

January 20, 2016 Minutes
Woodcreek Village Condominium Association
Board of Director's Meeting
4:00 - 6:00 pm

Present: President Sandy McFarlan Tibbits, Past President Herb Heneman, Vice President Barb Crozier, Treasurer Laurie Ellis-McLeod, Secretary Jenny Walter, Members at large Dick Miller and Steve Saffian, Prima Representative Ed Lange-Novak, Grounds Committee Chair Wava Haney

Absences: None

Residents: None

Reports

President

- Discussion highlights - Announcement: The Association lawn tractor has been serviced and returned.

Financial/Treasurer

- See attached report.
- Discussion highlights - A question about the general use of the reserve fund with a reminder that the reserve study is on the WVC website. A question about the reason for two TDS payments in December.
- Decision - Treasurer will look into the TDS payments and report in February.

Manager

- See attached report
- Discussion highlights - Investigation of owner venting problems points to several possible causes that owners can personally or professionally address. Agreement based on WCV policy review that interior venting related damage is the owner's responsibility to repair.

Buildings

- See attached report.
- Discussion highlights - On Request for Proposal (RFP) draft for exterior building inspection - It would be wise to meet with inspection bidders before bid approval, have one or more Building Committee members go along with the inspector to help assure thoroughness and obtain knowledge, and include specific defect details in the report.
- Actions taken - Make three additions to the RFP form: Board interviews of bidders, walk-alongs during inspection, and specific examples of possible defects. Send the final RFP form to the management company after additions

are made and reviewed by Bob Herbst, Building Committee chair, and several other committee members review them.

Grounds

- See attached report.
- See attached Grounds Bassett Tree Contract document
- Discussion highlights - 1. On the merits of rolling over the 2015 Grounds operating budget surplus to the 2016 budget. Discussion: As is standard practice, to save that money in the reserve account, some for future projects such as building exteriors and water abatement. Request: To consider the long-term protection of and investment in grounds infrastructure projects, taking into consideration both projected building and grounds needs. 2. On the snow removal delays during December's mixed precipitation storm: Prima reported that interrupting company snow removal staff with questions can create delays. 3. On the 3-year Bassett contract. Discussion: About the pluses and minuses of accepting a three-year contract, and also on maintaining tree health and building and grounds infrastructure in light of a tight budget. Discussion: About the current contract bid policy that at least three bids are required on contracts over \$2500. Comment: That the bid policy was created by a prior board and waived when the situation warranted. Comment: That if more bids are needed, Prima has no experience with tree removal companies and so could not make any recommendations.
- Action taken - Unanimous approval of the three-year large tree contract with Bassett, with the understanding that the Grounds Committee will search their budget for other ways to economize.

Old Business

Key and access policy

- Discussion highlights - On the presentation on unit emergency project, Steve recommended putting the coded lock key cabinet in a secure place and posting the policy and owner submission form on the website. Presented sample email explaining new policy to owners and a key submission form draft. Suggested random code of units for tagging keys and that codes be given only to the management company and two Board officers. Little discussion but enthusiasm and thank-yous to Steve.
- Decision - To further discuss Steve's recommendations and document drafts at the February Board meeting.

Document review

- Announcement - All documents are scanned and stored on two disks and two jump drives in different locations.

Electronic recording of financials

- Discussion highlights - Sandy presented a draft of the proposed electronic annual financial record document template. No significant discussion.
- Decision - To consider the proposal that the management company will provide the financial records on three jump drives (or appropriate agreed on digital format) to the WCV President as soon as possible after the taxes are filed for that year; and that the President and management company will each keep a copy with another one put in the fire-proof cabinet in the clubhouse.

Parking issue

- Discussion highlights - Sandy presented a proposal revision of the parking policy. Comments that even with recent Board and owner communication and action, the parking issue persists.
- Action taken - Unanimous approval of the parking policy addition: Unit owners shall not park or allow their families, guests, or tenants to park, blocking access of U.S. postal service delivery vehicles to unit mailboxes or cul-de-sac mail stations.

Website addition of frequently asked questions

- Buildings and Grounds Committees are working on this.

Document defining Association's and owner's responsibilities

- No update

No New Business

Executive Session held

Next board meeting: Wednesday, February 17 - 4:00 pm - Clubhouse
All residents welcome.

Submitted by Jenny Walter
WCV Board Secretary

February 17, 2016 Minutes
Woodcreek Village Condominium Association
Board of Director's Meeting
Clubhouse 4:00 - 6:00 PM

Present: President Sandy McFarlan Tibbits, Past President Herb Heneman, Secretary Jenny Walter, Member at large Steve Saffian, Prima Representative Ed Lange-Novak

Absent: Vice-President Barb Crozier, Treasurer Laurie Ellis-McLeod, Member at large Dick Miller, Building Committee Chair Bob Herbst, Grounds Committee Chair Wava Haney

Item	Details	Summary/Decisions/Actions
Open Discussion		No residents present
Corrections to January Minutes	<ul style="list-style-type: none"> -Grounds, Discussion highlights: change "Decision" to "Discussion" -Grounds, 3, Comment: change to "That the bid policy was created by a prior board and waived when the situation warranted." 	Minutes corrected and approved.
Reports: President	<ul style="list-style-type: none"> -Intent of the Management Policy to replace the Bidding Policy -Rules and Regulations retyped/edited to post on website. -Other business covered later in meeting. 	Motion: Because the intent of the Contract and Management Process Policy was to replace the Bidding Policy, move to add that information to the Contract and Management Process Policy and remove the Bidding Policy from the website. Action: Sandy moved the above and the motion was unanimously passed.
Finance/Treasurer	See attached financials. Last month: 2 TDS payments	November's TDS payment late; therefore, two made in December.

Manager	See attached report	- Four driveway resealing requests for proposals sent. Proposals due end of March and decision made by end of April. Decision: As per contract, Prima will attend 6 board meetings in 2016: Jan, Feb, May, June, July, and Sept. Months may change as per need. Prima is available on request.
Building Committee (BC) - Siding Inspection Bids	See attached report	- Three bid proposals received for siding inspection. Action: Ed and Bob will arrange meetings with Board members and the 3 companies. Action: BC will make its proposal recommendation by April. Decision: If the BC recommends USA Pools to the Board, they will approve and sign the contract.
Grounds Committee - Water Abatement Project	See attached report Motion: To sign a contract with Cardno JFNew to design the stormwater abatement project.	Motion passed unanimously. The Board anticipates that on approval by the City's Water Management Resource Commission, the City will then reimburse WCV 50% of the cost; however the Board understands that if the design is not approved by the City, WCV will not be reimbursed. WCV believes the completed project will handle the stormwater runoff over the "high wall" behind 3326, 3328, 3330, 3402, 3404, 3406, 3410, 3412 into the Pheasant Branch Conservancy.
Old Business		
Key and Access Policy: Steve	Motion to accept documents. Motion to purchase cabinet.	- Documents will be revised. Motion passed to purchase key lock box cabinet. Action: Ed will purchase key lock box from Badger Key Co, not to exceed \$350. Action: Mark Tibbits will install box by the end of Feb. Action: Prima will send the emergency access letter to owners and put the policy and other finalized access related documents on the WCV website.
Web-site: FAQ	Draft attached for committees to extend/edit/return to board in May	

Who pays for what? Document: Herb		- WCVA/Owners Building Responsibilities discussed. Revisions suggested. Decision: To study WCV documents and legal requirements for the future use of this document.
Improve Communication	Committee is working on building maintenance request procedures	Herb will get additional documents to aid the committee's work.
New Business		
Unit Folders	Sandy put together a folder for each WCV address to keep owner change requests. What other documents are appropriate to keep in those folders?	Decision: To decide where to put the box of folders at the next Board meeting.
Reserve Study Group Chair: Barb Crozier Members: S. Tibbits, H. Henneman, L. Ellis-McLeod, B. Richner, P. Miller	Following format of 2013 Reserve Study (on website) Asked Grounds/Buildings for project estimates by May 1	
March Meeting		Decision: To cancel the March meeting due to possible lack of quorum and absence of critical issues. Needed Board communication will be handled by email.
Next Meeting		April 20, 2016 Clubhouse 4:00 PM

MINUTES APRIL 20 2016 MEETING

BOARD OF DIRECTORS, WOODCREEK VILLAGE CONDOMINIUM ASSOCIATION

1. Open Discussion

There were no unit owners present.

2. Reports

a. President

Unit owners are encouraged to have their dryer lint traps cleaned to avoid dryer fires. Contact Jan Coombs (608) 831-8823 for additional information. (statistics follow minutes)

b. Treasurer

There is a need to have a separate showing of reserve income on our financial statements. Prima will fix this.

c. Manager

Completed work orders will now be put on the website, along with the manager's report.

d. Grounds

Volunteer hours along PBC boundary during past month: about 10 hours spraying invasives, especially garlic mustard, and about 3 spraying non-native ground cover. Both in line with PBC restoration goals. During City's prescribed burn behind units in NW corner, area of major buckthorn not included.

Volunteer contributions at trailhead to PBC trail: A group of WCV volunteers will fill in material provided by City Public Lands on the steps to the trail in PBC. City will replace broken sign.

The locust behind 5937 was part of Bassett large tree pruning contract. During these pruning contracts, many different tree species are being watched and checked for safety, integrity and disease.

Addressing the spring gutter cleaning issue requested earlier by the board: given Woodcreek's tree species near units, the major issue is not leaves but flower droppings and twigs from river birch, especially, and cottonwood duff from trees on WCV and PBC. Will ask to meet with Building Committee to discuss gutters.

A proposal was received from Bassett to treat 11 ash trees for emerald ash borer. Results guaranteed for 2 years. The bid of \$1930.30 was approved.

Driveway repair and replacement issues were discussed. It was agreed in the short run to do more crack filling, infrared patching and sealing as a temporary fix of 2-4 years. This will give us time to develop a plan on driveway replacement long term. A bid of \$12,157 was received from Bartelt to crack fill, hot patch and seal. However, to provide for additional hot patching as the project unfolds, the bid was approved, as up to a total of \$15,000. Prima will change the wording in account 8060 from "street paving" to "driveway paving".

Update from City of Middleton on our water abatement project design phase. Aaron Steber and Chuck Nahn from Cardno have completed site work and analysis, and are calculating water run

off numbers and working on design. Delivery of the proposed design is to be May 27; we will have the opportunity to discuss the design at that meeting. After our review and approval, the design proposal must go to the city for review and approval. If approved, construction this autumn is possible.

e. Building

The siding report from the consultant (Superior Reserve) has been completed and is being studied by BC.

Work orders, including carry-overs from last year, are being worked on.

3. Old Business

It was approved to locate the unit folders in the clubhouse for now.

It was moved and approved to waive the normal clubhouse rental fee for the Friends of Pheasant Branch Conservancy meetings.

It was reported that last fall's repairs to the tennis courts are holding up well.

4. New Business

The Board received the commissioned reports from Superior Reserve for (a) building and siding, and (b) a full reserve study of our buildings and grounds for the next 30 years.

The Board and the Chairs of GC and BC will meet at 5:00 on May 11 and 4:00 on May 16 to immerse themselves in the detailed content of the reports and discuss possible next steps.

The Board will schedule a meeting with unit owners in June to conduct a Q&A about the reports and to get owner input.

Respectfully Submitted

Herb Heneman (past President, on behalf of Jenny Walters)

Statistics- From the West Bend Insurance Company web-site

Dryer fires are responsible for a significant number of damages, injuries, and deaths every year. There are approximately 15,600 structure fires, 400 injuries, and 15 deaths reported annually as a result of dryer fires. According to the United States Fire Administration, every year clothes **dryer fires account for over \$100 million in losses.**

Lint Traps and Dryer Fires

A majority of dryer fires occur as a result of highly flammable lint getting caught in the dryer's vent and becoming heated to the point of ignition. Most dryers come with lint traps or filters designed to capture the lint. These filters, however, fail to capture *all* of the lint, yet the assumption remains that emptying the filter regularly is enough to protect a dryer. This assumption accounts for half of all dryer fires, since they typically start from within lint traps.

Woodcreek Village
April 2016 Manager's Report

- Reserve Study and Engineering Review Completed.
- Paving walk around with DRS, Fahrner and Bartelt, Grounds committee decision to be made soon.
- Whole House Solutions is back on the property, Larry has been closing smaller work orders from last year's carry over.
- Awaiting deliver of key box from Badger Key and Security.
- Grounds Survey distributed 3/31/16 due, 4/15/16.
- Buildings Survey distributed 4/18/16 due, 5/5/16.
- Malak Window request approved 3/24
- Attached is a letter about the reserve study that can be used as a guideline/draft for letter to accompany the reserve study as is goes out to owners
- Tennis nets are up
- Pool will open Memorial Day weekend

Job Description	Status	Vendor	Unit	Primary Tenant	Created At	Completed On
Tennis Courts nets set up	Completed	Prima			4/15/2016	4/15/2016
cul du sac mailbox kiosk, rotted wood, replaced and painted	Completed	WHS, LLC			4/11/2016	4/11/2016
Woodpecker holes	Completed	WHS, LLC	5979	Engeler, James "Jed"	4/13/2016	4/13/2016
Woodpecker Holes	Completed	WHS, LLC	3302	Heneman, Herb	4/13/2016	4/13/2016
Woodpecker Holes	Completed	WHS, LLC	5925	Malak, Constance	4/13/2016	4/13/2016
Woodpecker holes	Completed	WHS, LLC	5927	Fitzmorris, Sharon	4/13/2016	4/13/2016
woodpecker holes	Completed	WHS, LLC	5929	Schlegel, Robert	4/13/2016	4/13/2016
Woodpecker holes to be filled or covered	Completed	WHS, LLC	5969	Miller, Rodney	4/11/2016	4/11/2016
Woodpecker Holes to be filled or covered	Completed	WHS, LLC	5914	Marshall, Ruth	4/7/2016	4/7/2016
Woodpecker Holes to be filled or covered	Completed	WHS, LLC	5961	Stapay, Dan	4/7/2016	4/7/2016
Woodpecker Holes to be filled or covered	Completed	WHS, LLC	5933	Clauss, Janet	4/7/2016	4/7/2016
Woodpecker holes to be filled or covered	Completed	WHS, LLC	5935	Larson, Amy	4/7/2016	4/7/2016
Woodpecker Holes to be filled or covered	Completed	WHS, LLC	5937	Winters, Joe	4/7/2016	4/7/2016
Woodpecker Holes to be filled or covered	Completed	WHS, LLC	5945	Priebe, Christopher	4/7/2016	4/7/2016
Woodpecker holes to be filled or covered	Completed	WHS, LLC	5951	Bellante Jr., Joseph	4/7/2016	4/7/2016
Woodpecker Holes to be filled or covered	Completed	WHS, LLC	5939	Denig, Mary	4/7/2016	4/7/2016
Repair holes in siding above garage	Completed	WHS, LLC	5953	McIntosh, Gail	5/1/2015	4/5/2016
Repair siding holes on street side	Completed	WHS, LLC	5803	Smith, Del	5/1/2015	4/5/2016
Repair siding holes on left side of garage	Completed	WHS, LLC	5916	Stoltman, Jim	5/1/2015	4/5/2016
Repair holes on east side	Completed	WHS, LLC	5821	Reis, Joanne	5/1/2015	4/4/2016
Repair siding holes at various locations	Completed	WHS, LLC	5969	Miller, Rodney	5/1/2015	4/4/2016
Repair siding holes on north side	Completed	WHS, LLC	5977	Merchant, Sharifa	5/1/2015	4/4/2016
Repair chimney holes	Completed	WHS, LLC	5906	Dudley, John	5/1/2015	4/4/2016
Repair holes in siding on streetside and southside	Completed	WHS, LLC	5921	Tibbits, Sa ndy	5/1/2015	4/4/2016
Repair front porch gutter	Completed	WHS, LLC	5807	Oleson, Marion	5/1/2015	4/4/2016
Repair dented elbows	Completed	WHS, LLC	5943	Bates, Joyce	5/1/2015	4/4/2016
Attached back downspouts	Completed	WHS, LLC	5959	Wunsch, Marie	5/1/2015	4/4/2016
Repair gutter above front door	Completed	WHS, LLC	5809	Walter, Jenny	5/1/2015	4/4/2016

27 completed work orders

May 18, 2016 Minutes
Woodcreek Village Condominium Association
Board of Director's Meeting

Present: President Sandy McFarlan Tibbits, Past President Herb Heneman, Vice President Barb Crozier, Treasurer Laurie Ellis-McLeod, Secretary Jenny Walter, Members at large Dick Miller and Steve Saffian, Prima Representatives Ed Lange-Novak, Building Committee Chair Bob Herbst, Grounds Committee Chair Wava Haney - No residents

Reports

President

- No report.

Financial/Treasurer

See attached financials

- Discussion - 1. On budget line item changes. Decision: Prima will work with their accountant on this.
- 2. Asked by Wava, about where the unspent surplus from her 2015 operating budget is. Sandy and Barb explained it is in the operating checking account.
- 3. On delinquent dues payments by one owner. Decision: Prima will apply the 18% interest fee.

Manager

See attached work order spreadsheet

- Discussion - 1. On the monthly completed work order report. Decision: Ed will indicate when work orders are paid for by owners.
- 2. On Whole House Solution's April/May completion of some of the uncompleted 2015 work orders. Only 42% of 2015 high priority work orders could be completed.
- 3. On work order communication with owners. They have not been informed of completed or received work orders this Spring.
- 4. On the 2016 list of building work orders. Ed will complete it next week. He was complimented on his new work order spreadsheet format.

Buildings

See attached report

- Discussion - 1. On the completion of the 2016 survey, walk-arounds, building repairs, and FAQs document draft.
- 2. On the need for the completion of the Buildings Committee portion of the WCV website and posting of monthly Building Committee reports. Decision: Jenny will talk with Bob.

Grounds

See attached report

- Discussion - 1. On the subject of available time in the 2016 work season to address the issues raised in the 2016 Grounds survey and walk-around.
- 2. On driveway repairs. Agreed after discussion that it is best to follow the original schedule with Bartelt. Decision: To temporarily mark a few regular parking spaces as handicap parking spaces for both identified and self-reported residents while repair work is being done.

Old Business

Key Cabinet

- Discussion - The coded key box installed in the clubhouse. Explanation and procedures for residents will be emailed in June. Prima, the President, and Vice President have been given the code.

Maintenance and Repair Responsibilities: Unit Owners and WCVA

- Discussion: On the maintenance and repair responsibilities WCVA and unit owners. Herb prepared and presented his written document. Specific responsibilities of each were listed, along with general statements of responsibilities from the Restated Declaration (the basic legal document for WCVA). He clarified items on the list, and members asked questions and made suggestions. Decision: Members will email Herb any additional suggestions for change. Decision: The Board will develop a policy document that indicates our general maintenance and repair policies.

Buildings and Grounds Frequently Asked Questions

- The Building FAQs draft and two from Grounds (snow and tree/shrub) have been submitted to the Board for review. Clarification and recommendations were made. Decision: To further review drafts for approval with eventual posting to the WCV website.

Reserve Study Committee Update

- Barb presented a 10-year expenditure summary spreadsheet that combines input from Grounds Committee, Buildings Committee, and Superior Reserve. It projects exterior building, interior (clubhouse) building, building system, site (grounds), and pool component expenditures from 2016 to 2026. Components were evaluated and revisions suggested. Barb reminded the Board that the committee was not charged to make financial plans. Decision: The committee will submit a revised draft with recommendations for policy changes at the next board meeting for approval. Decision: Laurie, Bob, and Ed will research funding options for possible future reserve expenses.

New Business

Superior Reserve Report

- The Superior Reserve Report will be posted the WCV website by next week. The Reserve Siding Report has already been posted.

Community Meetings

- Plans were made for two WCV community meetings to discuss the conclusions of the Superior reserve and exterior building studies, and to answer questions, get ideas, advice, and feedback from owners. Discussion: 1. On whether or not to invite Superior Reserve engineering consultant Justin Maier, who completed the studies, to the community meetings. A motion was made and seconded that the Board not invite him. The motion passed 5-1. 2. On the merits of having a FAQs document for owners at the meetings. Decision: Dick will submit the document to Board members by June 1st for consideration. Decision: To hold two meetings at two different times to accommodate owners' schedules - Thursday, June 2nd at 5:00 and June 3rd at 3:00.

Executive Session

Next board meeting: June 15th- 4:00-6:00 Clubhouse - All residents welcome.

Submitted by Jenny Walter
Secretary

June 15, 2016 Minutes
Woodcreek Village Condominium Association
Board of Director's Meeting

Present: President Sandy McFarlan Tibbits, Past President Herb Heneman,, Treasurer Laurie Ellis-McLeod, Secretary Jenny Walter, Members at large Dick Miller and Steve Saffian, Prima Representative Ed Lange-Novak, Building Committee Chair Bob Herbst, Grounds Committee Chair Wava Haney
Absent: Vice President Barb Crozier
Residents: Brigitte Rosemeyer, Matt Misener, and another resident

Open Discussion

- Brigitte suggested that funding for future expenditures be achieved with a combination of sources (dues plus assessments) rather than one. The Board responded that all avenues of funding are being investigated for the Board's and unit owners' consideration.
- Matt requested that work orders and contract work be scheduled by management with two days notice and not on weekends or legal holidays unless it is an emergency as designated by the Board. This would honor family and residents' activities. Discussion at the July meeting-
- The third resident requested transparency in the creation and processing of WCV work orders and their completion process. She asked for improved communication related to spring survey requests and the decision-making based on those requests. She was assured that these were valid issues and ones being currently and directly addressed by the Board and the recently mandated communication committee.

Reports

President

- There were 48 of 83 unit owners represented at the Superior reserve and siding studies informational meetings on June 2nd and 3rd. Questions and comments were offered/mailed and recorded. Sandy thanked Dick for writing the Q & A sheet to aid meeting discussion.

Financial/Treasurer

See attached financials

- Discussion - 1. On the higher than expected cost of the coded key storage box based on estimated cost. **Decision:** Ed will check with Badger Key and report back. 2. On the need for clarification on the budget reserve line categories. **Decision:** Laurie will meet with Prima's accountant to make possible changes. 3. On an owner's dues arrearage after the 18% interest fee notice. **Decision:** Ed will inform the owner that the issue will be on the July agenda with discussion on placing a lien on the property, after notifying the owner that this course of action would be taken unless prompt and full payment was received.

Manager

See attached report

- Discussion - 1. On the assessment of and bids for gutter/downspout replacement for all WVC buildings by three contractors. The initial replacement focus will be on those buildings above the rock wall, done in coordination with the storm water management project. Ed has received bids from Frey and ABC Home Specialists. He has sent a third bid request to Genesis Exteriors. Six-inch seamless gutters/downspouts are planned for. **Decision:** Bob and Wava will meet for replacement coordination. 2. On gutter/downspout cleaning bids. The first two bids were higher than expected.

The third is pending. The Board asked for one more bid for comparison. Concerns were expressed that the selected contractor must thoroughly clean downspouts/elbows, as well as gutters, to guarantee high volume divergence. **Decision:** Ed will request a bid from Carrington.

Building

See attached report

- Discussion: 1. On the soon-to-be completed Estimated Materials and Labor to Patch Buildings Rated Poor spreadsheet that labels +poor in the siding inspection report. More inspection and a Building Committee meeting is scheduled for its completion. The spreadsheet results will determine summer work that can be done within operating budget constraints. 2. On possible other sources of labor to assist Larry with lesser skilled summer building work. **Decision:** Ed will talk to contractors. 3. On communication with two national banks recommended by Justin Maier of Superior Reserve about possible lending for future building work. **Decision:** To ask Justin for other possible lending source recommendations at his upcoming resident meeting (See New Business). 5. On new gutter/downspout and siding bids. Several firms will submit new gutter/downspout and siding estimates next week. Prima is overseeing this. **Decision:** The Building Committee will make a siding recommendation at the July Board meeting. 6. On carpet replacement for unit 5951. Ed presented one contractor's estimate. **Decision:** Laurie and Jenny will give Ed names of additional carpeting installers so he obtains additional bids. 7. On soffits and attic venting. Some soffit problems exist as a result of poor initial building venting construction. A number of owners have had to hire contractors to repair attic and soffit venting problems. **Decision:** Ed will send an email to owners presenting possible repair options and their financial advantages.

Grounds

See attached report

- Discussion - 1. On the 2016 Grounds Survey Report. The report was reviewed. When asked about how many driveways contractors found in most need replacement, Wava said they agreed on 4-6 in the next four years. When asked about priorities on tree and shrub removal and replacement, she said the policy for trees is diseased and hazardous, and for shrubs, diseased, damaged, and invasiveness. For tree replacement factors include screening, shade, and area with mature trees. For shrubs they are screening, space limitations, and snow removal. Budget consideration and evaluation of owners' requests are always factors. 2. On the positive news of the approval in concept of the storm water management project on our northwest boundary with the City of Middleton and WCV. Board members expressed their excitement and applauded the entire Grounds Committee on their diligence and hard work. 3. Agreement that the Grounds Report stands. 4. On the Grounds Committee meeting report to the Board summarizing considerations and time estimates for future grounds work. The committee considered the Superior Reserve Study grounds category recommendations, WCV grounds survey and walk-arounds, and communication with residents.

Old Business

Maintenance and Repair Responsibilities: Unit Owners and WCVA

- Discussion - 1. On Herb's proposed policy document of the responsibilities. After review and revision, it was moved and seconded to approve. **Action:** Motion was passed with one dissent. The document will be posted on the WCV website.

Reserve Study Committee Update

- Discussion - 1. On the committee report. Laurie reviewed the report. Discussion centered on potential policy changes for future committees. Initial Committee's policy recommendations were reviewed. Motion was made and seconded. **Action:** The 2016 Reserve Study Group Report was unanimously accepted. 2. On the Financing Committee updates. Many options are being considered. Three more committee meetings are planned before final recommendations are sent to the Board. 3. On how other area associations have grown their reserve funds under conditions similar to WCV. Ed shared details about the reserve funding of Prima's managed associations, but said he didn't have any reserve funding information about associations in the area that were comparable to WCV.

New Business

Meeting with Superior Reserve owner Justin Maier

- Discussion - 1. On the upcoming discussion meeting with Justin Maier with the Board, and unit owners about Superior's WVC Reserve Study Report. Justin will lead a question and answer discussion so that everyone can better understand and interpret the study details and their implications. He is making himself available at no cost. The meeting will be held on Tuesday, June 21st at 4:00 in the Clubhouse.

Owner's Skylight/Sun Tunnel Request

- Discussion - On the Denig/Wahlers Skylight/Solar Tube request. The board received the Building Committee's recommendation for the request approval. Motion was made and seconded. **Action:** The request was unanimously accepted.

Proposed Dues Payment System Change

- Discussion - On the ACH Network electronic dues payment method. Ed explained that because of security reasons, many management companies are moving away from ACH electronic dues payment. **Decision:** The matter will be added to the July agenda.

Executive Session

- Meeting with Justin Maier of Superior Reserve (see New Business first item):
June 21st at 4:00 in the Clubhouse. ALL residents are encouraged to come.
- Next Board meeting: July 20th from 4:00-6:00 Clubhouse - All residents are welcome.

Submitted by Jenny Walter
Secretary

July 20, 2016 Minutes
Woodcreek Village Condominium Association
Board of Director's Meeting

Present: President Sandy McFarlan Tibbits, Past President Herb Heneman,, Treasurer Laurie Ellis-McLeod, Secretary Jenny Walter, Members at large Dick Miller and Steve Saffian, Prima representative Ed Lange-Novak, Building Committee Chair Bob Herbst, Grounds Committee Chair Wava Haney

Absent: Vice President Barb Crozier

Residents: Sandy and Jack Carlson, John Boord, Building Committee members Mark Tibbits, Bill Richner, Tom Jordan, and Brian Boegel

Open Discussion - None

Reports

Grounds Committee

See attached report

Discussion - **1.** Updates on the water abatement project. Wava presented the Cardo consultant Woodcreek Condo Storm Water Project maps and the four City/Woodcreek partnership funding support stipulations of the project from the City of Middleton's Water Resource Management Commission. Questions arose about the stipulations, including how to measure the success/failure of the project and if there could be a contractor guarantee. Though there are a variety of engineers we could ask to define wall failure who have already been involved with the project, it was suggested that the Board ask Superior Reserve and the Community Associations Institute (CAI) Wisconsin affiliate to recommend an engineer who would work independently from the project. Stipulations will be revisited with the Commission in the near future. **Decision:** Not to completely commit to the project without all financial details. **Motion:** To continue investigating the project and supporting it. **2.** On answers provided by Wava to Board questions about specifics on plant bed/shrub maintenance and Spring/Fall clean up, as well as thoughts on the Grounds portion of the 2017 operating budget. **3.** On a new street no parking area for pedestrian and driving safety. **Decision:** Not to put up no parking signs in this area. **Motion:** To accept the Grounds Committee's recommendation to paint curbs yellow from the north tennis court parking space to the clubhouse garage driveway. **4.** Thanks and appreciation given to Wava and Grounds Committee members for their hard work this Spring and Summer, and their continued effort with the City of Middleton Council and Water Resource Management Commission on the water abatement project.

Manager

See attached report and completed work orders

Discussion - **1.** On siding/gutters and downspout bid progress. Ed reviewed that ABC Home Specialists and Genesis Exteriors have submitted siding bids. Waunakee Remodeling's bid is expected soon. Member suggested to seek another bid. **2.** On attic venting. Ed researched the cost of inspecting attics related to the venting of unit bathroom and kitchen fans, and soffit venting.

Decision: To further consider the venting issue so that proper attic air flow in units is assured. **3.** On the progress of Prima's changeover to the use of Automated Clearing House (ACH) for the electronic payment of WCVA dues. **Decision:** To discuss the payment change at the annual meeting in October.

Buildings

See attached document - Building Renovation Recommendations for Woodcreek Village Board of Directors

Discussion - **1.** On Herb's extensive review of the Building Committee's recommendations for building re-siding and replacement of soffits, gutters, and downspouts. Question by Dick about the need for replacement of gutters and downspouts on buildings that have already been at least partially replaced. Bob explained that all need to be replaced to protect new siding, soffits, and the grounds around buildings for many years to come. **2.** On the comparison of total building residing and a phased in approach related to timeframe, costs, and other factors. Bob presented an estimate of Genesis Exterior's project costs. Laurie asked if there would be an additional charge for Prima's help with the process of getting a loan. This will be determined later. **3.** On the need for an independent project manager to assure correct materials and construction quality, as well as possible guarantees on products and installation from Certified LP SmartSide contractors. **4.** Thanks given to Bob and Building Committee members for their extensive research, documentation, planning, vendor communications and activity, and bid proposals. Appreciation also given to Ed for his thorough assistance in the the new siding project as well.

Financial/Treasurer

See attached financials

President

Sandy presented a document with estimated costs of the phased in building exterior approach, comparing them to Genesis Exterior's total project costs. A discussion followed about details of the comparison which will continue at upcoming community meetings and in the weeks to come.

New Business

- Grounds work done on weekends. This concerned Matt Misener's request at the June Board meeting. Discussion included emergency concerns, vendor availability, scheduling challenges, and common grounds considerations. **Decision:** To continue discussion on this involved issue at the August Board meeting.
- Approval of request - **Decision:** To approve the Building Committee's recommendation for Ted Gunkel's request to wash and stain his deck, with added approval of stain color.
- Community meeting dates set - **Decision:** To hold two meetings for owners to discuss, ask questions, and share suggestions about the 2017 WCV operating budget, the water abatement project, and the Building Committee's recommendations for siding, soffits, gutters and downspouts. Owners can attend one or both meetings on Wednesday July 27th at 4:00pm or Thursday, July 28th at 6:30pm.

- Community Associations Institute membership - **Decision:** To have Ed find out if WCVA can use Prima's membership to take advantage of the Institute's many resources for condominium associations and management companies.

IMPORTANT NOTICE - So that all Board members can attend, the next Board meeting will be on **August 17th** from 4:00-6:00 at the Clubhouse. All residents are welcome. If desired, they can present an issue or request during the open discussion at the beginning of the meeting.

Submitted by Jenny Walter
Secretary

August 17, 2016 Minutes
Woodcreek Village Condominium Association
Board of Director's Meeting

Present: President Sandy McFarlan Tibbits, Vice President Barb Crozier, Past President Herb Heneman, Secretary Jenny Walter, Members at large Dick Miller and Steve Saffian, Grounds Committee Chair Wava Haney, Grounds Committee member Mary Bord
Absent: Treasurer Laurie Ellis-McLeod and Building Chair Bob Herbst
Resident: Jerilyn Goodman

Open Discussion

Jerilyn presented her concerns that unit owners have not been informed of the Board's recommendation to replace the siding next year and the associated costs, as well as other options all of which are needed for residents to vote with confidence at the October annual meeting. She said it feels like residents are being railroaded into accepting the Board's budget recommendation. She said there is an immediate need for the Board to inform residents. She asked the Board to consider delaying the annual budget vote until all details are available. She added that residents need to meet without Board members present to freely discuss budget options and impacts. She stated her opinion that monthly Board meetings be closed to assure uninhibited discussion and guarantee the privacy of residents. The Board replied that they share the same goal of getting detailed budget information to residents as soon as possible. On the agenda tonight, small group meetings are being discussed under the heading: Plan informational meetings. The Board described the enormity and complexity of the building renovation project and the intensive work being done to obtain budget option details. Sandy assured her that as stated in the WCV by-laws, only residents can make decisions on matters that impact their financial obligations, not the Board. She also stated that any sensitive business concerning a specific resident is always handled during the closed session after the open Board meeting. It is never discussed during open session.

Presidents

See attached building renovation project letter to residents

Discussion - 1. On the water abatement project. **Action:** The Board approved and signed the Memorandum of Understanding for the design phase of the project with the City of Middleton. 2. On Board communication with residents. Members discussed recent residents' written and voiced comments about 2017 budget finance issues. **Decision:** Herb and Sandy will put together informational handouts about the budgets. They will be distributed prior to the small group meetings. 3. On the July informational meetings. There were 34 households represented. More meetings will be scheduled the first two weeks in September. 4. On letter to residents. Thanks to Dick Miller for writing the attached WCV building renovation project letter to residents.

Treasurer

Discussion - 1. On Prima's new electronic dues payment system. Prima will resolve a minor startup problem. 2. On exterior building finance options. Sandy gave a loan proposal update on a third bank, Alliance Bank of Chicago. **Decision:** To have Prima request additional bank recommendations from the Condominium Associations Institute. 3. On budget transparency. Jenny expressed the need to include an itemized accounting of miscellaneous and contingency expenditures in the monthly budget comparison financial report. Barb said they are in other monthly financial reports. **Decision:** Jenny will discuss the issue with the treasurer. 4. On approval of WVCA from HUD/FHA. Steve reported that in order for residents to qualify for

reverse mortgages, WVCA must have HUD/FHA approval. Sandy said that it doesn't appear that Town Bank would provide assistance in that process. **Decision:** Sandy is going to follow up with phone calls to possible lenders to obtain more details.

Grounds

See attached report

Discussion - On the Memorandum of Understanding. It addresses the project design specifies that a geotechnical engineer provide the Water Resources Management Commission "the proposed criteria by which subsequent failures of the retaining wall may be defined". 2. On the Committee's next steps. a) To receive surveyor proposals to complete the property survey and work with the Cardno consultant on the final part of the design proposal. b) To review proposals from vendors to monitor movement in the wall. c) To present Nummelin's letter to the Water Resources Management Commission with the request that monitoring readings be done twice a year, after ground freezes and after it thaws, with additional readings taken in the event of heavy rains, using a definition based on meteorological guidelines.

Budget Committee

Discussion - 1. On the three 2017 budget options. Members reviewed the options and revised the pros and cons list of each in preparation for the small group meetings. **Decision:** To consult with Town Bank regarding pros and cons of loans to obtain information for handouts for residents. **Decision:** To re-format the three option documents. **Decision:** The Board will create a detailed list of budget and loan related work to be completed within weeks of the annual meeting. Dates for the upcoming meetings will be scheduled during the work day and announced shortly thereafter. **Actions:** To accept the Building Committee's building renovation plan and recommend the proposed model 1 of the budget options. Unanimously passed. Action: To schedule Board work day on August 30.

Buildings

No attached report

Discussion - 1. On the need of an independent supervisor for the building renovation project. **Decision:** To charge Bob and Brian Boegel, Building Committee member, to vet building renovation project supervisors and present three names to the Board if the loan budget option is approved at the annual meeting, and to give the Board approximate supervisor costs for budget planning purposes. 2. On the clubhouse furnace. **Decision:** The Building Committee should research furnaces and bring recommendations to the board.

New Business

Discussion - 1. On the WCV attorney search. **Decision:** To continue the search for an attorney who has experience in condominium association law. 2. On nominations for open Board positions. So far there are now two candidates for two open positions. **Decision:** To make another call for nominations. 3. **Decision:** To hire someone to clean the clubhouse carpet. 4. On the tennis court. **Decision:** To have Whole House Solutions clean the court before fall. 5. On water damage from storms. Discussion centered around who is responsible for payment and under what conditions. The Tibbits' basement was flooded, requiring professional cleanup and new carpet. **Action:** To have Herb continue to investigate and consult with an attorney about external water damage responsibility. 6. On monitoring the clubhouse for thorough cleanup by resident renters. **Decision:** To find a volunteer resident to do this.

Closed Session

Next Board meeting: September 28th from 4:00-6:00 Clubhouse.

Note: All residents are welcome to attend and/or present concerns in the open discussion at the start of the meeting. With prior notice residents can request a private and confidential executive session following the end of a regular monthly meeting.

Submitted by Jenny Walter
Secretary

September 28, 2016 Minutes
Woodcreek Village Condominium Association
Board of Director's Meeting
Time 4:00 - 8:00

Present - President Sandy McFarlan Tibbits, Vice President Barb Crozier, Treasurer Laurie Ellis-McLeod, Secretary Jenny Walter, Past President Herb Heneman, Members at large Dick Miller and Steve Saffian, Prima Representative Ed Lange-Novak, Building Committee Chair Bob Herbst, Grounds Committee Chair Wava Haney
Residents - None

Reports

President

Discussion - Sandy reported that the past five Board presidents verified that Board meetings were open to residents except during closed sessions. She gave a positive report on neighborhood meetings, and said the Williamson survey contract was signed.

Financial/Treasurer

See attached financials

Discussion - Association legal consultation will be used on an as needed basis. Money for the new clubhouse furnace is in the 2016 Reserve Budget. Two heating and cooling businesses, Pharo and Harker, have submitted estimates for a new clubhouse furnace.

Manager

See attached report

Discussion - Hanover Roofing will be inspecting buildings soon for possible recent hail damage. Unused September work hours by Whole House Solution was discussed. Sixty-six work orders were completed. Due to weather, twenty-two were not. The 2016 work season has ended. An owner's window condition was inspected at request. The Association's responsibility for the window's replacement is being considered. Identified was the need to define the Association's responsibility for building water damage.

Buildings

See attached report

Discussion - Bob was pleased with the discussions and attendance at the neighborhood meetings. The Genesis renovation proposal will be discussed at the next Building Committee meeting. Genesis said if we buy and install, gutters, downspouts, soffits, and fascia, we can add the siding later and not have to take the gutters down when residing. Discussed was whether more should be done to determine the extent of problems underneath siding, the merit of a trial siding tear-off, and the need for more exterior building inspection so that possibly decisions can be made in time for the 2017 construction/repair season. There are no marked elevation siding records for units resided in 2008-2010 **that we can find. Bob will call Oslind of Freiburger Construction about this.** Leftover LP SmartSide may be used this fall for second story siding replacement.
Action: Sandy moved that the Board of Directors recommends that the Board elected at the

annual meeting establish a special subcommittee whose purpose is to gather and develop additional information about the exterior renovation project. This information should result in a report to the Board of Directors, recommending their plan for best solution for the exterior renovation project. The meetings should commence in November and the report should be issued by February 1, 2017.

Seconded by Barb.

Passed: 5 for; 1 against; 1 abstain

Grounds

See attached report

Discussion - Wava sent the Board the northwest property line survey of the Woodcreek's boundary with the City of Middleton prior to the meeting. The survey was by Williamson Surveying & Associates in mid-September and sent to Woodcreek and Cardno. Cardno expects to have the final design of the stormwater project to the City of Middleton Water Resources Management Commission and to Woodcreek perhaps as early as the last day of September. A WRMC meeting is currently scheduled for the second week of October to review the final design of the proposed stormwater partnership project. Since the survey found that part of the Pheasant Branch Conservancy trail is on Woodcreek property, it is anticipated that necessary easements will be drawn up by the city attorney at the city's expense for review by both parties and decisions. This might be a time when further discussions of maintenance issues will be on the table for further review and discussion. Only when a design is approved by each party, can the process move to the various aspects of a construction phase, a phase, at the moment, which might begin as early as in spring 2017.

Budget Committee and Proposed WVCA 2017 Operating Budget with Dues Increase

The Board concluded that independent project engineer, attorney, and CPA services are necessary for a renovation project. **Decision:** At the annual meeting the Board will present the 2017 budget, with no recommendation of a project model. There was further discussion on the special committee and the need to address concerns expressed at the neighborhood meetings. The new Board should consider the committee's recommendation and vote to determine how to proceed with the renovation project. Ed advised to move forward with the installation of gutters, downspouts, soffits, and fascia because, as all of our inspectors agreed, doing so will protect the useable life of buildings. Concern was raised that if we put up new gutters/downspouts they may need to be taken down when new siding is installed, thereby increasing the cost. Ed pointed out that new soffits are included with the gutter/downspout installation and may not need to be taken down. **Decision:** Bob will pursue this. Discussion followed about how to budget this and a possible increase to Prima fees. Budget approved for a vote at the annual meeting with an increase in dues to \$395.00 (\$295/operating budget; \$100 reserve) Budget includes no plans for exterior renovation. Budget will be mailed out with annual meeting agenda.

Old Business

Discussion - The Board reviewed three recent interviews with banks that specialize in condominium loans: Alliance Bank, Mutual of Omaha, and Town Bank. Barb will finalize her written notes on these. Board expressed their disappointment that only a few residents attended.

New Business

Discussion -.The annual meeting agenda was finalized. There are two nominations for the Board of Directors.

Executive session held

Next board meeting: October 19th at 4:00 at the Clubhouse

All residents are welcome to attend and/or present concerns in the open discussion at the start of the meeting. With prior notice residents can request a private and confidential executive session following the end of a regular monthly meeting.

Submitted by Jenny Walter
WCV Board Secretary

October 19, 2016 Minutes
Woodcreek Village Condominium Association
Board of Director's Meeting
4:00 - 6:30

Present: President Sandy McFarlan Tibbits, Vice President Barb Crozier, Treasurer Laurie Ellis-McLeod, Secretary Jenny Walter, Members at large Dick Miller and Steve Saffian, Buildings Committee Chair Bob Herbst, Grounds Committee Chair Wava Haney
Resident: Mark Tibbits

Absent: Past President Herb Heneman and Prima representative Ed Novak

Open Discussion: None

Reports

President

- No report

Financial/Treasurer

See attached financials

- Discussion highlights - Laurie noted that as of the end of September the Grounds year-to-date actual expenses were under budget. She also noted the power washing expense of the tennis courts.

Manager

- No report
- Discussion highlights - No discussion

Buildings

No monthly report - See annual report

- Discussion highlights - 1. The new furnace in the clubhouse has been installed. 2. A roofing nail was sealed to fix a leak over the kitchen sink. 3. Discussed a request from 3317 for window replacement
Decision: To obtain more information and consider approval at the next Board meeting. 4. 3330 chimney siding will be replaced. 5. Request was made to preserve exterior building records for future use. **Decision:** To make digital files of past, current, and future building related documents for a timeline and specific history of building work and assessments. 6. Reported was the need for a Building Committee chair and additional members.

Grounds

No monthly report - See annual report

- Discussion highlights - 1. Prima sent five requests for proposals for a two-year lawn and landscaping contract and four bids were received: Barnes, Carrington, Maple Leaf, and Messner. The Grounds Committee unanimously recommended Carrington to the Board. The Board compared and analyzed the four bids. **Action:** It was moved and seconded that Carrington receive the WCV 2017-2018 lawn and landscaping contract. Approval was unanimous. 2. An update on the stormwater project with the City of Middleton was presented. Cardno presented a final design to the City and WCV that the Public Works Department accepted. WCV has thus far paid the City \$15,000 for the design. In accordance with the first Memorandum of Understanding (MOU) approved by the City and WCV in August, Cardno and the City will now work on details of the construction phase, including cost

estimates and flow chart, bid documents, legal documents, administration responsibilities and payment plan. It was decided that Cardno would work with the Public Lands Department on this phase of the project that will result in a second MOU dealing with construction issues. Once both parties agree how construction will proceed, the City agrees it will reimburse the WCV for 50% of the costs of the design for said improvements. As specified in the design MOU, WCV hired a geotechnical consultant and presented to the Public Works Department and the WRMC proposed criteria by which subsequent failures of the retaining wall may be defined. The WRMC will need to act on WCV's wall monitoring proposal specified in the WCV cover letter as every six months.

Tennis

- Discussion highlights - Whole House Solutions power washed the tennis courts in September. Damage incurred in the power washing process will be repaired in the future.

Old Business

- Discussion highlights - 1. **Decision:** To delay the update on the new attorney search until next month. 2. There has been discussion with an attorney about insurance related to external water damage. **Decision:** To recommend further Board investigation to address this issue. 3. **Decision:** For WCV to pay the claim made by 5921 for partial basement water damage costs incurred by bent and sagging gutters and clogged downspouts. There was agreement that the issue of water damage responsibility needs to be clarified.

New Business

- Discussion highlights - **Action:** Unanimous approval of 5943 exterior change request for storm door and windows.

Executive session

Next board meeting: At the clubhouse - date and time to be determined by the new Board at the annual meeting.

All residents are welcome to attend and/or present concerns in the open discussion at the start of the meeting. With prior notice residents can request a confidential executive session following the end of a regular monthly meeting.

Submitted by Jenny Walter
WCV Board Secretary

MEETING MINUTES OF 11/30/16 BOARD OF DIRECTORS'
MEETING FOR WOODCREEK VILLAGE CONDOMINIUM
UNIT OWNERS ASSOCIATION, INC.

A meeting was held by the Board of Directors of Woodcreek Village Condominium Unit Owners Association, Inc., on November 30, 2016. Present were Board members: Sandy McFarlan Tibbits, Jerilyn Goodman, Herb Henneman, Barb Crozier, Laurie Ellis-McLeod, and Jenny Walter.

Wava gave a grounds committee report.

Barb gave a finance committee report. The Association is in good shape at this time, although outstanding bills have yet to come through.

The Board moved and passed the following:

1. Building Renovation Committee. The Board authorized Barb Crozier to retain Daniel Sumnicht to advise the committee on the siding/gutter/soffit issues. The price will be \$10,800, including \$800 for a liability insurance policy since Mr. Sumnicht has none at this time.

2. V.A. Loans. The Board moved to modify the rules and regulations to allow a clause making an

exception for statutory requirements for a V.A. loan so that Molly Martin and Henry Field may obtain a V.A. refinance on their condominium. The resolution is in the form attached hereto and hereby incorporated herein.

3. Garage Door Replacement Policy. Attached.

Then, the Board adjourned.

Signed and sealed by William A. Abbott, Board Secretary

This Amendment to the Administrative Rules and Regulations of Woodcreek Village Condominium Owners Association, Inc. is adopted this ____ day of _____, 2016.

RESOLVED, that Rule 12 of the Administrative Rules and Regulations of Wookcreek Village Condominium Owners Association, Inc. is amended to add the following subdivision 12 (c):

Department of Veterans Affairs Financing: To the extent that any provision set forth in these Rules and Regulations regarding leasing and a right of first refusal is inconsistent with the requirement(s) of guaranteed or direct loan programs of the United States Department of Veterans Affairs, as set forth in chapter 37 of title 38, United States Code, or part 36 of title 38, Code of Federal Regulations ("DVA Financing"), such provision shall not apply to any Unit that is:

- (i) encumbered by DVA Financing, or;
- (ii) owned by the Department of Veterans Affairs.

DRAFT for Board Approval

POLICY: Garage Door Replacement

INTENT: As closely as possible, keep the structural and architectural look, details and quality across Association buildings and units, while providing owners a simple and timely process to use to get Board approval for significant exterior repair or full replacement of garage doors.

STANDARDS:

1. Single door, fitting existing frame opening
2. Windowless
3. Flat or flush panel
4. Pre-painted or paintable in a color that matches* the owners current siding color as closely as possible.*
5. 2" thick polystyrene or polyurethane insulation
6. The external surface may be steel or fiberglass.

PROCEDURE:

Owner:

- Develop proposal for the work
- Complete a WVCA Exterior Change Request Form
- Attach vendor proposals or estimates that provide enough detail to demonstrate the aesthetic, and any structural and/or functional standards will be met,
- Attach pictures or examples of the color, material and/or item being requested.
- Include a general date or timeframe for when the work will be done
- Submit form and attachments to the WVCA management company representative by hard copy, or email attachment.
- After approval is granted schedule, monitor and pay for installation and any painting of the door as per Restated WVCA Declaration 12/21/2006, Art. III, 3.02 (3)(k) and the Maintenance and Repair Responsibility Policy, #12.

Building Committee:

- Confirm to the owner their request was received and is being reviewed
- Make sure the form information is complete and sufficient for effective review
- Work directly with owner to resolve any issues
- Whenever possible, review and make recommendation within 10 days to the Board for their approval and sign off.
- Keep hard copy record of the completed request in Association records.
- Follow-up with owner completion of project and their satisfaction with the vendor's work and any other relevant outcomes.

Board:

- Review the request and recommendation
- Add/ note any other requirements or details
- Inform owner, Building Committee, and Management company rep of the approval/decision.
- Provide approval documents to owner for their records.
- Ensure a record is kept of the request and decision for WVCA and unit history.

* WVCA paint colors are available at Sherwin Williams and the ratio blend descriptions will be sent to owners with their approval request.

DATE POLICY APPROVED: _____

SIGNATURE: _____

MINUTES OF THE MONTHLY BOARD OF DIRECTORS MEETING
OF THE WOODCREEK VILLAGE CONDOMINIUM
UNIT OWNERS ASSOCIATION, INC., HELD ON 12/27/16

Present: President - Sandy McFarlan Tibbits
Secretary - William A. Abbott
Vice President - Laurie Ellis-McLeod
Treasurer - Barbara Crozier
At Large Board Members - Jerilyn Goodman,
and Jennifer Walter
Past President - Herbert Heneman

A Board of Directors Meeting was held for the Association on December 27th.

1. Community Reports.

A. Barb Crozier delivered a budget committee report indicating that we are in good shape so far for this fiscal year. The expenses are below budgeted expenses and earnings have been coming in as anticipated.

B. Grounds. Wava presented a grounds committee report. She indicated that no one should park on the streets or in the public parking spaces during snow removal times. She also discussed the issue of putting up a sign at the exits for people who accidentally (or intentionally) enter at the road exit point of the Association. Allocating money for grounds committee projects was also discussed.

C. Siding/Gutter Committee. The committee indicated that the consultant has already begun his work.

D. Building Committee. Jerilyn reported that three past chairs of the building committee offered to return so long as Jerilyn would chair the committee. She agreed to do so. They are Tom Lorenz, Bob Latchaw, and Emil Haney.

2. Resolutions.

A. Merle's request to replace a garage door was approved.