

**WILLOWBROOK  
HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 23, 2006**

The regularly scheduled meeting of the Willowbrook Board of Directors was held Tuesday, May 23, 2006, at the Wilderdest Commercial Center. Directors present were Don Hobrock, Howard Hallman, Jim Anderson, Betty Steilow, Mary Kay Rachwalski and Lanelle Barnett. Present from Wilderdest [WPM] were Audrey Taylor, HOA Liaison, and Tony Snyder, Owner. Also present was homeowner, Tanya Shadduck. The meeting was called to order at 1:00 P.M.

**APPROVAL OF MINUTES**

**RESOLUTION: UPON MOTION MADE, DULY SECONDED AND PASSED UNANIMOUSLY,  
IT WAS RESOLVED TO APPROVE THE MARCH 28, 2006, MINUTES AS WRITTEN.**

**GUEST CONCERNS**

**WM Overbilling/Services**

Tony Snyder discussed the increased monthly billing by Waste Management for the last half of December, January, February and March. He reported that Wilderdest personnel did not "catch" the unauthorized increase indicated on a sheet that was sent to WPM to verify the Waste Management [WM] winter collection schedule. Waste Management reduced the billing by approximately \$2,000, but stated that further reduction was not possible since WM costs to provide the service were those represented in the billing.

The Willowbrook Board was asked to determine what amount, if any, it was willing to absorb of the overrun. It was noted that Wilderdest had obtained reduced rates for Willowbrook every year and had also obtained a credit for over-billing three years ago. Waste Management did not refund the difference, but provided free trash collection until the over-billing amount was fully absorbed [approximately \$30,000]. Even though the contract stated that WM would credit no more than 2 years of billing errors, WM credited 4 years in order to maintain the WPM relationship.

The Board stated that the matter would be discussed in executive session and the determination would be reported to Wilderdest.\*

**Architectural Control**

An Owner brought her architectural control application before the Board with her sample of materials. Question was raised regarding her choice of deck design materials. The Board opted to table approval until a decision could be made of whether the materials conformed with the guidelines; the owner stated that a different design/material selection would be considered. \*\*

The Board indicated that there is intention to update the architectural guidelines.

## **FINANCIAL**

The April financials were discussed. The Balance Sheet reflected that the Operating Account's balance was \$46,454.06 and the Reserve Account's balance was \$39,192.58. The balance of the Required Reserve was \$15,028.41.

Operating income exceeded expenses by \$2,176.66 in April, but expenses have exceeded income by \$6,568.01 year-to-date. As of April, there had been no Reserve expenses this fiscal year.

WPM was directed to call the owners who are delinquent in payment of dues.

## **OTHER MATTERS**

Per the direction of the membership at the Annual Meeting, the Board is continuing its Covenant review. Under consideration is managing parking, snow storage/expenses, architectural control and establishing neighborhood appearance standards. [Condition, yard/dwelling maintenance, vehicle parking/repair, etc guidelines] \*\*\*

## **ADJOURNMENT**

The meeting adjourned to Executive Session at 2:40 P.M.

## **ACTIONS RESULTING FROM THE EXECUTIVE SESSION [Wildernest not in attendance]**

\* "The board vote to accept the extra pickup which occurred during the Christmas Holidays since an extra pickup is our usual procedure. The Board requested that either Wildernest or Waste Management pay for the three times a week pickup since this was a mistake by one or both companies and not by the Homeowners Association. As part of the current over-billing review, the Board reviewed the Accounts Payable Procedures used by the Wildernest staff. Consequently, the Board requested that all future Willowbrook bills be reviewed and approved by Lanelle Barnett, treasurer [Betty Steilow is the designated alternate for this review/approval when Lanelle is not available.] A letter was sent to Wildernest reflecting the decisions noted in this paragraph.

\*\* "The design was approved after the review."

\*\*\* "The Board scheduled another regular meeting for June 12, 2006 because of the increased work load."

# **Action List**

<b>Action Item</b>	<b>Person Responsible</b>	<b>Status</b>
<b>Send Notice – delinquent mail box holders have 15 days to pay or are subject to mail service being discontinued</b>	<b>Jen</b>	
<b>Call all delinquent owners</b>	<b>Jen</b>	
<b>Fax copy of the tax return to Lanelle Barnett.</b>	<b>Patti</b>	

<b>Call Sherri Hastings – 1612 C to verify her address</b>	<b>Jen</b>	
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