

Winslow Farm Community Association, Inc.
Board of Directors Meeting
Tuesday, April 12, 2022
Via Zoom

Board Members Present: Sandy Martin (President), Ted Boardman (Vice-President, Secretary), Anita Douglas (Treasurer), Joan Freeman, Michael Dalton and Sharon Dalton (Pegasus Property management)

- I. Call to Order: 6:00 p.m.

- II. Minutes - A motion was made to approve the Feb. 22 meeting minutes as written.
MOTION – Ted Boardman SECOND - Anita Douglas PASSED
 - a. External Requests for Alteration
 - i. Angelo fence request. Sandy said he has altered his request to make it a four-foot fence with a two-foot lattice making it a six-foot fence. Ted asked why we are considering approving a fence alteration that must be removed when the home is sold. Sandy said this is to comply with the covenant's requirement that fences be no taller than four feet. Ted asked do we know if the neighbor objects? Anita said neighbors had not previously been consulted for similar requests.
MOTION — Joan freeman. SECOND — Anita Douglas. PASSED
 - ii. Brown request to paint his front door and shutters.
MOTION — Joan freeman SECOND — Anita Douglas. PASSED

- III. Financials – Michael reported Pegasus Properties prepared the first-quarter financial report, which he displayed on the screen. The report looked similar to our previous reports and had the addition of a PayPal account under current assets. He asked whether he should mention homeowner names who have overdue payments in the board meeting and the consensus was to omit specific homeowner names. No motion was made to approve the financials.

- IV. Old Business
 - a. Information request from a homeowner regarding financials — Michael reported the homeowner has not yet scheduled a time to come into the office to complete their review.
 - b. Homeowner stone retaining Wall Inquiry. — Sandy asked if Sharon had contacted the homeowners about the retaining wall? Sharron will check to verify the homeowner was contacted.
 - c. Power washing discount. — Sharon reported that she could not find a company that provided a discount except for homes right next to each other. They will double-check this.

- d. Discussion of Laurelwood private property maintenance issues — Sharron said that the landscaper checked with the city and the area in question with fallen trees is in a nature conservancy area. Joan said WFCA did pay to have vines removed, bushes trimmed, removed an unsightly bush but has not done pressure washing. Michael said he now has a good email contact for the owner and wants to wait for her response before doing additional work. Sandy reported she was told her father is the actual owner and not the person we have been contacting. Michael said he will find out if we have been communicating with the actual property owner. Ted asked if the attorney has confirmed we have the authority to conduct work on private homeowner property. Joan said the attorney initially said we did but did so without reviewing the WFCA CCRs.
- e. Sandy reported we recently had three people communicating with our attorney. This is problematic and can cause confusion or additional cost. She recommended that Pegasus Properties should be the one to contact vendors unless someone else is specifically asked to do so.
- f. Sandy provided a summary of the non-action board meeting “brain-storming” session. The following topics were discussed.
 - i. Having a designated parliamentarian at the annual meeting.
 - ii. Enhance communication, more homeowner emails
 - iii. A schedule for focusing on particular neighborhoods at upcoming board meetings.
 - iv. Outreach to get neighborhood liaisons for better communication with the WFCA board.
 - 1. Ted asked about the architectural committees, which are specified on the covenants for each neighborhood that does not have an HOA, compared with requesting people be liaisons. Sandy said she did not think people want to be responsible for making decisions for the neighborhood, but would be willing to provide input. Joan said 66% approval is required to appoint a homeowner to the committee and that is not likely to happen. Anita suggested it may be that Laurelwood might want to work toward updating their CCRs and could make changes to how the committee is appointed, as well as update the color scheme.
 - v. We currently have no color specifications for Laurelwood.
 - vi. Being proactive about giving standards out so people don’t have to be told after the fact they violated
 - vii. Board email communication
- g. Pond Maintenance — Ted and Michael tried to find if there was a service provider that could either provide better algae and invasive plant control, or service at a lower cost. He identified two other companies.
 - i. Jones Fish Lake Management could provide the same type and frequency of service as Aquatic Control for less than half of the cost. If we wanted to continue using copper sulfate algaecide and optionally food-

grade dye, this company would be a reputable and less expensive option.

- ii. Eco-Systems, Inc. proposed a hybrid approach that uses bacteria treatment to dissolve the material that encourages algae growth, as well as directly eating algae. For severe algae blooms lasting more than 5 days, surface algaecide would be used. The goal is to use it as little as necessary as it hampers the enzymes. Beyond controlling algae, this would improve the water ecosystem and gradually dissolve layers of muck that have been accumulating.
- iii. Because it was important to start treatment on schedule, Ted made a motion via email on March 31 that we accept the proposal from Eco-Systems, Inc. for \$6,920 to use a biological approach for algae control in 2022.

MOTION — Ted Boardman SECOND — Sandy Martin PASSED

- h. Digital Information Update — Ted said rather than creating a video, he will post an article with brief instructions on how to limit how NextDoor communicates with individuals in Winslow Farm. Sandy mentioned the external request form has been posted on the website. Ted said he would post information provided by Eco-Systems, Inc. with details about the algae treatment program on the website.
- i. Board Vacancy — Four homeowners have expressed interested in the open board position. Interview questions were developed so each individual could be asked the same questions. With multiple individuals applying, some method was needed to select one to appoint. Interviews will be conducted via Zoom.
- j. Common Area Landscaping, “Eyebrow” tree planting — Joan recapped and said Nature’s Link said the landscape island may only support two trees rather than three, and that is what Mary Beth Price was told in December. But Joan also said the new board would revisit in the spring. Mary Beth Price expressed concern that the tree that was planted with burlap and wire around the root ball. She also felt they scalped the ground around the curb so it was bare earth and have not weeded well, leaving “wild onions.” She moved here in 2005 and felt it used to be a beautiful landscape island and it has not been maintained well.

V. New Business

- a. Gazebo Vandalism — Michael reported Pegasus Properties has asked B&L to complete a repair of several broken spindles.
- b. Sidewalk erosion in a small section along Wylie Farm Road near pond 4. Sandy said someone needs to look at it. Reporting it to the city was discussed as an option to explore.
- c. Scheduling for joint HOA board meeting, and setting specific neighborhoods as topics at upcoming board meetings — Anita motioned over the next several months, we set up individual targeted conversations with the different neighborhoods and do one each month. Later in the year, we will have our joint

board meeting with Moss Creek and Moss Creek Village, and another joint board meeting with the Bayberry HOA. and that we adopt Sandy's calendar for our meetings with the homeowner neighborhood groups over the next several months.

MOTION — Anita Douglas SECOND — Sandy Martin PASSED

- d. Private Property Maintenance Complaint Process — Sandy has drafted a proposal that specifies how the WFCA Board could respond to complaints about private property maintenance violations. She would like our attorney to review and approve it. After discussion, Sandy tabled taking action at this meeting on this.
- e. Spring Newsletter — Sandy asked board members and homeowners to send her suggestions for items that should be included in a printed and mailed newsletter to be sent out in May.
- f. Fiber Optic Internet Deployment — There are concerns that some owners have about the state their yard is in after work has been done. Sandy wondered if an online petition that could be forwarded to AT&T might get a response. She had not received a response in over a week to her request for information. Joan said she had a good contact with the board of public works and she would reach out to them. Sandy suggested our city council representative might be a good contact to get a response.

VI. Board Member Comments

- a. Ted said he ran our CCR documents through Acrobat Pro to make them searchable and accessible to people who use screen readers. He will post them on the website and this will help anyone who wants to do a text search in the documents to find something specific.

VII. Homeowner Comments - Comments were made regarding how to contact board members or neighborhood architectural committee members. Pegasus Properties will forward items from homeowners, and work with Ted and Sandy to investigate setting up email addresses for board members.

VIII. Adjournment – A motion to adjourn was made at 7:39 p.m.

MOTION – Ted Boardman SECOND - Sandy Martin. Passed

From: Ted Boardman
Subject: MOTION - Algae control contract for 2022
Date: March 31, 2022 at 3:47 PM
To: Sandy Martin, Anita Douglas, Joan Freeman
Cc: Pegasus Properties

[...] >>> MOTION: We accept the proposal from Eco-Systems, Inc. for \$6,920 to use a biological approach for algae control in 2022. <<<

Following section 3.11 of our Bylaws, as amended, if we wish to proceed with voting on this motion, each of you will need to provide written consent to the motion and sign that.

“Section 3.11. Informal Action of Directors. Action taken by a majority of the Directors without a meeting is nevertheless Board action if written consent to the action in question is signed by all of the Directors and filed with the minutes of the proceeding of the Board, whether done before or after the action is taken.” [...]

—Ted Boardman
VP and Secretary, WFCA

From: Sandy Martin
Subject: Re: MOTION - Algae control contract for 2022
Date: March 31, 2022 at 9:01 PM
To: Ted Boardman, Anita Douglas, Joan Freeman
Cc: Pegasus Properties

I assume you need a second to your motion. I second your recommendation: "We accept the proposal from Eco-Systems, Inc. for \$6,920 to use a biological approach for algae control in 2022"

Now that there is a second, I do have a question about how you have stated the recommendation. As stated it appears to limit the application to a "biological approach". and it would seem to prevent the chemical treatment to address the algae bloom issue. Is this what you meant to state or should it be amended to provide for the chemical treatment as needed to abate algae bloom?

I would recommend an addendum or clarification.

Sandy

From: Anita Douglas
Subject: Re: MOTION - Algae control contract for 2022
Date: April1,2022at10:45AM

To: Ted Boardman
Cc: Sandy Martin, Joan Freeman, Pegasus Properties

I would support moving forward with contract with Eco-Systems.
I consent to voting on this contract outside of our regular board meeting.

Anita Douglas

From: Joan Freeman
Subject: Re: MOTION - Algae control contract for 2022
Date: April 1, 2022 at 11:31 AM
To: Ted Boardman, Anita Douglas
Cc: Sandy Martin, Pegasus Properties

Eco-Systems is ok with me. I did note you said they would additionally chemically treat any acute algae blooms which occur despite their biological treatment.

I would also note that the "muck" is not only organic material, but inorganic sediment - mud which has washed into the pond system over many years (a few feet of it in some cases) and would absolutely not be affected by any "biological treatment" whatsoever - unfortunately....

Joan Freeman

From: Sandy Martin
Subject: Re: MOTION - Algae control contract for 2022
Date: April 1, 2022 at 8:15 PM To: tedboardman@yahoo.com

I would have felt more comfortable with the more inclusive statement, but I can accept your explanation that it is a motion to accept the contract and it does include algicide in the contract.

You have a vote of approval. What do you propose that is needed next?

S

-----Original Message-----

From: Ted Boardman
To: Sandy Martin
Cc: Anita Douglas, Joan Freeman, Pegasus Properties
Sent: Fri, Apr 1, 2022 2:56 pm
Subject: Re: MOTION - Algae control contract for 2022

Sandy,

I also consent, and vote yes on the motion.

I used the wording from his proposal as far as “biological approach” and did not modify his proposal to exclude the use of algaecide when needed. The motion also says to accept his proposal, which includes use of algaecide if needed. So, it’s in the contract. Does that address your question/concern?

—Ted

Ted Boardman

Secretary
Approved
May 10, 2020