

Woodbridge HOA Board Meeting Agenda / Minutes

05/12/2020

Location: 4331 Canabridge Cove (1st Virtual Meeting)

Time: 6:00P.M. – 7:00PM. Meeting called to order at 6:30 (due to technical issues)

Meeting start time:

Members present:

Present:		Yes	No
Debbie	DeCrow	x	
Amy	Kraehmer	x	
Sara	Labrador	x	
Nick	Uebelhor	x	
Blake	Robertson	x	

Quorum (51% or 3 of 5 Board members present) established: 5/5 present - Quorum established

- I. Review and Approve Board Meeting Minutes from Annual meeting:
Online...questions/additions? No questions or changes to meeting minutes from the Annual Meeting in February. Minutes approved by unanimous vote
- II. Collections Discussion
 - a. How many outstanding? Being paid? Two residents outstanding
 - b. Collection of largest account? Collection efforts ongoing
- III. New Officers – One volunteer for each position
Officer positions were renewed and assigned
 - a. President – Nick Uebelhor
 - b. Vice President - Amy Kraehmer
 - c. Treasurer- Debbie DeCrow
 - d. Secretary- Blake Robertson
 - e. Deputy Secretary- Sara Labrador
- IV. Covenant rewrite - to proceed or not to proceed?
Agreed to proceed with discussion of implementing requested changes to revised Covenant in time for a potential Woodbridge vote this fall.
 - a. Do current social distancing standards limit door knocking? (Most votes collected in this manner last ballot) Will determine when appropriate.
Will review Covenant rules and technology options for vote if social distancing needs still in place. The Deputy Secretary will provide a list of resident concerns and requested changes to continue discussion about contract modifications.
- V. 3 Lots on Lake Bridge Drive extended - Majority for one of 3 possible options? If majority move to next step.
 - i. Request that the charity (UCP?) pay maintenance costs for LBDExt (fence, retaining wall, grass maintenance, etc.).
 - ii. Make an offer to the charity of \$3,000 to purchase the three future lots from them with the intent to sell them to a developer.
 - iii. Make an offer to the charity of \$3,000 to purchase the three future lots from them with the intent to provide some amenity for the HOA homeowners, such as a play area/park.

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Board agreed not to pursue purchase of the three lots at this time. HOA will continue to pay for landscape maintenance, but will notify owners that beginning 10/1/20, they will be responsible for maintenance fees. HOA will send an annual invoice. Nick to notify.

iv.

VI. Speeding and Safety Concerns

- a. City conducting traffic study on LBD, Canabridge Dr next 30 days.
- b. Sara alerted Emily Harrell, response about speed humps, "The City does not allow speed humps as they slow response time for emergency responders."
- c. Request to city, if HOA can put road signs alerting drivers to Children present both sides of Gazebo Common area? (idea by Marshall Barnes)
- d. Ask Shelby Co Sheriff to increase patrols. Ask neighbors to send sherriff documentation.

Reported significant increase of excessive driver speeds in neighborhood. Two specific incidents of close calls related to speeding, one involving a WB resident that resulted in Shelby County Sheriff being contacted. The Deputy Secretary has contacted the City of Lakeland who agreed to conduct a Speed Study, timing TBD. Speed study is the required first step in the addition to any potential street modifications. President will contact SCSD regarding increased patrols in the neighborhood. Other methods, such as signs discussed. Will continue to monitor the situation.

VII. Committee Reports

- a. Communications
 - i. Nextdoor:
 - ii. Facebook:
 - iii. Newsletter:
 - iv. Website: Quick Turn-around on minutes.

Acknowledged that efforts for improved communication should be taken. Including providing a Quick Reference Guide for residents regarding property upkeep requirements and property modification requirements including approval process. Secretary will review.

- b. Grounds
 - i. Stormwater/Swamp Concerns:

Will reach out to Texas Gas Line, but no confidence in any assistance. City has previously passed on responsibility. Discussed possibility of obtaining a quote on earthwork, but acknowledged the potential expense and difficulty. Will continue to monitor the situation.

Regarding ATV issues, the Board is open to adding signs, but to what effect? Determined that the best option is to point out to all residents that ATV use in the City of Lakeland is illegal and in all instances of observed ATV activity should be reported to the SCSO non-emergency number, (901) 379-7625. Concerned raised about ATVs cutting through the Gazebo area and driving over footbridge.

1. Contact made with Texas Gas (pipeline)? **TBD**
- ii. Alleyway and Alleyway retaining wall repair behind NCR.

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Unfortunately, as an oversight, this topic was not discussed. Will review at the next Board meeting.

iii. Yard of the Month Program—Alayna- May YOM Todd's.

Congrats to YOM selections! Board sincerely appreciates the hard work that goes into keeping yards beautiful.

c. ARC and Covenant

i. Outstanding requests for review: **None**

1. Recent approvals have been roofs and pools. **Two roofs and one pool approved**

2. Communication needed on HOA approval and guidelines for approval. (communicate in mid-year news letter?

Agreed - See comments in Communications Report

ii. Status of Covenant Compliance:

1. Grass/Yard and shrubbery concerns? Homeowners need reminder to weed flowerbeds etc.

Agreed - See comments in Communications Report

2. Status of Covenant Compliance:

3. Roof covered in tarps (send letter or notify Lakeland code officer?) **Nick to contact Code Enforcement**

d. Finance – Treasurer's report - **Treasurer provided report**

i. Latest Checking Statement: **Reported**

ii. Savings Statement: **Reported**

iii. Accounts Payable: **All HOA fees paid**

iv. Accounts Receivable:

1. Outstanding Dues: **Two residents**

v. Additional Budget issues/Dues: **None**

vi. When to send Yearly dues letters? Later than last year ~Dec 28
Not discussed.

vii. **A motion was put forth to allow the Treasurer to submit monthly payments to A&W Lawns with one signature (Treasurer's signature) only. Currently, all checks require two signatures, A&W are paid monthly and to obtain two signatures each month is often logistically difficult. For efficiency and more timely payment, the Board voted to allow one signature (Treasurer's) for this vendor only.**

e. Security

i. Camera at NCR entrance installed. In test mode...footage hopefully soon as well as guidance for board/neighborhood (enter local vehicles into Flock database?) **Camera is installed. Still in test mode. awaiting review of images. TBD**

f. Social **Fall festival will be discussed later after the social distancing situation becomes more clear later this year.**

g. Welcoming

i. New member update.

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- ii. Welcoming baskets...perhaps do this once a year? Between Holidays and annual meeting, prepared all at once, but when normal checking of property owners is done for annual dues. **Will continue to do Welcome Baskets for new owners. Nick to provide information on closing date notifications. Agreed to be more timely with a basket to be delivered within 1-3 months of move in.**

VIII. New Business

- a. Next Board meeting date: July or August? Location: TBD- **Board decided to temporarily meet every month and selected recurring dates to speed up resolution of multiple issues and improve neighborhood communications.**
- b. Discussed playground installation in the common area. Researching options. Would require clean out and tree removal. Also, mentioned potentially locating on the Gas Line open area, but unlikely gas line owners would approve. Will inquire.
- c. Discussed Mailbox and street sign painting. Treasurer to reach out to the vendor for pricing and scheduling. This would be done at **no cost to residents** and residents would be given the opt-out option if their personal mailbox.

Adjournment time: 9:30 pm