

**WOODBIDGE TOWNHOME  
OWNER'S ASSOCIATION, INC**  
[www.woodbridgetownhomes.com](http://www.woodbridgetownhomes.com)

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### Board Meeting Minutes

October 17, 2019

#### Called to Order:

The meeting was called to order at 4:03 pm. Board members present were Susan Scott, Dan Sollee, Bob Jones, Susie Nulty and Jeanine Colburn. Steve Kouri from BSR was present.

**Approval of Prior Meeting Minutes:** The August 2019 minutes were approved as amended.

**Treasurer's Report:** See completed treasurer's report and financial statement online.

#### Action Items from Last Meeting:

1. **Status of hail damage insurance reimbursement**—Alex Parra (from Premier Roofing) reports resolution with the Insurance Carrier is getting closer. The independent adjuster has done a walk through and will review documents and work through discrepancies before determining an appraisal. Additionally, the Carrier has agreed to finalize the reimbursement review for individuals that have already paid for windows, skylights, and solatubes. They said they aim to complete those by the end of next week.
2. The Board reviewed the 2<sup>nd</sup> draft of updated Woodbridge Articles of Incorporation, Bylaws and Declarations. They sent the documents back to the Woodbridge Attorney, Aaron Goodlocke, for final corrections with an understanding that these documents will then be shared with HOA members for review.
3. Outdoor lighting: The underground boring is done and the electrician (Lightening Mobile) will be wiring soon. The Board anticipates completion of outdoor wiring before Thanksgiving.

#### New Items:

1. **Committee for long-term planning for siding replacement.** The Board is expecting at least 3 proposals for new siding. The Board has been learning about stucco and other siding and hopes to have a good information packet for homeowners for decision-making. The Board is still meeting with reputable contractors and hopes to have all of the bids by the time we receive insurance reimbursement and know the budget.
2. Gutters will be cleaned once leaves are fallen from trees. Board voted to approve the proposal from All Year Gutters and Painting.
3. A-1 Concrete is scheduled for Nov 7 and 8 to level uneven surfaces on entryway sidewalks.
4. Some Board activities and approvals are done by email and between meetings. The Board agreed that it is preferred that we take care of business at meetings unless there is an urgent matter.
5. Board voted to approve snow removal contract from Bear Claw for the 2019-2020 winter.
6. Board voted to approve the landscape contract from Bear Claw for 2020.
7. The Board agrees that meeting minutes provide valuable information and are the primary means of communication between the Board and the HOA. However, it is understood that HOA members do not usually look for the minutes on the HOA website. The Board agreed that Steve should send meeting minutes to HOA members by email blast every month in addition to having it posted on the website. Steve will also include a link to the website with instructions on how to access documents.
8. Homeowners should remove hoses from outdoor spickets to prevent frozen pipes.
9. House numbers are required to meet specifications so that the fire department can find homes during an emergency. None of the Woodbridge house numbers are large enough to meet today's standards. The Board will wait until the siding is re-done and then will replace all of the house numbers to meet standards.

#### Old Business:

1. Arborist, SavATree ---removed dead trees, stumps and branches and will walk through with Steve and some Board members next week to determine if work is completed.
2. Bear Claw will blow leaves once they are done falling.
3. Unit 52 and 76 have sunken areas that attract snakes below concrete. Bear Claw will provide a proposal for filling in the soil to raise the level and mitigate the problem.
4. Sewer line scoping deferred until next year.

**Adjournment:** The meeting was adjourned at 5:37 pm. The next regular Board meeting will be December 6, 2019 at 4:00pm at Susan's house Unit # 60.

Respectfully submitted, Jeanine Colburn