term to correct the issue of having three board terms end in the same year.*



WOTHA Annual Calendar

January	<ul style="list-style-type: none"> ● Board of Directors Meeting – 2nd Monday ● 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 – 2nd Monday ● Assessments due by the 28th
March	<ul style="list-style-type: none"> ● Board of Directors Meeting – 2nd Monday ● Newsletter deadline – Friday following BOD meeting ● Bloom contract ends March 31, 2021
April	<ul style="list-style-type: none"> ● Irrigation systems turned on ● Board of Directors Meeting – 2nd Monday ● Set date of Yard Sale and Community Day ● CC Inspection
May	<ul style="list-style-type: none"> ● Board of Directors Meeting – 2nd Monday ● 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 Monday ● CC Inspection
July	<ul style="list-style-type: none"> ● Board of Directors Meeting – 2nd Monday ● Newsletter deadline – Friday following BOD meeting
August	<ul style="list-style-type: none"> ● Board of Directors Meeting – 2nd Monday ● Reserve meeting space for AGM ● CC Inspection
September	<ul style="list-style-type: none"> ● Solicit board member nominations ● Board of Directors Meeting – 2nd Monday ● Draft budget, review Reserve Study ● Newsletter deadline – Friday following BOD meeting
October	<ul style="list-style-type: none"> ● Board of Directors Meeting – 2nd Monday ● Finalize proposed budget ● CC Inspection ● AGM notices out 15 days before AGM
November	<ul style="list-style-type: none"> ● Board of Directors Meeting – 2nd Monday ● AGM (between Nov 1 and 15) (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 Monday ● Approve budget, elect Board officers