



# WALNEY ROAD HOMEOWNERS' ASSOCIATION

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<b>DATE OF MEETING:</b>	April 25/27, 2023	<b>FACILITATOR:</b>	Jeffrey Wolff
<b>BOARD ATTENDEES - VIRTUALLY:</b>	Jeffrey Wolff (4/25 and 4/27), Jennifer Miner (4/25 and 4/27), Kristina Ringqvist (4/25 and 4/27), Michelle Breslin (4/25), Brian Correia (4/25 and 4/27)		
<b>GUEST ATTENDEES - VIRTUALLY:</b>	Toya Hawkins-Digby (Homeowner) on April 25, Diana Robertson (ARB) on 4/25 and 4/27; Baskar (homeowner) on 4/25.		

## ----- AGENDA TOPICS -----

Call to Order: 7:01pm

Approval of Minutes from Previous Meeting

- Minutes from the February HOA Board meeting were unanimously approved with no changes

### Financial Update

- The February 2023 financial statements were received and reviewed. For the month of February 2023, the HOA has a net operating income of \$1566.47 which equates to a positive operating budget variance of \$1596.47.
- Year to date, the HOA has a net operating income of \$2976.33 and a positive operating budget variance of \$4301.33
- The Residential Assessments Receivable account at the end of February is \$84.00 - represented by 5 accounts
- The balance sheet reflects the following for year to date through February 28, 2023  
Total Cash and Investments including accrued interest: \$136,972.79  
Operating funds: \$70,778.22  
Two CDs totaling \$66,043.88  
Reserves for Repair and Replacement are fully funded with an excess of over \$8500.00.  
Prior Year Owners Equity: \$6545.89
- On Thursday April 27, the March 2023 financial statements were received and reviewed. For the month of March 2023, the HOA has a net operating loss of \$42.96 which equates to a negative operating budget variance of \$1433.96
- Year to date, the HOA has a net operating income of \$33.37 and a positive operating budget variance of \$2867.37
- The Residential Assessments Receivable account at the end of March is \$19.00 - represented by 2 accounts
- The balance sheet reflects the following for year to date through March 31, 2023  
Total Cash and Investments including accrued interest: \$134,689.76  
Operating funds: \$68,282.55  
Two CDs totaling \$66,043.88  
Reserves for Repair and Replacement are fully funded with an excess of over \$8900.00.  
Prior Year Owners Equity: \$6545.89
- It should be noted in March the HOA incurred legal fees for consultation related to a homeowner in violation of the published community Design Guidelines.

## Current and New Business

- On 4/25, a homeowner attended to address an appeal made to the violation received for a recently installed fence. The homeowner addressed questions from the board on why the Design Guidelines and appeal process were disregarded as well as provided reasons for installing the fence when it was known to be in violation. After hearing the concerns, the board recessed the meeting for further discussion until Thursday April 27.
- On 4/27, discussion was held around how to proceed with the fence in violation. It was noted that there was a breakdown in the appeals process by the Board and steps will be taken moving forward to ensure a breakdown doesn't occur again. Acknowledgement of this breakdown and updates to the process, to include copying of the Board on all appeals by CMC, will be communicated to the homeowner. It was also noted that the Design Guidelines do not specify vertical vs horizontal pickets in fence design. Suggested language for the Design Guidelines around fence height will "Rear lot-line fences shall not exceed six feet/72 inches in height with a height of four feet/48 inches being preferred to maintain the sense of openness in the community." This language was unanimously approved by the Board and will be updated and re-published on the community website. A letter will be sent from the Board via email as well as via USPS mail to the homeowner stating the above information about the updated guidelines and that the fence is no longer in violation.
- A question was raised about whether the above referenced homeowner's fence is in fact within her property lines. It was decided that no further action would be taken as the fence is not impacting other homeowners. If it is determined to be on community property it will be addressed when the home sells.
- Design Guideline updates: The guidelines will be updated to include the above language around fences. Language around an additional update to the guidelines around landscape lighting and its appropriate use will be forwarded to the Board for approval and inclusion in the next update.
- Discussion was held on how to address the property whose lawn is in significant violation of the Design Guidelines. A violation notice has been sent via CMC. It was unanimously agreed that an email will be sent from the Board to the homeowner with the violation notice included and outlining a ten business day window to remediate the lawn otherwise the HOA will contract to have it completed with all costs being charged to the homeowner.

## Consent Agenda Items - between meeting actions - Ratified at current meeting

The following items were unanimously approved by the Walney Road HOA Board of Directors between the Feb 2023 meeting and the Apr 2023 meeting

- The Board approved the reinvestment of the CD maturing in February 2023 into a 12-month CD at Forbridget Bank (Congressional Bank) at a rate of 5.15%.
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## Action Items

- Jeff will draft the communication to the homeowner regarding the decision around the fence. This will be sent via email with CMC and the Board copied. A hardcopy of the communication will be sent via USPS mail
- Jeff will draft the communication to the homeowner regarding the yard, timeline and consequences. This will be sent via email (delivery acknowledgement/return receipt) as well as via USPS mail.
- Jeff will update CMC as well as the ARB chair on the new appeals process to include copying of the appeal directly to the Board from CMC when one is received.
- The ARB will provide the Board with updated landscape lighting language for review and inclusion in the new Design Guideline update

## Next Meeting

- The next meeting will be in July at Jeff's House

## Recess/Adjournment

- Recess at 8:30PM and adjournment on 4/25 at 7:44PM