

Minutes of the
Walnut Grove Homes Association, Inc.
January 29, 2024 Board Meeting
7 pm via Zoom (Rev. 3/6/24)

Present: Liz Fenster, President; Doug Hyant, Vice President; Nick Brown, Outgoing Treasurer; Charlie Morgan, Social; Laurie Howard, Neighborhood & Block Captain; Danielle Bashirullah, Architectural Control; Kim Grimmer, Outgoing Secretary; Phillip Kent, Secretary; Hayden McCann, Greenways; Meghan Johnson, At Large; Chris Delamater, At Large

Agenda

- Approve December minutes
 - Vote to hold meetings every other month
 - Elect new board members
 - Dues Notice discussion (goal 2/1 mailing, 3/15 due date)
 - Review Board Handbook and best practices
 - Email Set Up and review
 - Greenways Updates: Greenway D outage
 - Communications: Directory advertisers and timeline
 - Social: Easter Egg Hunt
 - ACC (if needed)
 - Open Forum
 - Set April Meeting Date
1. The meeting was called to order at 7:04 p.m. and was recorded.
 2. The meeting started with introductions of those present.
 3. Liz noted a main goal of tonight's meeting was to elect new officers.
 4. A request was made to approve the 12/5/23 WGHA Board meeting minutes. Phillip made a motion to approve the minutes, Doug seconded the motion. No one had any questions about the minutes. A vote was then taken and they were approved unanimously with abstentions from Hayden, Chris, and Meghan.
 5. Liz requested the Board meet every other month (and as needed) in the interest of efficiency. Following a brief discussion, a motion was made by Chris to meet every other month, Charlie seconded the motion, a brief discussion was held following which a vote was taken and the motion was unanimously approved.
 6. Kim noted that the covenants and bylaws are on the website if anyone has questions regarding them.

7. Liz noted the next item is to elect new officers and positions. All present were asked to state what positions they were interested in and note any other activities they were interested in helping with.

Liz is interested in remaining as President although she is willing to give it up if anyone else was interested in doing it. She will also assume the role of Treasurer since Nick was leaving that position, with the assistance of Charlie and Nick, as needed.

Doug is willing to serve as Vice President again. He will assist Liz as needed. He will continue to run the Annual Meeting.

Phillip is willing to serve as Secretary.

Hayden wishes to stay on in the Greenways position either doing it in entirety or sharing it with the help of Charlie if he is willing.

Danielle is willing to stay on as head of the Architectural Control Committee.

Laurie is willing to stay on in the Neighborhood Captain and Block Captains role.

Charlie is willing to stay on as Social Chair with help from other board members. He also is interested in working with Hayden on the Greenway Committee, noting sometimes it is difficult to work with contractors, and he will also assist Liz in handling some of the Treasurer's responsibilities as well.

Meghan is interested the At Large position and assisting with Social.

Chris is interested in the At Large, and assisting with Social and helping with Digital Communications.

Hayden raised the question as to whether more than one office can be held by one person. A general discussion was held regarding this question. Kim noted after checking various documents, there is a restriction on the President and Vice President being the same person, and the President and Secretary being the same person.

A motion was made by Danielle to approve those interested in the various Board positions and was seconded by Laurie. A vote was taken which was unanimously approved with Kim abstaining since he has left the Board.

8. Next on the agenda was the Dues Notice conversation. Nick noted that we are on track to send out the Dues Notice by 2/1/24 and the dues are due on March 15, 2024. Most notices are sent out digitally and a few by paper to roughly 350 households. Charlie asked if it will be clear that there is a \$10 late fee, and Nick responded that he will review the notice to make sure this is included in the mailings. Liz noted there is an electronic payment fee. Currently 4 households have outstanding dues. An ongoing effort is being made to collect outstanding dues and a 10% late fee will be added to outstanding accounts per our bylaws.

Liz will be sending out a notice to the neighborhood that the minutes from the Annual Meeting have been posted on the website, who the new board members are, and that annual dues notifications will be sent out soon.

9. Liz requested board members review the WGHA Board and Officers Handbook regarding best practices. The handbook was created in 2020 and needs to be updated. Board members are encouraged to make suggestions for revisions. A link will be sent to Board members for review and revision or suggestions for revision. Board members are encouraged to review the book in the next few weeks. Board members can make revisions or send suggestions for revisions to Liz.

The is a Calendar of Key Events which tells us when we need to file tax forms, or when dues notices need to go out, and so forth. Liz just reached out to the Department of Financial Institutions but has not heard back from them. It is unclear when both reports to them need to be made; Liz will consult with Kim regarding this and other Calendar of Key Events matters. The Handbook also lists the expectations regarding who are the right people to make these reports, and we need to have a discussion if these expectations are still accurate. A discussion was held regarding problems in the past that the Board has had in filing the required reports in a timely manner. We need to make sure we are filing the required reports in a timely manner and establish procedures to do so.

Charlie asked if we are required to publish an announcement of our monthly meetings under state law? Liz noted we are required to do so and the information is on our website. It was noted that members other than board members are encouraged to participate in Board meetings, and if they wish to do so, they need to contact the Secretary for a link to the Zoom meeting, and information regarding their expected Zoom behavior and etiquette. They cannot speak at Board meetings unless they have an agenda item.

10. Liz noted there are Board email addresses for Board members. Liz will check to make sure everyone is set up to receive the proper notifications relating to their desired involvement in various Board activities. Emails regarding WGHA business can be accessed directly on the WGHA website or through forwarding to another email. It is important emails get saved on a Google drive, which Liz does regularly.
11. A Greenways update was provided by Hayden and Charlie. Information was presented on the Greenway D light post outage. Hayden emailed Beeline electrical to diagnose the problem. Half of the lamp posts need to be painted this year and three need to be replaced, and two faulty sensors need to be replaced. The Committee will audit all 35 lamp posts to see if any additional work is needed. Hayden is looking to replace our current arborist due to price increases, and poor work and communication from our current provider. Hayden and Charlie will investigate other providers. The Board supported Hayden's and Charlie's pursuit of other providers

There was a discussion of watering new trees planted in the greenways and on various blocks. Danielle is working with neighbors to establish a watering routine. There was also a discussion of the need for watering bags for new trees.

Liz asked Hayden about the feasibility of replacing current lighting with solar lights. Hayden will investigate the feasibility of such and report back to the Board.

A discussion was held about the budget for the Greenways Committee.

12. Communications, Directory and advertising: The Board voted to do another paper Directory for 2024. Liz will work on updating the Directory and we need to secure advertisers. The last time the Directory came out it cost about \$1300 to print. We will investigate 2024 printing costs which are anticipated to be higher. Laurie coordinates distribution of the Directory to over 300 homes and will help on updating it and obtaining advertisers. Liz will work with Laurie and Meghan to get it out this spring.

A general discussion was held on the need to recognize advertisers at our annual meeting. We discussed obtaining new advertisers and the need to develop a template about costs, etc. to help with obtaining new advertisers. There was also talk about refreshing our Facebook page.

13. Easter Egg Hunt: Charlie reported that the hunt last year was pretty successful. We plan to use a similar format. In late February and early March Charlie will reach out to those interested in working on this event, including Chris and Meghan, to seek suggestions for improvement and set a date for the event.
14. Architectural Control Committee: Danielle had nothing to address at this time. She mentioned if any people have questions or concerns, to please reach out to her. We typically get around 10 applications per year. We often have questions by potential buyers re fences, etc.
15. Open Forum: There were no other issues to discuss at this time.
16. Our next Board meeting was scheduled for 4/15/24 at 7 p.m. via Zoom. The meeting ended at 8:28 pm.

Respectfully submitted.

Phillip L. Kent, Secretary