

**WINTERWOOD Estates Homeowners Association
Board of Directors Meeting**

Boardmembers: Ralph Lentz, Cindy Haueisen, Kathleen Dean, Bob Oxborrow, Leif Engebo, Phil Boldman and Barbara Rom

7:00pm

Tuesday, September 27, 2011

US Bank Conference Room

1. The meeting was called to Order at 7:06pm by President, Ralph Lentz.

Members Present: Ralph Lentz, Cindy Haueisen, Phil Boldman, and Barbara Rom. Members Absent: Bob Oxborrow, Leif Engebo and Kathleen Dean.

2. **Secretary:**

Phil Boldman moved for approval of the August 2011 minutes as corrected. Motion passed; the Approved Meeting Minutes will be posted on the Winterwood website.

3. **Treasurer:**

Cindy Haueisen reported for Kathleen Dean. They are working together to finalize both a Monthly Report and a proposed Annual Budget. The prior years' annual budget and audit report will be used in developing the proposed annual budget. The proposed annual budget will be presented to the BOD for approval at the October meeting. Several bids for association work are still pending. There was considerable discussion regarding the best computer program to use from here going forward for the association's financial records. Cindy reported that the currently used Condo Manager program will require an \$800 annual renewal fee for its continued use as well as additional consulting fees at \$125 per hour. Cindy also reported that the version of Condo Manager that we purchased will no longer be supported after December 1st, 2011 and has to be replaced. Cindy recommended that the Association return to use of Excel and the Quick Books program, which is already in the system. There may be some nominal costs for upgrading Quick Books. Phil Boldman moved that the Association return to use of the Excel and Quick Books accounting system for financial recording and reporting. The Motion was seconded and passed. Cindy will begin work to reconcile this year's records into an Excel program to merge into Quick Books. A report will be presented at the next BOD meeting.

Account No. 125: The association received a disbursement check of \$80.80 and will write off \$676.54 due to transferring to foreclosure/bankruptcy.

4. **Architectural Control Committee (ACC):**

Board member Phil Boldman reported that there were several requests for new roofs and house painting, all of which have been approved. A carport submittal has been denied with a request to revise plans and resubmit. The ACC is working on reviewing new several tree cutting requests. Cindy is working with a homeowner on 183rd to ensure that a recently installed roof is in compliance. As a follow-up to last month's report, the homeowner on 284th has now replaced his front door, and is now in compliance.

5. **Common Area Maintenance (CAM):**

Phil Boldman reported in Bob Oxborrow's absence. The driver of the car who damaged the front entrance has satisfactorily taken care of repairs. The labyrinth on the basketball court has been painted over, as well as removal and re-painting of graffiti in the Ryan Bruner park area.

6. **Covenant Compliance:**

Cindy Haueisen briefly shared some responses from homeowners who received letters in the past month; most responses were positive. Photos taken during the most recent covenant check were reviewed; and letters will be sent out to the appropriate homeowners. A homeowner in Division 5 has been making several significant changes without ACC approval. Phil Boldman will contact the homeowner to address approval requirements.

7. **Old Business:**

Covenants and Bylaws Revision Draft Review: Several members of the covenant revision draft committee were present at the meeting. The final draft is ready to send to the attorney and to the BOD for review and approval before sending it out to the homeowners for review. The BOD will meet with the draft committee on October 12 at 6:30pm at the bank for discussion and review. To facilitate the October 12th meeting, Cindy provided board members with copies of the covenants draft and a cover letter. The Board will decide at the October meeting on the plan regarding distribution and voting for the homeowners on the proposed revised Covenants and Bylaws.

Blockwatch Program: Ralph Lentz reported that a homeowner's rear car window had been broken. There is a problem with motorcycles accessing the easement area by the Grass Lake School because of the removal of the posts that lead to a path to the school. No new details to report on the Blockwatch program.

8. **New Business:**

Weed Management: Cindy Haueisen reported that the cost to purchase a portable wet boom boomless nozzle sprayer is \$379.00 plus shipping costs. This sprayer would be used for weed control in the commons areas. It will be stored at one of the board members home to ensure it is not stolen, most likely the CAM member. Phil Boldman moved that the sprayer be purchased with funds taken from the maintenance budget line. The Motion seconded, and passed.

Mailbox Stand Guidelines: President Lentz read to the Board the instructions developed by Bob Oxborrow. The instructions are for modification of the current mailbox stands to accommodate larger mail boxes. Modifications are the homeowner's cost. These instructions will be posted on the Winterwood website with an announcement placed in the forthcoming newsletter.

2012 Audit: Cindy Haueisen will assist Ralph Lentz in contacting potential auditors.

Administrative Support Position: The BOD members met on September 11, 2011 to review the position's job description and made the decision to limit the position to be open to Winterwood homeowners only. The salary was determined at \$950 per month. The approved job description will be made available by contacting the office. A notification of the open position will be posted on Winterwood's website under Coming Events during the month of October with an application deadline of October 25th. The BOD will review the applications after the October 25th meeting. A tentative start date for the new administrative assistant is January 1, 2012.

Other: Ralph Lentz is working on the Newsletter for July, August and September. The Newsletter will be placed in homeowner mailboxes in a few days. Copies will also be available on the 2nd floor by the Winterwood box at US Bank.

The Winterwood Annual Meeting will be held November 27th at 7:00pm at the Maple Valley Library.

Dumpsters will be at the Ryan Bruner Park for resident yard waste recycling on November 19th.

Three residences have recently been sold, and one has moved into foreclosure.

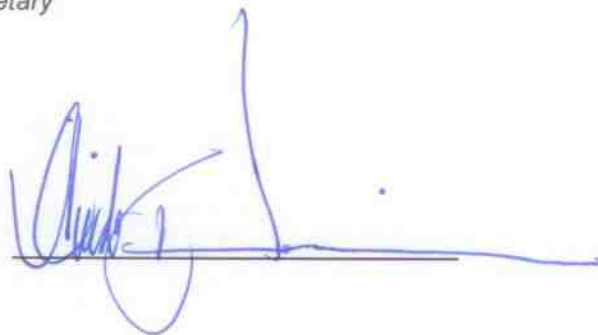
Meeting adjourned at 8:30pm.

Respectfully submitted by Barbara Rom, BOD Secretary

Approved this 25th day of October, 2011:

A red ink signature, possibly reading "Barbara Rom", written over a horizontal line. The signature is highly stylized and cursive.

Barbara Rom

A blue ink signature, possibly reading "Barbara Rom", written over a horizontal line. The signature is highly stylized and cursive.
