**MEETING MINUTES FOR**

Woodtrace HOA General Membership Meeting

1. **MEETING DETAILS**

Meeting Facilitator: Brad Bardon, President

Secretary: Daniel Leyden

Date: [10/21/2023] Time: 1:00p.m

Location: Olive Branch Field

1. **EXECUTIVE BOARD ATTENDEES**.

Brad Bardon, President

Nikki Shipe, Vice President

Daniel Leyden, Secretary

Brandy Harper, Treasurer

Jennifer Griggs, Mem. At Large

1. **EXECUTIVE BOARD ABSENCES**.

None

1. **NOMINATIONS** 
   1. Brad and Jennifer seats up for election
   2. Brad provided overview of nomination process.
   3. Further discussed in later portion of meeting
2. **EXECUTIVE OFFICER REPORTS**
   1. **PRESIDENT**
      1. Tree service coming to raise the canopy and clear dead trees in the median and above sidewalks.
      2. Follow up for quote is on Monday.
      3. Additional quote for sidewalk repairs will be forthcoming.
         1. Estimate will take place in the coming weeks.
         2. Goal for completion - Jan - April 2024
   2. **VICE PRESIDENT**
      1. Landscaping and planting was completed at the front of the neighborhood; more will be added in the spring
      2. Fall Festival - October 27, 2023 @5:30pm
         1. Pumpkin decoration for children
         2. Decoration Contest
            1. Winners’ announcement at festival

1st Place: 43” TV from Brads Company

Others: Gift Cards

* + 1. Notify VP if any issues with streetlights; she will follow up with Fairfield Electric.
  1. **TREASURER** 
     + 1. $15,383.40 in Checking
       2. $7,051.28 in Savings
     1. **Brad:** 
        1. Issues with the amounts due were sent out by prime, Brad will be working with the company to correct the accounts and have new invoices sent out.
        2. Neighbors have until the end of the fiscal year to pay the outstanding balance, any balance outstanding upon the issuance of the next years invoice will incur a $5/month late charge.
        3. Nonpayment will be recuperated at the sale of the property if nonpayment remains.
        4. Point of clarification made for neighbors moving within the neighborhood to a different property.
           1. Payment will be adjusted for when the first property is sold, retro-dated balance will be issued at closing.
           2. Payment of fees for the new structure will start when the new property is purchased.
  2. **AT LARGE MEMBER**
     1. Nomination Committee is assisting with Nomination Process
        1. Nominees will be mailed out to the neighborhood before the election.
     2. Architectural Review:
        1. Reminder of Committee purpose
        2. 3 current members
        3. Tree removal over 6’’ needs to be approved.

1. **SECRETARY**
   1. Progress
2. **OTHER**.
   1. **OPEN FORUM**
      1. Periodic Cleanings of median and outdoor areas
         1. Incentivize participation?
         2. Trash Collection
            1. Trash Cans in the median to be collected by Davis?

Brad will follow up.

* + 1. Concerns on Solicitation in Neighborhood
       1. If concerned with safety, contact neighbors or Law Enforcement
    2. Speeding Concerns:
       1. Suggestion to document offenders and forward to Law Enforcement
    3. Brad will be getting more food trucks, give him suggestions.
  1. **ADJOURN @ 2:00P.M**

Minutes submitted by: DFL Print Name: Daniel F. Leyden

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_