**Woodtrace Homeowner’s Association**

Meeting Minutes

March 21, 2021

1. **Call to Order**

Meeting called to order by President Bradley Bardon at 8:12pm on March 21, 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 March 17th meeting minutes. Nikki Shipe seconded motion. All members voted yes.

1. **Old Business**
   1. **Budget**
      1. Finalized budget was presented to the board by Charles Swain.
      2. Late fee penalties will be assessed at the beginning of the new year 2022.
      3. HOA dues that are less than 90 days delinquent will be assessed a $2 late fee per month
      4. After 90 days delinquency, the fee will increase to $5 per month until account is in good standing
      5. Jared Hayes motioned for this budget to be presented at the Spring Semi-Annual Meeting. Bradley Bardon seconded this. Motion passes, all in favor of this
   2. **Spring Semi- Annual Meeting**
      1. A Copy of HOA covenants will be available at the reception desk
      2. List with residents’ names and addresses will be at reception desk for people to sign in, and will be used for roll call during the meeting
      3. Tickets for lemonade vouchers will be purchased for this event, and could be used at other events if needed
2. **Adjournment**

Bradley Bardon adjourned the meeting at 10:10pm. The next meeting of the board will be held Saturday, March 27 at 2pm and 4pm

Minutes submitted by Jared Hayes

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