**Woodtrace Homeowner’s Association**

Meeting Minutes

Feb 6, 2021

1. **Call to Order**

Meeting called to order by President Bradley Bardon at 3:09pm on Feb 6, 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 January 23rd meeting minutes. Nikki Shipe seconded motion. All members voted yes.

1. **Old Business**
   1. **Obtaining Legal Council**
      1. Quotes were obtained from reputable and well recommended legal offices (Quotes are available upon request)
      2. After discussion, the board chose to use the services of McCabe, Trotter and Beverly Law Firm. Charles Swain motioned to pass the resolution, seconded by Nikki Shipe. All board members in agreement, no dissent.
   2. **HOA Community Meeting**
      1. The HOA community meeting will be held March 27th, 2021. Due to Covid-19, we will an outdoor, in-person meeting at 37 Sugar Maple Ct at 2PM, and we will also have a zoom meeting with the same content, and a time to answer questions at 4PM. This information will be disseminated via mail by Prime Financial, which will also include the code for the Zoom meeting.
      2. Charles Swain motioned for approval of resolution, Jared Hayes Seconded. All members in agreement. No dissentions
   3. **HOA Board Email and Document Storage**
      1. Jared Hayes presented to the board the email account for the HOA board: [Woodtracehoaboard@gmail.com](mailto:Woodtracehoaboard@gmail.com). This also has a repository to store necessary files.
   4. **HOA Bylaws** \*
      1. Bradley Bardon and Jennifer Griggs are working on a rough draft of bylaws for the HOA board to review, approve and send to our new legal counsel for guidance and approval.
2. **New Business**
   1. **Neighborhood Landscaping**
      1. Quotes for Landscaping were obtained by multiple members of the board and discussion was conducted regarding which contract would be best suited for our neighborhood (Quotes are available upon request).
      2. After discussion, Nice N Neat Landscaping was chosen. This contract was approved by the board with the added provisions of adding pine straw and fertilizer biannually, as well as maintaining the area near the neighborhood fence entrance, and sodding and seeding.
      3. Charles Swain motioned to pass; Jennifer Griggs seconded. All members voted yes. No dissention.
      4. This contract will be re-evaluated in 6 months
   2. **Committees** \*
      1. The Board would like to create committees and have residents be involved in them. There will be language regarding this added to the bylaws, so an official vote of this resolution was tabled until next meeting.
      2. 4 have been suggested by the board, but we are not limited to this number. These 4 include Hospitality, Beautification, Social, and Budget
      3. The Budget committee will not have residents sitting on the board, it is for HOA Board members only
      4. This information will be presented at March 27th meeting, and will also be present in the Prime Financial Letter
   3. **Streetlights** ***\****
      1. Nikki Shipe is in contact with Fairfield Electric Coop regarding broken streetlights, and possibly adding new ones for no cost.
      2. She will present her progress with this at the next meeting
   4. **Budget \***
      1. Charles Swain, Treasurer will begin working on a budget outline to present to the board
3. **Adjournment**

Bradley Bardon adjourned the meeting at 5:10pm. Next meeting is to be decided at a later date.

Minutes submitted by Jared Hayes

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