

## WHITE BIRCH CIRCLE HOMEOWNER'S ASSOCIATION

### BOARD MEETING APRIL 4, 2022

The White Birch Circle HOA quarterly Board meeting took place at the home of Dwight Morgan. Present were: Lindsey Breeden, President; Sanaa Farran, Treasurer; Stephen Leggett, Facilities Administrator; Dwight Morgan, Secretary.

- **Order/Quorum** – The meeting was called to order at 3:05 PM by President Breeden and a quorum was present.
- **Agenda** – The agenda was approved as proposed.
- **Minutes Approval** – Minutes from the October 18, 2021 Board Meeting, the March 3, 2022 Special Board Meeting and the January 22, 2022 meetings were reviewed and approved.
- **Brush Removal at Carrington Place Wall**

After negotiations with Carrington Place it has been agreed that WBCHOA will pay \$7,000 toward the total of \$23,800 cost to clear brush and trees near the wall between WBC and Carrington Place to allow for pressure washing, repair and painting of the wall. Just today (4/5/2022), we received notice that Carrington Place Mgmt. has approved the brush clearing project. We are currently seeking contractor(s) to perform repairs, pressure washing and painting for WBC. Depending on the completion of Carrington Place's work, it may be necessary to delay WBC's work due to pollen issues.
- **Treasurer Report**
  - The Treasurer reported our current balance is \$30,668.
  - She has been working to organize the existing financial records. It was agreed that she should contact Ann Lang to file WBC tax returns for 2021 and to obtain a cost estimate to perform an audit of existing WBC records. Results of this audit will facilitate accurate transition into the new financial record system.
  - It was agreed that the Treasurer will send bill to Kirby Alton for the Landscaping that was performed at 309 WBC prior to the sale.
- **Facilities Administrator (FA) Report**
  - The Facilities Administrator advised that the person who had been performing maintenance on the pond has passed – we are currently searching for another vendor to perform that task.
  - There was discussion about some downspout-related drainage issues that require correction – Stephen will contact the homeowners of the properties to solicit their cooperation in making necessary corrections.
  - The password for accessing the WBC Homeowner Listing on the WBC website has been compromised – it is being changed to a new password. WBC residents will be notified of the revised password via email in the near future.
- **Architectural Review Committee** – There was one ARC request that was approved by the ARC.
- **Old Business**
  - There was continued discussion about incorporating an 'Administration Fee' for new home owners to cover the costs of changing WBC records and providing WBCHOA documentation to new residents. It was agreed to set the new fee at \$250. The new fee will be incorporated into the By-Laws and the change will be discussed/approved at the next WBCHOA Annual Meeting.
  - The WBCHOA Board position for Vice President continues to be vacant – If you are interested and willing to serve in this capacity, please contact any Board member for more information.
  - The need for a 'Welcoming Committee' persists. The function of this committee would be to welcome new WBC residents, familiarize them with 'The Circle', address questions related to By-Laws, etc. If anyone would like to volunteer to participate, please contact any Board member.
- **New Business** – There was no new business for discussion.
- **Next Board Meeting** – Monday July 18, 2022 at 3:00PM.

Respectfully Submitted,

Dwight D. Morgan, Secretary