

Board Meeting Minutes – Watson Run HOA
Date/Time: Tues, November 17, 2020, 12pm
Location: Lombardo's
Board Members:

- Fran Cannon
- Rob Peters
- Dan Sweeney
- Vicki Michuck
- Bill Watkins

Meeting Minutes

Call to Order: Fran Cannon called the meeting to order at 12:37PM.

Approval of Meeting Minutes: The executive board unanimously approved the October Meeting Minutes and the Special Transition Meeting Minutes.

Item 1: Old Business/Committee Reports & Updates

- A. Proposed clubhouse rental and group use agreements – Fran Cannon presented the proposed agreements to the executive board for their consideration. The executive board unanimously approved. Fran Cannon will email WCPAM the policies to distribute to residents.
- B. CC update - checklist/schedule/board liaison – Fran Cannon provided clubhouse committee updates.
- C. Bulletin boards – The executive board unanimously agreed to provide individual bulletin boards to the social committee and the Executive Board and HOA Committees. The executive board also agreed to provide a resident's bulletin board where residents may post executive board approved items on the board. Fran Cannon will email homeowners once the boards are available for use – with details about posting restrictions.
- D. ARC process change – The executive board unanimously approved to allow the ARC to recruit two additional members and submit their preferred candidate to the executive board for final approval. The executive board unanimously agreed to revise the architectural and landscape change process to streamline the process. Residents should take note of the new architectural and landscape policy as follows:

- 1. The resident is responsible for the correctness and completeness of their request.**
- 2. Residents will submit ARC applications directly to the ARC Chairperson. The ARC Chairperson will assign a number, review the application for completeness and request additional information if needed.**
- 3. Next the ARC Chairperson will assign the application for review and site visit by a two-member team of ARC members.**
- 4. The team will submit a summary of the site visit to the Chairperson with their recommendation for approval or denial. If EB approval is required, the Chairperson will submit the application and site review to the EB liaison who will send it out to all the EB members for approval. Once final approval is obtained, the ARC Chairperson will notify the**

resident and send a copy of the site review and approval to Woo Cat to be added to the resident's file.

5. The ARC Chairperson will be responsible for providing a monthly update of projects that were approved prior to each board meeting for inclusion in the minutes.

- E. Rule change proposal – Fran Cannon reviewed proposed rule changes. Dan Sweeney will update the rules and regulations and provide to the executive board for official review and adoption.
- F. No trespassing sign proposal – Fran Cannon presented verbiage to the board for signs along the western boundary. WCPAM provided additional legal language considerations. The executive board will vote on signs and locations as a later date.
- G. Next steps with Myron – WCPAM and Rob Peters will request a meeting with Myron Stoltzfus to discuss outstanding items.
- H. Violation update – WCPAM noted that several residents are still not in compliance. WCPAM will re-inspect by the end of November.
- I. Vendor updates – WCPAM provided the executive board with the executed trash contracts that were signed by the previous management company. The executive board asked WCPAM to see if the incumbent trash carrier would honor an early termination since the trash contracts were not executed by the previous management company per the terms of the governing documents. The executive board unanimously approved the locksmith's bid to change the clubhouse locks. WCPAM provided the executive board with a Kipcon phase 3 study update and Kipcon now has everything they need to commence the phase 3 study. The executive board unanimously approved streetlight cleaning after all transition work is complete.

Item 2: Financials

- A. The executive board unanimously approved the October 2020 financial packet.
- B. WCPAM reviewed checking/savings/AP/AR account info with the board from 01-01-2020 to 10-31-2020
- C. Balances as of 10/31/2020: CH - \$159,043.44 - Savings: \$217,616.61

Item 3: New Business

- A. Dooley Pyne Contract Extras - The executive board approved Dooley Pyne's contract additions.
- B. HOA Budget Meeting – The executive board will host a virtual community budget meeting on Monday, December 14th at 3PM. Executive board will meet at 1PM to hold their regularly scheduled monthly meeting.
- C. 2021 Budget Discussion - The executive board approved the 2021 budget with a 0% increase over 2020. Dues will remain at \$208.50/month for 2021.
- D. Extra WCPAM time and projects – The executive board discussed the number of items that WCPAM is handling that they are not contracted to handle. WCPAM and the executive board discussed how to handle requests to attend to matters that should not require WCPAM's assistance. WCPAM introduced Kathy Dunphy to the executive board as another team member assigned to assist Watson Run.
- E. WCPAM will have the streetlight vendor fix the streetlight issues.

Adjournment - the meeting adjourned at 3:15PM

WATSON RUN HOA
2020 FINANCIAL SNAPSHOT

2020 Budget to Actual (01-01-2020 to 10-31-2020):

Watson Run HOA - 2020 Watson Run Budget						
	10/1/2020 - 10/31/2020			1/1/2020 - 12/31/2020		
Account	Actual	Budget	Over Budget	Actual	Budget	Over Budget
Income						
Association Fee Income	\$38824.37	\$37113.00	\$1711.37	\$407057.17	\$445356.00	-\$38298.83
Convenience Fee	\$6.15	\$0.00	\$6.15	\$221.76	\$0.00	\$221.76
Interest Income	\$7.52	\$62.50	-\$54.98	\$67.58	\$750.00	-\$682.42
Reimbursement	\$0.00	\$0.00	\$0.00	\$1804.00	\$0.00	\$1804.00
Watson Run Water Income	\$0.00	\$0.00	\$0.00	\$2660.05	\$0.00	\$2660.05
WR - CAP Reserve Income	\$500.00	\$0.00	\$500.00	\$2500.00	\$0.00	\$2500.00
Total for Income	\$39338.04	\$37175.50	\$2162.54	\$414310.56	\$446106.00	-\$31795.44
Expenses						
Association Fees	\$0.00	\$0.00	\$0.00	\$625.50	\$0.00	\$625.50
Bank Fees	\$40.95	\$0.00	\$40.95	\$546.95	\$0.00	\$546.95
Legal and Professional Fees	\$58.00	\$833.33	-\$775.33	\$9813.73	\$10000.00	-\$186.27
SWM	\$0.00	\$875.00	-\$875.00	\$0.00	\$10500.00	-\$10500.00
WR - Admin & Postage	\$0.00	\$100.00	-\$100.00	\$1129.74	\$1200.00	-\$70.26
WR - CH Cable	\$1144.87	\$208.33	\$936.54	\$2786.86	\$2500.00	\$286.86
WR - CH Carpet Clean	\$0.00	\$83.33	-\$83.33	\$0.00	\$1000.00	-\$1000.00
WR - CH Cleaning	\$0.00	\$450.00	-\$450.00	\$7446.80	\$5400.00	\$2046.80
WR - CH Maint Supplies	\$386.41	\$166.67	\$219.74	\$1072.63	\$2000.00	-\$927.37
WR - CH Propane	\$874.29	\$583.33	\$290.96	\$3176.90	\$7000.00	-\$3823.10
WR - CH Water & Sewer	\$240.00	\$100.00	\$140.00	\$3840.00	\$1200.00	\$2640.00
WR - General Maintenance	\$1349.92	\$666.67	\$683.25	\$6224.85	\$8000.00	-\$1775.15
WR - Grounds & Maintenance	\$22505.00	\$15817.33	\$6687.67	\$121143.25	\$189808.00	-\$68664.75
WR - Liability & Casualty Insurance	\$0.00	\$583.33	-\$583.33	\$9465.98	\$7000.00	\$2465.98
WR - Management Fees	\$3204.00	\$3204.00	\$0.00	\$32040.00	\$38448.00	-\$6408.00
WR - Replacement Reserve	\$3750.00	\$3750.00	\$0.00	\$38000.00	\$45000.00	-\$7000.00
WR - Security Alarm Monitoring	\$1728.00	\$2000.00	-\$272.00	\$20242.12	\$24000.00	-\$3757.88
WR - Snow Removal	\$0.00	\$3333.33	-\$3333.33	\$1485.00	\$40000.00	-\$38515.00
WR - Tax Return	\$300.00	\$0.00	\$300.00	\$300.00	\$550.00	-\$250.00
WR - Trash Removal	\$2880.00	\$2666.67	\$213.33	\$28813.33	\$32000.00	-\$3186.67

WR - Water Association Fees	\$0.00	\$0.00	\$0.00	\$6.55	\$0.00	\$6.55
WR- CH Electric	\$274.26	\$416.67	-\$142.41	\$2255.40	\$5000.00	-\$2744.60
WR- Electric Street Lights	\$207.13	\$625.00	-\$417.87	\$2422.85	\$7500.00	-\$5077.15
WR Pool	\$0.00	\$666.67	-\$666.67	\$13963.31	\$8000.00	\$5963.31
Total for Expenses	\$38942.83	\$37129.67	\$1813.16	\$306801.75	\$446106.00	-\$139304.25
Net Operating Income	\$395.21	\$45.83	\$349.38	\$107508.81	\$0.00	\$107508.81
Net Income	\$395.21	\$45.83	\$349.38	\$107508.81	\$0.00	\$107508.81

2020 Bank Checking Statement Ending Balances

2019 Checking Account Ending Balance 12-31-2019 - \$76,245.19
2020 Checking Account Ending Balance 10-31-2020 - \$159,043.44

2020 WATSON RUN CHECKING	INCOME	EXPENSES	INTEREST - included in total income
JANUARY	53024.85	23948.25	4.07
FEBRUARY	38266.7	24388.02	4.82
MARCH	40819.5	23309.54	5.82
APRIL	36518.33	19098.25	6.23
MAY	37037.66	23562.82	6.92
JUNE	38282.33	63399.57	5.63
JULY	29744.6	30755.78	6.23
AUGUST	43904.69	25929.41	6.77
SEPTEMBER	32653.85	33457.83	6.65
OCTOBER	39338.04	38942.83	7.52
TOTAL	389590.55	306792.3	60.66

2020 Bank Savings Statement Ending Balances

2019 Savings Account Ending Balance 12-31-2019 - \$195,844.10
2020 Savings Account Ending Balance 10-31-2020 - \$217,616.61

2020 WATSON RUN SAVINGS	INCOME	EXPENSES	INTEREST
JANUARY	3750		16.67
FEBRUARY	3750		15.88
MARCH	3750	17895 - flooring reim. to checking	16.58
APRIL	500		0
APRIL	3750		15.59
MAY	3750		16.48
JUNE	3750		16.25
JULY	500		17.14
JULY	3750		0
AUGUST	3750		17.48
SEPT	500		17.25
SEPT	3750		0
OCT	500		18.19
OCT	3750		0
TOTAL	39500	17895	167.51

*The new clubhouse flooring came out to about \$4.76 a square foot for the clubhouse and that included the gym quality anti-microbial flooring. Price included removal and disposal of old clubhouse and gym flooring, labor, and materials for new clubhouse wood laminate and antimicrobial gym flooring.