

Board of Directors (BOD) Meeting
Willowcroft Owners Association, Inc. (WOA)
Minutes
14 September 2021
Virtual Zoom Meeting

BOD Attending: Eric Beshore
Sally Ryden
Nini Sposetti
Jane Feldman
Judy Page

Others Present: WC22 – Mary Pennell
WC27 – Andy Howell
WC28 – Kathleen Morrison

Samantha Jackson, Guardian Association Management

The start of the meeting was delayed due to Zoom Meeting issues. Sally noted that a quorum of the Board of Directors (BOD) was present, and the meeting was properly noticed. The meeting was called to order at 6:26PM.

- 1) Approval of Minutes: The 13 Jul 2021 BOD Meeting minutes were previously distributed to the BOD. A motion was made by Nini to approve, Jane seconded, and the minutes were approved unanimously.
- 2) President's Report: (See attached PowerPoint slide 2 & 3)
 - a) Eric discussed the 7-year retention Statute for Official Records and noted that Guardian has notified WOA that all records are uploaded. Next steps include a website records audit.
 - b) 2022 Declaration Proxy will be the same as the 2021 Proxy (not submitted) with the following changes:
 1. Add Two missing Articles from the 2019 Proxy
 2. Add By-Law corrections to match language in the Declaration changes

Note - BOD will vote to approve the proxy at the 12 Oct BOD Meeting.

 - c) Draft BOD Handbook has been distributed to the BOD for comment.
 - d) A Reserve Study by Driscoll Engineering recommends a double sand slurry sealcoat every 5 years Subsequent discussions with Asphalt Pro claim pavement life can be extended from 20 years to 30 years. BOD is waiting on pricing and application locations for WOA site visits.
 - e) Eric discussed consolidating the four reserve funds into one "Pooled" reserve fund for greater flexibility.
- 3) Vice President's Report: (See attached PowerPoint slide 4 & 5)
 - a) Sally presented the history of the Beulah Land Drainage Association, Inc. (BLDA) and its responsibility to the ST Johns Water Management District for drainage of Willowcroft and Greenbriar. In 2013, BLDA was inactive and administratively dissolved by Cornerstone.
 - b) As requested, Eisinger Law located the Declaration for BLDA and contacted Cornerstone Property Management which indicated that Willowcroft did not pay their assessment resulting in the BLDC termination. Issues concerning who assumes the BLDC responsibility, reinstatement of the BLDC, and what entity is holding the checking account for BLDA with \$4,000 were discussed.
- 4) Treasurer's Report: (attached PowerPoint slide 6) Sally reviewed items over budget as of July 31, 2021. Financials – including Pressure washing (\$3,150) which drove the YTD actual over budget by \$1,000.

- 5) Secretary's Report: Newsletter was distributed in August and continues to be a positive element in the neighborhood. An updated Directory was distributed along with the newsletter. Additional items for the next newsletter were solicited from the BOD.

- 6) Common Area Coordinator's Report: (See attached PowerPoint slide 13-15)
 - a) Judy and Jane presented a **Planter Design** provided by a landscape firm. There was much discussion including an initial design fee which was not disclosed upfront.
 - b) Nini presented the **Pergola Design** provided by Larry Rooks and Eric with images and a material only budget. Eric and Larry will donate their labor.
 - c) Sally moved to approve the pergola design, Jane seconded, and the motion passed unanimously. The proposal includes only the construction of the pergola, and any plantings would be separate issues and additional costs. It was decided to build the pergola first and then make decisions about plantings.

- 7) ARB Report
 - a) ARB reviewed a request to remove a 110-foot tree from WC04 and found it did not require ARB Approval since it was a safety hazard, according to the arborist from the City of Gainesville.
 - b) ARB is reviewing a request to repaint with different colors from WC13
 - c) The ARB received a request re grass failure to thrive on verge between sidewalk and street. The ARB asked the homeowner to work with their landscaper to develop a plan for the area and submit an ARB proposal when that has come to fruition.

- 8) Nominating Committee (See attached PowerPoint slide 10)
 - a) Jane has placed notices in the Crofter for three months seeking three BOD Members for next year.
 - b) Recently, the committee sent out letters to 11 owners who may be interested, and one person has agreed to be nominated for election to the board. Additionally, two other owners responded and may be interested. The committee is holding an information meeting in September.
 - c) The follow-up plan is to make personalized calls/contacts with potential candidates and continue Crofter notices.

- 9) Guardian Association Management Report
 - a) The number of owners without electronic delivery is still seven.

- 10) Old Business - Arbor replacement was discussed in the Common Area Coordinators Report

- 11) New Business – None

- 12) Owner Input – Andy raised the issue of a second proposal concerning the paving. He suggested that he has an information re a firm and will share that information with the BOA. The recommendation will be considered.

- 13) Adjournment: Jane moved the meeting be adjourned and Sally seconded. Meeting Adjourned at 7:00 pm with unanimous agreement of the BOD

Attachment: 14 Sep July 2021 Meeting PowerPoint Slides

Draft agenda & minutes provided by Eric and Sally
 Minutes respectfully submitted by Nini, Secretary.

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