

**WOODBIDGE TOWNHOME  
OWNER'S ASSOCIATION, INC**

— MANAGED BY —  
**Courtney & Courtney**

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**Board Meeting Minutes**  
November 20, 2008

**Call to Order**

The special monthly meeting of the BOD was called to order at 5:35pm. Rob Alleger, Cliff Benson, Bob Jones, Helene Knapp and Susie Nulty were present from the Board. The aforementioned constituted a quorum.

**Executive session**

There was discussion regarding current and past legal, financial and homeowner issues.

**Approval of Prior Meeting Minutes**

The October Meeting minutes had been earlier reviewed and accepted at the Annual Meeting by the then existing Board.

**Special Business**

Cliff nominated Rob Alleger as President; Susie seconded. Motion passed.

Bob will continue as Treasurer and Vice President; Cliff as ACC chair; Susie as Maintenance & Pond. Jerry Bruning was selected to chair the Landscape Committee. Further appointments will be announced later.

No committee reports were presented since this was done at the Annual Meeting on November 13th. Discussion and review of existing issues including landscaping, snow removal, water, pond repair options, workmen's compensation, insurance, and existing landscape plan. Susie will get the Landscape plan boards from Charon for Rob and Helene's review.

**New Business**

A new late fee policy was discussed based on Rob's write up. A new late fee charge was adopted and will be sent to C&C for distribution to be effective January 1, 2009.

The "No Solicitation" sign was discussed and the less expensive (vs. the etched wood) metal sign was approved. Mike will be notified about selection.

There will be a December Board meeting on the 18<sup>th</sup> at #26. Mike will ask Chad from Well-Groomed to attend after 5:45pm. [Executive Session 5:30pm-5:45pm] David Finch from H2O will be asked to attend starting at 6:30pm.

Servicing of the one working pond pump was discussed and approved using the remaining pond budget and some funds from the unused contingency fund.

There are currently 25 owners on the e-mail distribution list for use in emergencies and as reminders. All owners are encouraged to participate in the compilation of a Woodbridge email list and to include their tenants if possible. Only messages approved by the Board will utilize this list.

Current Board members were asked to prepare a notebook outlining duties and responsibilities and any information that would be helpful to subsequent holders of their office/committee position. These notebooks will be compiled throughout the next year and made ready for distribution to new Board members in November of 2009.

Rob will look into putting up the holiday decorations that are currently stored in the pond shed.

Two suggestions from Sam G. were reviewed. The 48-hour notice to attend Board meetings was approved. The timing of Board meeting minutes has been placed on hold in order to review the logistics required.

The Annual Meeting minutes were reviewed and with one addition, Rob moved to approve the amended minutes. Second by Cliff. All in favor. The minutes will be sent to Mike at C&C and Sam for web posting.

**Adjournment**

The meeting adjourned at 7:45PM.

The December meeting will be Thursday the 18th at #26 WB at 5:30pm.

Respectfully submitted,

Susie Nulty