

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

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

Others Present: WC05 - Jerry Stein  
WC11 – Jiachun Zhang  
WC28 - Kathleen Keane Morrison  
WC22 - Mary Pennell  
WC27 – Andy Howell  
Tom Eaton, Guardian Association Management  
Samantha Jackson, Guardian Association Management

1. Call to Order and Quorum Establishment: The meeting was called to order at 6:00PM. Sally noted that a quorum of the Board of Directors (BOD) was present. Tom announced that the meeting was not noticed 48 hours in advance. Legal counsel advised to hold the meeting with this announced and handle this issue going forward.
2. Approve October 26 BOD and BOD Budget meeting Minutes. Sally moved and Jane seconded to approve both sets of minutes.
3. Annual Meeting Preparation – Eric presented this material to the Board.
  - a. Agenda – Agenda was reviewed item by item.
  - b. Nominating Committee Report – Jane reported on the work of the Nominating Committee in preparation for the election and appointing of the 2022 Board of Directors.
  - c. Owner Mailer- December 20<sup>th</sup>, is the mailing deadline to meet 30-day advance notice requirement.
  - d. Proxy return process and BOD process- Eric reviewed the steps BOD to take to ensure that 2/3 of owners (23 owners minimum) return the proxies.
4. Old Business –
  - a. Beulah Land Drainage Association - Sally reported on the Beulah Land Drainage Association status which was jointly managed by Willowcroft Owners Association and Greenbriar Terrace Association. Sally moved and it was seconded by Judy to reinstate the Beulah Land LLC. It was approved unanimously.
  - b. Paving Sealcoat – Eric presented the options and status.
  - c. Entry System Update – Eric updated the Board on the financial costs associated with the phone line at the entry gate.
  - d. Commons Update –
    1. Eric updated the Board on entry pergola progress.
    2. Sally updated the Board on the meeting with the city Arborist re the Live Oak in the island in front of WC05 and the Drake Elm in front of the commons area with the pergola. The arborist advised to wait until Spring for a decision.
    3. Commons ToDo List – Jane reported on the growing to-do list. Items include pressure wash & repainting pergola, cleaning signs, cleaning front gate area and the need for a mulch refresh in 2022 or 2023.

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- e. BOD Handbook – The first draft of the proposed BOD Handbook has been reviewed by the BOD. Judy moved that the BOD Handbook be adopted by the board as an internal working document. Sally seconded the motion. It was approved unanimously.
  - f. Countdown to Annual Meeting - Eric presented this material to the BOD.
5. Owner Comments: Opportunity was provided for owner input. Andy Howell thanked the Board and Guardian Association Management.
6. Adjournment: Sally moved to adjourn, Jane seconded, and the motion was approved unanimously. The meeting adjourned at 6:45pm.

*Attachment: December 14, 2021 Meeting PowerPoint Slides*

Minutes respectfully submitted by Nini, Secretary.

Any corrections, additions and/deletions should be forwarded to the secretary (Nini) ASAP.