

Board of Directors Special Assessment Meeting  
Willowcroft Owners Association, Inc. (WOA)  
Minutes  
16 November 2020  
Virtual Zoom Meeting

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BOD Attending: Eric Beshore  
Sally Ryden  
Richard "Dick" Hord  
Frederick "Rick" Smith  
Nini Sposetti

Others Present: WC15 - Ann Beshore  
WC16 - Katie Floyd  
WC27 - Andy Howell  
WC32 - Judy Page – BOD 2021 Nominee  
Tom Eaton, Guardian Property Manager for WOA

WHEREUPON, Eric Beshore noted all present, and that the meeting was properly noticed. The meeting was called to order at 6:30PM.

- 1) BOD approach to the Special Assessment(Attachment 1 page 16-18)
  - a) Eric explained that \$27,326.76 needs to be repaid to Reserves.
  - b) The BOD was considering different payment amounts
    - One \$828
    - Two \$414
    - Three \$276
  - c) Payment over one year was presented with different payment dates
  - d) A hybrid Payment plan was presented allow the first payment to be the full assessment of \$828
- 2) Discussion of the above approaches resulted in alternative suggestions with pros and cons
  - a) Expand the repayment period from one to two or three years
  - b) Increase the budget over future years instead of a special assessment.
  - c) The BOD felt that it was best to continue with the special Assessment
- 3) BOD future course of action
  - a) The Special Assessment process requires multiple steps
    - Hold a BOD Meeting to levy the special assessment
    - Notice the Homeowners 14 days before the Homeowner Special Assessment Meeting
    - At Special Assessment Meeting Homeowners vote on Assessment
    - 51% of owners at the meeting in person or by proxy must approve the Assessment
    - If approved the BOD approves a payment schedule based on owner input
  - b) Future Schedule
    - i) 8 December 2020 – BOD Budget Meeting via Zoom
      - (1) Levy Special Assessment
      - (2) Suspend the meeting – not Adjourn
    - ii) 8 December 2020 – Homeowners Special Assessment Meeting
    - iii) 8 December 2020 – BOD Budget Meeting via Zoom
      - (1) Reconvene suspended meeting
      - (2) BOD votes on the payment plan

4) Adjournment: Sally moved that we adjourn and Dick Seconded the motion. With unanimous agreement the meeting adjourned at 7:01 pm with

Draft agenda & minutes provided by Eric Beshore and Tom Eaton  
Minutes respectfully submitted by Richard "Dick", Secretary.

Errata draft sent to entire board for review only.  
Any corrections, additions and/deletions should be forwarded to the secretary (Dick) ASAP.

Eric Beshore & Tom Eaton forwarded corrections, additions, and or/ deletions as of 16Dec2020  
\*Sally Ryden as of 19Dec2020  
\*Nini Sposetti as of 18Dec2020