**MEETING MINUTES FOR**

Woodtrace HOA Board Meeting

1. **MEETING DETAILS**

Meeting Facilitator: Jennifer Griggs, Board Member

Secretary: Daniel Leyden

Date: [01/11/2024] Time: 6:00 p.m.

Location: 210 Elmwood Blvd

1. **EXECUTIVE BOARD ATTENDEES**.

Kenny Thompson, Incoming Member

Nikki Shipe, Vice President

Daniel Leyden, Secretary

Brandy Harper, Treasurer

Jennifer Griggs, At Large

1. **EXECUTIVE BOARD ABSENCES**.

None

IV. ESTABLISHMENT OF 2024 BOARD POSITIONS

1. Bradley Bardon has been removed from the 2024 Board
2. Kenny Thompson has been voted on to the 2024 Board
3. Board Positions for 2024 will be as follows:
	1. Jennifer Griggs, President
	2. Nikki Shipe, Vice President
	3. Brandy Harper, Treasurer
	4. Daniel Leyden, Secretary
	5. Kenny Thompson, At-Large Member

V. EXISTING BUSINESS/DISCUSSION

1. Jenn will ensure all Board members are added to the WoodtraceHOA Gmail account.
2. Board members will review HOA’s relationship with Prime Financial and ensure that we are using the full capability of the company.
3. McCabe and Trotter are the Attorneys for the HOA
	1. Large SC State HOA Firm
4. Board members familiarize with By-Laws and Covenants
5. Nikki provided update on ground maintenance and tree clean-up
	1. Board is investing large amounts to maintain the health and appearance of trees in the common areas.
	2. Nice N’ Neat is the landscaping company who comes to the neighborhood every 2 week, year around.
	3. We need inspect where the utility companies were installing fiber optic and ensure not damage is done.
6. Overview of Committees
	1. Beautification - Nikki
	2. Hospitality - Brandy
	3. Architectural - Jennifer
	4. Nominations - Kenny
7. Memorial Bench/Library Update
	1. Bench is assembled; awaiting plaque to be added.
	2. Once the location and foundation of the bench and library is finalized, we can begin to plan the installation and dedication.
	3. Girl Scouts will plan on still constructing the library.

VI. BUDGET UPDATE - BRANDY

1. Approx. $29k owed in HOA fees by home and property owners.
2. $7,057 in Checking
3. ~$8,000 in Savings
4. Conversation about saving on paper product costs from Prime Financial for mailings and etc.
5. Receipts from landscaping - $11,150 for 2023
6. Clarify board’s fiscal year with Prime to ensure fluency.
7. Potential requotes on expenditures, insurance, landscaping, etc.

V. Next meeting scheduled for Wednesday February 7, 2024 at 6:00p.m.

VI. ADJOURNMENT

1. Adjourn: 7:30 p.m.

Minutes submitted by: DFL Print Name: Daniel F. Leyden

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_