**Woodtrace Homeowner’s Association**

Meeting Minutes

Feb 25, 2021

1. **Call to Order**

Meeting called to order by President Bradley Bardon at 8:45pm on Feb 25, 2021.

1. **Roll Call**

Jared Hayes conducted roll call. The following persons were present and accounted for: Bradley Bardon, Charles Swain, Nikki Shipe, Jennifer Griggs, and Jared Hayes. No absent members.

1. **Approval of Last Meeting’s Minutes**

Charles Swain motioned to approve the February 6th meeting minutes. Jennifer Griggs seconded motion. All members voted yes.

1. **Old Business**
   1. **Budget\***
      1. Charles Swain presented an initial budget draft to the board, while also iterating that is not yet accurate enough to be voted on. He is still in the process of researching costs of the HOA, and compiling numbers. Currently, he is presenting the line items for addition and subtraction.
      2. Charles makes the suggestion that while we only have one non-profit account now with no fees issued to it, he suggests adding a second reserve account to keep as a back up fund, while also accruing interest for the HOA.
      3. The board will need to look in to whether or not we need to file a 1120 tax form
      4. The budget should be completed and voted on prior to the March 27th meeting and presented to the community
   2. **HOA Bylaws** **\***
      1. Bradley Bardon, along with Jennifer Griggs presented a rough draft of HOA bylaws for everyone to take home and look over.
      2. At the next meeting members will suggest their additions and subtractions, and vote on a final draft to send to McCabe and Trotter for their revisions and suggestions before the March 27th meeting where they will be presented.
   3. **Landscaping**
      1. Nikki Shipe presented an update on Nice N Neat Landscaping contract after our requested additions
      2. There will be an added $1000.97 clean up fee associated with cleaning up the area outside of the fence that was requested.
      3. The bi-weekly rate has now increased to $350, with adjustments during the winter months when they will not be doing as much work for us.
      4. The board unanimously approves this, on a 6-month trial basis. We will re-evaluate this contract in September 2021.
   4. **Streetlights** 
      1. Nikki Shipe Presented her progress working with Fairfield Electric Coop to improve the streetlights in the neighborhood.
      2. All of the non-working streetlights have been fixed and/or replaced as of Feb 25th , 2021 for no charge
      3. One streetlight is scheduled to be added to the neighborhood with no additional charge to the HOA or residents
      4. Woodtrace has the option to add an additional 2 streetlights to the neighborhood. It would cost all residents 30 cents per streetlight, and we would need 90% of residents’ signatures for this. Proposal will be presented to community on March 27th.
2. **New Business**
   1. **March 27th Agenda** \*
      1. Bradley Bardon presents a working rough draft of an agenda for the March 27th community meeting
      2. Bradley and the board will continue to edit and improve the document until it is approved prior to March 27th
      3. There will be allocated segment for answering questions directed to the board and to Prime Financial
3. **Adjournment**

Bradley Bardon adjourned the meeting at 9:40pm. The next meeting of the board will be held Saturday, March 13th at 5pm. Location to be determined

Minutes submitted by Jared Hayes

PLEASE NOTE (\*) DENOTES THAT THIS TOPIC WILL BE DISCUSSED FURTHER AT a FOLLOWING MEETING