



Board Meeting Minutes– Watson Run HOA  
Date/Time: Monday, January 21, 2019 at 6:00PM  
Location: Watson Run Clubhouse

**Board Members:**

- Cindy Kady
- Dave Schultze
- Dan Sweeney
- Don Orner
- Joe Gonshor

\*Woo-Cat Property & Association Management (WCPAM) was also in attendance.

**Meeting Minutes**

**Call to Order:** President, Cindy Kady called the meeting to order at 5:51PM.

**Approval of Meeting Minutes:** Let the record reflect that after several revisions, the board unanimously approved the December 17, 2018 board meeting minutes.

**Item 1: Old Business/Committee Reports & Updates**

- A. ARCH Request #1-2019 Approved – 80 Pleasant Road– Whole House Generator
- B. Addendum – December 2018 Maintenance Committee Report – Let the record reflect that the board reviewed the December 2018 maintenance committee report. The board unanimously approved to allow Don Orner to spend up to \$350.00 on Watson Run maintenance expenses if Don Orner submits all receipts to Woo-Cat Management.

**Item 2: Financials**

- A. The board reviewed the December 2018 financial packet submitted by Esquire Management and the board unanimously decided to table any financial approvals until after the audit.
- B. The board reviewed the water company financials submitted by Esquire Management and the board unanimously decided to table any financial approvals until after the audit. The board did direct WCPAM to pay back water company invoices and make all necessary repairs to the water system.
- C. Dan Sweeney Audit Update with CPA Firm – Dan Sweeney updated the board on the status of the 2018 audit.

**Item 3: New Business**

- A. Transition Update – WCPAM updated the board on the transition. The board unanimously affirmed Cindy Kady and Dave Schultze’s as the transition attorney’s representatives of the executive board and the board directed Cindy Kady and Dave Schultze to work with the transition attorney and transition committee to act on the



board's behalf and provide monthly updates to the full board at each regularly scheduled executive board meeting.

- B. Fiduciary Responsibility and Liability for Board Members – WCPAM reviewed executive board member fiduciary responsibilities and liability for board members.
- C. Conflict of Interest Affidavit – WCPAM reviewed the conflict of interest affidavit that asks all executive board members to affirm that they have no conflicts of interests regarding their service to the Watson Run community. All board members and an authorized representative of WCPAM signed the conflict of interest affidavits.
- D. Amenities Survey for Phase 3 – WCPAM was directed by the executive board to contact Berks Homes and discuss Watson Run amenities that have not been completed by Berks Homes.
- E. Arborist – WCPAM will recommend an arborist to trim garden trees.
- F. Office Storage for Important Documents – The executive board will be maintaining important Watson Run documents at the clubhouse office. The executive board feels it is imperative to preserve Watson Run records.
- G. Water System Updates, Meetings, and Reports - Cindy Kady and Dave Schultze updated the board on all new water system developments. The executive board unanimously approved WCPAM to obtain documents pertaining to the water system.
- H. Middle Creek Court Action – The executive board unanimously agreed to defend Watson Run HOA in court against Middle Creek's frivolous lawsuit.
- I. Committee Procedures and Chain of Command
  - 1. The executive board unanimously approved the architectural and landscape change policy.
  - 2. WCPAM will contact all committees and have them complete yearly "committee registration" paperwork.
  - 3. WCPAM was directed by the executive board to take over the monthly newsletter. WCPAM will email out the newsletter on executive board meeting dates and WCPAM will bring hard copies to leave in the clubhouse for residents without email.
  - 4. The executive board reviewed the QWS insurance claim and reimbursement check. The executive board directed WCPAM to deposit the insurance check into the water system's operating account.
  - 5. The executive board asked WCPAM to bring an example of an HOA's investment policy statement to the next executive board meeting.

**Item 4: Adjournment** - Let the record reflect that the executive board meeting ended at 7:58PM.