**Woodtrace Homeowner’s Association**

Spring Semi-Annual Meeting Minutes

March 27, 2021

1. **Call to Order**
   1. Meeting called to order by President Bradley Bardon at 2:14pm on March , 2021.
2. **Roll Call**
   1. Jared Hayes conducted roll call. The following board members were present and accounted for: Bradley Bardon, Charles Swain, Nikki Shipe, Jennifer Griggs, and Jared Hayes. No absent members. Roll Call of residents were conducted via sign in sheet (see attached documents). Approximately 52 residents present for in person meeting. 11 members present for virtual meeting
3. **Review of Previous Meeting’s Minutes** 
   1. Bradley Bardon reviewed the highlights of the previous meetings and their minutes with residents, allowing for questions
   2. The president reiterated that these minutes will be posted by Prime Financial and are available by request to the HOA email
4. **President’s Report**
   1. The President explained the term of board members for the residents.
      1. This includes alternating terms of 2 years. The next election will be held in Fall of 2022, with three seats being up for election. These elected members will take over the role in January 2023 (see attached documents for further explanation).
   2. The Vice President was able to speak about updates to the streetlights in the community. All lights have been fixed as of this meeting, and we have added an additional streetlights for no cost to residents. The HOA is exploring adding further lights.
   3. A lawn care contract has been signed with Nice N Neat Landscaping on a trial 6-month basis. They will be coming out bi-monthly.
      1. They have also cleaned up around the fence outside of the community, removed the large sign, and cut down brush
5. **Treasurer’s Report**
   1. The treasurer reviewed financial statements for the last three months with residents, including the current financial status of the HOA’s bank account
   2. The treasurer reviewed the 2021 budget, the specific items on this budget and the fiscal goals for the coming year (please see attached file for handout).
   3. The plans for dues are to stay at $15 per month
   4. A PayPal option to pay dues has been added as an option
   5. We will not begin enforcing late fees until January 2022. Once this begins, late fees will be an additional $5 per month.
6. **Vice President’s Report**
   1. The Vice President reviewed with the residents of the community common complaints and violations against the covenants that are continuing. These include, but are not limited to:
      1. Parking in HOA owned greenspace and destroying property
      2. Dumping yard waste and/or trash into the median/ HOA greenspace
      3. Not picking up after animals/ Stray animals
      4. Cars going the wrong way/ Speeding
   2. We are working closely with legal counsel to create a fee structure for continuing violations and we will be able to outline these for residents as we move forward.
7. **Chairman of Projects and Committees Report**
   1. Jennifer Griggs discussed the creation of sub-committees for residents to participate and their functions. These committees include:
      1. **Hospitality Committee –** Welcoming new residents into the neighborhood and providing them with HOA and community information
      2. **Architectural Review Committee –** Reviewing construction proposals from residents and supplying a recommendation to the HOA board
      3. **Beautification Committee –** Improving the appearance of the neighborhood
      4. **Nomination Committee –** A special committee created before elections to help with nominations to the board and the election itself
   2. Jennifer encouraged people to join committees and speak with her after the meeting for contact information. Please email [Woodtracehoaboard@gmail.com](mailto:Woodtracehoaboard@gmail.com) if you are interested in joining a committee
8. **Q&A Segment**
   1. Time was allotted for members of the community to voice questions and concerns to the HOA Board, or bring matters to the HOA Boards attention. The following is a brief summary of concerns that the board will discuss further with the community
      1. Dead trees on HOA property that need to be cut down
      2. Drainage issue on Pear Tree Loop that is causing flooding in back yards
      3. Speed limit is 20mph and is too fast
      4. Stray animals are roaming the neighborhood
9. **Adjournment**
   1. Meeting adjourned by Bradley Bardon at 3:35pm

Minutes submitted by Jared Hayes

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