

Wilderness Trails Owners Association Board Meeting Minutes – 10/21/2020

Location: David's Garage, 4 Stoney Creek at 7 PM

Board Attendees:

Sandi Aubuchon – President
Rachel Kelly – Treasurer
Joanne Moon – Secretary
David Brown – Adjunct members

Community Attendees:

Jeff Feeney, Larry Hughes & Diana Reardon (buyers of Stoney Creek lot), Gary Aubuchon, Jim Moon, Liz Oeltjen, Mike & Charlotte Miles

Handouts:

Agenda, financial reports

Call to Order – Sandi Aubuchon

The meeting was called to order at 7:04 PM by Sandi Aubuchon. David Brown seconded.

There was a call for new business to be discussed at the end of the meeting.

The 9/16/20 meeting minutes were approved by Joanne Moon. David Brown seconded.

President's Report – Sandi Aubuchon

1. A PO Box key invoice for \$12 was circulated for reimbursement. Approved via initials by attending board members
2. Call for committee volunteers:

Finance Committee: Current members are Rachel Kelly (leader), Denise Keller, Sandi Aubuchon, and Joanne Moon

Restrictions Committee: Sandi Aubuchon will lead the committee temporarily until Steve Haubenriser has availability. Current members are Steve Haubenriser (leader), Sandi Aubuchon (leader pro tem), Ben Crain, Jim Moon, John Barhydt, Liz Oltjen and Joanne Moon

3. A draft Collection Policy was initially circulated by Sandi Aubuchon and presented. Suggested revisions will be made and recirculated to the board for approval. Once the board has a solid policy, it will be presented to the community for review and approval.
4. The Warhol lot (Lot 23 and 24 Stoney Creek) sold to Larry Hughes & Diana Reardon. The board welcomed them to the Wilderness Trails family.
5. The draft Roles & Responsibilities for the board members have been circulated for review & upon approval will be presented to the community.
6. The timetable for the Halloween festivities on Friday Oct 30th is as follows -
 - Trunk or Treat will begin at 6:30 PM at the dumpsters
 - Hayride at 7:00 PM.
 - Bonfire during the hayride and after
 - Liability waivers will be required for all who participate in the hayride.
 - Look for notification via the community signs

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Financial Report – Rachel Kelly

The Treasurer transition is complete. Many thanks to Aneta for her 10+ years of service and her support throughout the transition.

1. Several financial reports (attached)
 - *Balance Sheet*
 - Current balance = \$117,402.56
 - Past due accounts = \$14,191.41
 - *Profit & Loss for YTD 2020*
 - Shows a loss of \$8,911.02 due to extended road upkeep and repairs for YTD 2020.
 - Outstanding check for federal income taxes = \$25.48
 - *Q3 Distributed Trash/Mowing/Snow Detail*
 - Expenses included on the Q3 homeowner invoice/53 residential homes = \$58.18/resident.
 - *Transaction Detail of Asphalt & Paving and Transaction Detail Other Road Maint - 2016 to current 2020*
 - \$81,830.00 on road repairs
 - \$9466.36 on other road expenses
 - *Jefferson Bank statement:*
 - \$117,425.04 including outstanding \$25.48 check
 - *Reconciliation Summary:*
 - 2020 September Balance sheet is correct
 - 2020 YTD QuickBooks balances with JB statement
 - *Q3 Cash Flow Report:*
 - Q3 detailed deposits and expenses
2. Balance shows outstanding check of \$25.48
3. Quarterly interest charged on all accounts 90 days past due
4. Board approved the transfer of \$80,000 to an interest-bearing money market account.
5. Waste Management bill adjustment for Oct/Nov
 - Trash bills vary monthly dependent on fuel surcharges and other fees
 - New trash contract indexes for inflation by 3% each year of the 3-year term.
 - Lowers monthly rate by ~\$300
 - a. Oct bill did not reflect the new contract rate due to WM invoice sent prior to acceptance of the new contract. Credit will be applied to November bill.
 - b. Nov bill will be “lean” due to October adjustment and lower pricing in new contract.
6. Board to acquire a credit card for recurring bills such as the PO Box; rock load to be paid upon delivery; pre-approved expenses; to reduce reimbursements to individual board members; and provide more accurate tracking of vendor expenses.
7. Per IRS rules, the subdivision is required to file tax paperwork for all non-incorporated vendors who are paid more than \$600 per year. Rachel Kelly is collecting the proper paperwork from our vendors to support this.

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Finance Committee Report – Rachel Kelly

The initial meeting was held on 10/7/2020. (Correction - meeting minutes dated 10/3/2020, correct date was 10/7/2020)

Reconciliation in process for 2016 to YTD 2020

1. Reconciled 2016 QuickBooks (QB) with Jefferson Bank statement
2. Reconciled 2019 QB with Jefferson Bank Statement with \$0.05 off-setting difference. (Most likely due to resident paying with cash.)
3. Reconciled 2020 QB with Jefferson Bank statement
4. Next Steps - Review of distributions

Residents to approve statements for review by committee to ensure quarterly charges equal among all residents.

Please let the board know if you'd like to offer your statement for use in the reconciliation results.

The next Finance Committee meeting is scheduled for Tuesday, October 27th at 6:30 PM at Sandi's house.

Bylaws Committee Report – Sandi Aubuchon

1. The committee has obtained documents from 3 HOA's for comparison and gap analysis.
2. The initial meeting is scheduled for November 4th at 6:30 PM at Sandi's house
3. Liz Oeltjen volunteered to join the Bylaws Committee

Supplementary Report – David Brown

1. Contracted road work is complete.
2. The repair near Feeney's driveway will be arranged between contractor and homeowner.
3. David Brown motioned to withhold 10% of the next invoice, about \$900, until the driveway issue is resolved. Joanne Moon seconded.
4. Rock delivered at bend of Green Valley to control drainage. (Many thanks to Patrick Kelly for moving the rock.)
5. Gravel was spread along Wilderness Road to protect an exposed area.
6. The Wilderness Road culvert at the sharp curve is showing collapse 15 ft from the east side of the road. Landco provided internal pictures revealing 1/3 diameter of the pipe has collapsed.
 - o Bids are being solicited.
 - o Sealed/certified drawings are requested as this is the only way in or out of the subdivision.
 - o A 4 hour road closure will be needed.
 - o A couple options to handle emergencies by going around the work area are being discussed.
 - o Timing of repair possibly Spring 2021
 - o The possible power line work next year may impact the timing of this project.
7. No changes to the Eureka Lawn Care contract for mowing are needed.
8. No changes to the HLS Properties snow/salting contract are anticipated. A new contract has been requested.

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9. Bagwell LLC has offered to obtain a hot tar cart. This would allow the community to possibly save \$\$\$ by using homeowner labor to seal road cracks

Secretary Report – Joanne Moon

1. The new subdivision website is pending approval of the Roles and Responsibilities documents prior to going live.
2. All WTOA documents are stored on a Google drive in the cloud to facilitate the transfer of information from board to board in the future. **If any past board members have documents, please contact Joanne Moon via WildernessTrailsHOA@gmail.com**
3. A homeowner indicated they would rather pay money than participate in the Work-Day effort. During the next voting board meeting, Joanne Moon will ask for approval to collect voluntary donations in lieu of Work-Day participation. Donations to be budgeted for beautification projects and kept separate from the road repair money. These donations could help pay for new plantings and a new rock border around our sign, mulch near the dumpster, or other beautification efforts such as a new sign.

New business

1. Charlotte Miles, speaking as proxy for Aneta Kolb, indicated a desire to start a neighborhood aid committee. This committee would take requests for aid from homeowners and try to find resources in the community that can help. It can be as simple as providing a meal to a neighbor who has suffered a loss, or using a tractor to move rocks to resolve a drainage issue.
2. When neighbors need to contact board members for an urgent issue, the board will include their phone numbers on the WTOA web site.
3. The upcoming snow season was discussed. HLS Properties, LLC service record was complimented. The board can request an additional salt or plow if necessary. Homeowners living on steep roads are included on a call list to contact HLS if immediate salting/plowing is necessary. The board will update the call list.
4. A large item trash container has been requested. Waste Management can provide a container near the dumpsters from a Friday through the week until the following Monday (11 days) for \$510. The board will solicit feedback to determine if there are enough interested homeowners and if they would consider sharing the cost.

Next Meeting Date

Wednesday 11/18/20. Meeting location to be determined. Watch for signs.

Adjournment

The meeting was adjourned by Sandi Aubuchon at 8:31 PM, and seconded by the remaining board members.