

WOODMOOR IMPROVEMENT ASSOCIATION

MINUTES of a SPECIAL MEETING OF THE BOARD
Regarding: Board Reorganization after election

February 23, 2022

EXECUTIVE SESSION – 6:00pm to 6:58pm

1. Call to Order – Brian Bush, President, called the meeting to order at 7:02pm.

Board Members Present: Bush, Bille, Suhr, Gleason, Miller, DePaiva, Cutler, and Thrush

Board Members Absent: Brown

Staff Members Present: Denise Cagliaro (HOA Administrator), Kevin Nielsen (Chief of WPS), Bob Pearsall (ACC/Common Area Administrator), and Matthew Nelson (Covenants/Forestry Administrator).

There were two (2) guests present, including the OCN reporter.

2. Approval of Agenda - Bush asked if there were any changes to the agenda. There were none. Miller made a motion to approve the agenda, seconded by Cutler. The motion carried unanimously.
3. Approval of Minutes – Bush asked if there were any changes to the December 15, 2021 Board meeting minutes or to the January 31, 2022 Annual meeting minutes. There were none. DePaiva made a motion to approve the minutes of the December 15, 2021 Board meeting and the January 31, 2022 Annual meeting. Motion was seconded by Bille. Motion passed unanimously.
4. Owner Comments – None
5. Bush announced that due to the inclement weather on February 2nd, the Board met via Zoom in Executive Session to elect Board members to their respective positions. Bush will remain as President, Bille will remain as Vice President, Brown will remain as Treasurer, and DePaiva will remain as Secretary/Director of Community Outreach. Gleason will remain the Director of WPS, Suhr will remain as Director of the Architectural Control Committee, Ed Miller will become the Director of Forestry, Steve Cutler will remain as Director of Common Areas, and Cindy Thrush will become Director of Covenants.
6. Financial Account Authorizations – A motion was made by Bille to approve the following as signers on the bank accounts. Brian Bush, President; Peter Bille, Vice-President; Connie Brown, Treasurer, and Rick DePaiva, Secretary. The motion was seconded by DePaiva. The motion passed unanimously.
7. Board Meeting Dates/Time – Bille made a motion to set the Board meeting dates and times for 2022 as the fourth Wednesday of each month at 7 pm, with Executive Session starting at 6 pm, with the exception of the November and December meetings, which will be held on Wednesday, November 16th, due to Thanksgiving and Wednesday, December 14th due to the Christmas holiday. Motion was seconded by Miller. Motion passed unanimously.
8. Hearing Meeting Dates/Time – Thrush made a motion to hold the Covenant Hearings on the second Thursday of each month at 6:15 pm, seconded by Bille. The motion passed unanimously.
9. ACC Meeting Dates/Time – Suhr made a motion to approve the 2022 ACC Meeting dates as the second and fourth Tuesday of each month at 7 pm, except December when there is only one meeting, and to appoint the following as committee members: Mark Ponti, Ed Miller, Steve Cutler, John Clark, James Cain, Mike Ehrlich, Charlotte Haeffner, Lisa French, and Jay Wojciechowski. Motion was seconded by Bille. Motion passed unanimously.

10. Suhr made a motion to allow the ACC Administrator, Bob Pearsall, to approve the following in the office without prior ACC approval:
- Certain Miscellaneous Projects for calendar year 2022, as listed in the Project Design Standards Manual, Chapter 5, Section I, on page 16. All other Miscellaneous Projects, Major Modifications, and New Construction projects will still require ACC approval.
 - Compliance fee deposit refunds up to \$500.00 for calendar year 2022. Refund approval will also require the signature of the WIA Manager for processing. All other refund requests will be referred to the ACC for review before approval.
 - Routine Change Orders for all projects. ACC Administrator will reserve the right to refer any Change Order that is deemed to be extensive to the ACC for review before approval.

The motion was seconded by Cutler. The motion passed unanimously.

11. Miller made a motion to delegate to the Director of Forestry the authority to review and approve all tree requests and Firewise lot evaluations, and to appoint the following as committee members: Tom Smith, Eddie Bruck, Lisa Hatfield, and the following are in training: Mark Serby, Ray Wilder, Lisa and Anthony Scott. The motion was seconded by Bille. The motion passed unanimously.

Bush thanked Miller for taking on the Director of Forestry position, especially with his knowledge of forestry. He will be an asset in the position and be able to assist Nelson with the grant, especially due to the increased interest in forestry evaluations, due to the Marshal Fire in Boulder County in December.

At this time the Board proceeded with the normal monthly reports.

12. Vice-President's Report –

Bille had nothing to report at this time.

13. Secretary/Director of Community Outreach Report –

DePaiva had nothing to report at this time.

14. Treasurer's Report –

Bush reported the following, since Brown was absent:

We ended 2021 with a small surplus, which will essentially cover the costs of the recent water main break. WIA is doing well so far in 2022 as well.

15. HOA Administrator's Report –

Cagliaro reported the following:

- The Newsletter article deadline is Monday, February 28th.
- The March Board meeting will be Wednesday, March 23rd.
- We currently have 263 unpaid dues accounts for 2022.

16. Director of Covenant's Report –

Thrush reported the following:

- There were no violations issued in January. There were 6 unfounded complaints. There were 10 HOA checks, with multiple violations resolved prior to closing.
- There were one hearing in January, with a \$100 fine assessed.
- There are no hearings currently scheduled for March.

17. Director of Public Safety's Report –

Gleason reported the following:

- Officer Bobby Perry left WPS in mid-February. He was thanked for his years of service to WPS.
- The replacement for Officer Perry will start training on March 7th.
- WPS encourages everyone that uses Toboggan Hill to please not park on the roadways. If the area gets too crowded, WPS may have to close the hill temporarily.

18. Director of Architectural Control's Report –

Suhr reported the following:

- There were 49 projects approved during January. Thirty-one (31) projects were approved by Bob, and eighteen (18) were approved by the committee. That is a 100% approval.

19. Director of Forestry's Report –

Miller reported the following:

- There were 21 forestry visits in January.
- The Woodmoor SFA-WUI grant is still going well, with 40% of the primary intended recipients in progress or completed. Approximately 18 acres have been fully treated, and another 10+ acres are in progress.
- Recruitment letters to secondary grant targets were mailed January 3, 2022. Secondary targets are those lots that are 2 or 3 lots/houses north or south of the Woodmoor Drive primary targeted area. The goal is to continue to build fuel break continuity. The response has been very good. Thirteen of the twenty-one forestry visits in January were for the grant.
- The third reimbursement packet was funded, and all residents submitted in that packet have now been reimbursed.
- Chipping Days will be June 25 and 26, as well as July 30 and 31. WIA will no longer unload your vehicle for you.

20. Director of Common Area's Report –

Cutler reported the following:

- Contracts for lawn mowing and maintenance in 2022 have been solicited from our contractors. It is anticipated that these contracts will be finalized and approved by March 2022.
- Contracts for Common Area mowing and noxious weed spraying have been received by the Administrator. There has been no pricing increases for either mowing or noxious weed spraying in Common Areas for 2022.

21. President's Report –

Bush reported the following:

- Bush thanked the Board and staff for helping with the set-up and clean-up at the Annual meeting.
- He reminded residents to please put their trash cans out on trash day, not prior to, and to promptly move your cans back to your garage or storage area at the end of trash day.
- He also reminded residents that WIA installed dog waste stations last year, and WIA appreciates those residents that utilize them. He encourages more residents to use them, or to at least carry waste bags with you and pick up after your pets.

Old Business

There was no Old Business.

New Business

Gleason went over the proposed changes to the Rule for Open Fires. The new rule is proposed as follows:

F. FIRES

Open Burning is not allowed in Woodmoor under any circumstances. Open burning includes the combustion of any matter which is not fully contained within a fire pit (with spark arrestor in place), outdoor fireplace, or stationary barbeque as described below.

Recreational Fires are generally permitted in Woodmoor. Recreational fires may be conducted using an enclosed fire pit, outdoor fireplace, or chiminea. Each of these devices must have a spark arrestor in place, either directly above the fuel or at the top of the chimney. Fire pits not purchased from a commercial retail store must be

approved by the Tri-Lakes Monument Fire Protection District Fire Marshal prior to use. The following requirements pertain to recreational fires:

1. Recreational fires are not permitted when Red Flag Warnings have been issued by the National Weather Service, when the El Paso County Sheriff has implemented a burn ban which forbids ignition of such fires, or when sustained or gusty winds make the activity unsafe.
2. The location of the fire pit, outdoor fireplace, or chiminea must be a minimum of 25-ft from combustible construction including homes, sheds, and any other structures.
3. All combustible vegetation (leaves, dead grass, pine needles, etc.) must be cleared within 5-ft in all directions of the fire pit.
4. The container used must be constructed of non-combustible material (steel, concrete, stone, etc.) and must be fully enclosed on all sides with no gaps.
5. A spark arrestor (screen) constructed of woven or welded 12-gauge wire and with openings no larger than ¼-inch must be in place and cover the entire fuel area from side to side.
6. A minimum of 1 extinguishment source must be present at all times from ignition to full extinguishment of the fire. Appropriate extinguishment sources include a pressurized water hose, a fully charged fire extinguisher (minimum 4A rating), a 5-gal bucket of water, or a 5-gal bucket of sand/dirt.
7. The fire must be constantly attended by a responsible adult who is capable of calling 911 in the event of an emergency.
8. The maximum size of the fuel pile shall not exceed 3-ft in diameter and 2-ft in height.
9. Flame height shall not exceed 4-ft when measured from the base of the fuel pile.
10. Permissible fuels include firewood, logs under 3-ft in length, and manufactured "fire logs" that are commercially available. **Burning of slash, trash, gasoline (or other flammable liquids) and any hazardous material is prohibited. Slash includes vegetation, pine needles, pinecones, small branches, and similar debris.**

Motion: Bille made a motion to adopt the new rule, seconded by Miller. The motion passed unanimously.

The meeting adjourned at 7:25 pm.

Rick DePaiva, Secretary

Date