

**WUOA Board Meeting  
Via Conference Call  
Wednesday, November 30, 2009  
3:30 PM**

**Present:**

Dwayne Porter  
Debbie Corcoran  
Mary Cox  
Laurie Pate  
Kendall Messer

**Open Session:**

Dwayne Porter, president, called the meeting to order at 3:32PM, and a quorum was established.

The minutes from the Executive Board meeting held on November 16, 2009 were approved.

*Vote: Yes 5 Unanimous*

**Updates**

**Phones:** Debbie is waiting to hear from the company doing the recording. You can now dial straight through to a condo, if you know the extension. The new recording will have an option to hear all the extensions.

**Sign Out Front:** An email was sent to Board members today, showing the stone to be used for the sign at the entry to the parking lot. Mary will follow up to be sure the lettering will show up well. The name, website, and phone number will be on the sign.

**Game Room and Storage Room:** Brigitte Morgan is meeting with the game people to see how many games will fit in the room. The Board decided to grant her request of using a portion of the storage room for 'overflow' items, such as drinks, as long as there is enough room, since the Board will be storing boxes of old records in this room.

**Maintenance Allowance:** Debbie sent via email a summary sheet, showing amounts paid for maintenance. It is under budget.

**Parking Lot/Safety Issue:**

*Discussion:* Concern was raised by an owner that the ditch that was dug in front of the flower bed could be a safety issue. People might step into the ditch or pull their cars into it. Dwayne noticed that it was most pronounced at the end of E Building. The ditch was dug and left open, according to the original plan by the drainage engineer. Kendall pointed out that the area of most concern (poor drainage) under the breezeway to E Building and at the stairwells, have had nothing done to them to alleviate the problem. Laurie suggested that berms be added in the parking lot to divert the water before it reaches that area.

*Decision:* Kendall will try to meet with Jean on Friday, and will get the work done next week, correcting the problems stated.

## **Cable Questioned in Owner's Unit**

The cable in question was an electrical cord that was run into Unit E101 and was closed in the door. It was stated that the purpose was to plug in a fan under the building in order to dry out the crawl space under that unit. It was stated that Keith talked to Sheila about it.

## **Signage Policy**

*Motion:* Made by Laurie (originally sent via email, based on discussion following proposal presented at the Nov. 16 meeting)

All present signs will be removed. The only signs, other than ones displaying the name (Winterhaven Condos) and the web address, will be enclosed in a case outside the lodge entrance. Spaces (4"x6") will be sold to those who wish to post their rentals or sales of condos for a fee of \$50 per year. The Executive Board will approve submitted postings, and the Condo Facilitator will be in charge of placing and removing postings, as well as overseeing removal of any signs that are placed, not in accordance with this policy.

The following exceptions will be made:

- 1) Brigitte Morgan will be allowed to post signs at the ends of D and E buildings in accordance with the contract signed for the restaurant.
- 2) Since Raleigh Real Estate is leasing office space in the lodge, they may post signs on the windows of the leased office area inside the entry to the lodge, with the approval of the Board.
- 3) Signs required by law or for safety will be allowed.

*Discussion:* Board members think that no fees should be charged at this time for the signs placed in the case. The person placing the signs will be someone appointed by the Board. All signs need to be approved in advance by the Board.

*Revised Motion:* All present signs will be removed. The only signs, other than ones displaying the name (Winterhaven Condos) and the web address, will be enclosed in a case outside the lodge entrance. The Executive Board will approve submitted postings, and a person appointed by the Board will be in charge of placing and removing postings, as well as overseeing removal of any signs that are placed, not in accordance with this policy. All signs must be approved in advance by the Executive Board.

The following exceptions will be made:

- 4) Brigitte Morgan will be allowed to post signs at the ends of D and E buildings in accordance with the contract signed for the restaurant.
- 5) Since Raleigh Real Estate is leasing office space in the lodge, they may post signs on the window of the leased office inside the entry to the lodge.
- 6) Signs required by law or for safety will be allowed.

*Vote: Yes 5 Unanimous*

*Decision:* Laurie, as secretary, was requested to send an email, notifying owners of the new policy. Anyone with signs must remove them by a deadline of Dec. 10. The Board will ask Jean Natz and/or Sheila Norman to remove any signs still in place after Dec. 10 and to place and change the signs in the case, which will be ordered by Laurie.

### **Repair Policy/Legal Advice**

*Discussion:* Mary said that the attorney she consulted said that policies, such as, Air Conditioning, Conflict of Interest, and Repair should be in the By-Laws. In the meantime, decisions should be made by agreement of the Board. Mary said the Board needs to have a long-range plan (1-3, or 2-5 years) to resolve repair issues, such as plumbing. An estimate of \$348,000 was given earlier for replacement of polybutelene pipes. Mary thinks it shouldn't be that high. Kendall stated that it is very difficult and expensive to get fittings for the old pipes, and he feels we need new pipes. Laurie was asked to redo the Repair Policy, leaving out who will pay for it. Debbie and Dana Corcoran have replaced the pipes in their units, and she estimates the material for the pipes in the wall between the kitchen and the bathroom to be \$500. Mary will find out what the Benges paid to have their pipes replaced.

*Decision:* The Board will ask Keith Mains to give an estimate and maybe do one unit to see how big of a problem it will be to replace the pipes. If the cost is high, it could be split 50/50 with owners.

### **Plumbing/Electrical Policy**

*Discussion/Decision:* We need to ask the county building inspector the following: 1) permits are needed for what? and 2) what needs to be inspected? Dwayne stated he would get the information, then found a website during the meeting. He forwarded it to Board members.

### **Closed Session:**

### **Progress on Outstanding Fees**

*Discussion:* The bookkeeper will call any unit owner who is behind on paying dues, as a reminder. He will call the unit owner who is several months behind before filing a lien.

### **Facilitator Salary**

*Motion:* Made by Dwayne

The salary of the Association's Facilitator should be raised to \$12 per hour, effective December 1, 2009.

*Discussion:* Board members consider our Facilitator to be a very valuable asset to the Association and needs to be compensated.

*Vote:* Yes 5 Unanimous

### **Legal Advice**

*Discussion/Decision:* Legal advice of an attorney licensed in West Virginia is needed concerning commercial activity and whether or not the Board is in violation of its office lease with a rental entity. It was pointed out that there is nothing in the contract concerning the questions raised by the rental entity that has contracted to lease office space. It was decided that Laurie, as secretary, would phone the person whom the Board is questioning about commercial activity and let her know they are appreciative of her being 'up front' about her intention of doing some laundry for her rental clients in her unit. However, since it could possibly be construed as commercial

activity, the Board has determined that the best resolution (keeping it fair to all involved) would be to have her do the laundry off site. An answer will be requested by December 10, concerning her plans. An answer via email will be acceptable.

**Open Session Issue: Newsletter to Owners** (added to agenda)

Dwayne stated that he will write a letter to owners. Laurie said she was planning to send a newsletter in the near future, but she would be glad to have Dwayne do it instead. The newsletter will be sent via email, and a notice will be placed on the *Owners' Page* of the website, stating that if anyone wants future information by regular mail, they need to notify the Board. In the future, all information will be sent via email. Board members were asked to send blurbs, if they wished something to be included in the newsletter.

The next Board meeting will take place via conference call on Monday, December 14, at 3:00 PM.

The meeting was adjourned at 5:38 PM.

Respectfully submitted,  
Laurie Pate  
Secretary, WUOA