



**Woodlake Crossing Homes Association**  
**Board of Directors Monthly Meeting Minutes**  
**May 11, 2023**

1. **Call to Order:** The Woodlake Crossing Homes Association monthly Board of Directors (BOD) meeting convened at 6:30pm. The meeting was held at the Poquoson Library.
  - a. **Personnel in attendance:**
    - i. Patrick Forys, President
    - ii. Rick Thompson, Vice-President
    - iii. Dianne Brynildsen, Treasurer
    - iv. Steve Murabito, Member-at-Large
    - v. Martha Steppe, Covenants Compliance Committee
    - vi. Angela Hurst, Victory Community Management
    - vii. Sarah Knaub, Communications Coordinator / Association Manager
  - b. **Personnel Absent:** Genny Barnett, Secretary
  - c. **Homeowners in attendance:** No homeowners attended the meeting.
2. **Homeowner Forum:** A suggestion was made to place information about the local noise ordinance and a request to homeowners to be conscious of their barking dogs in the next newsletter.
3. **Approval of Minutes:** Ms. Brynildsen made a motion, which was seconded and unanimously approved to approve the minutes from the April 20, 2023 board meeting.
4. **Committee Reports**
  - a. **Communications Coordinator Report:** Ms. Knaub reported there were 15 homes in Woodlake and 14 homes in Meadowlake Farms that participated in the spring yard sale. A homeowner poll will be taken to determine interest in arranging just one community yard sale per year.
  - b. **Social Committee Report:** Ms. Brynildsen discussed possible upcoming social activities. Possible messages for the current message boards were discussed.
  - c. **Grounds Report:** Ms. Knaub reported on the status of several maintenance issues at the park.
  - d. **Stormwater Committee Report:** Mr. Thompson reported the lake level is currently at the desired level, but that a pipe needs to be cleaned out. He also asked that the landscape contractor be asked to remove leaves and debris from the lake outflow area. The sluicagate will be opened the next time a significant storm is predicted and will be left open for the remainder of hurricane season.

- e. **ARC Report:** There have been four (4) ARC requests approved since the last meeting.
    - i. **603 Lakeland Cres.** – detached garage
    - ii. **702 Lake Dale Way** – shed, widen driveway and pave apron
    - iii. **104 Elm Lake Way** – detached garage
    - iv. **103 S Fern Cove Ct** – addition (conditional approval, awaiting final plans)
  
  - f. **Covenants Compliance Report:** Ms. Knaub reported the summary report from the last inspection was sent to the board via email. Mold on siding continues to be a prevalent issue.
  
  - g. **Treasurer's Report:** The board reviewed the April Treasurer's Report. Ms. Knaub reported 98% of annual assessments have been paid.
5. **Old Business**
- a. **Message Boards:** Ms. Knaub and Ms. Hurst presented message board and letter examples for the Board to consider. Mr. Forys made a motion, which was seconded and unanimously approved to purchase two new black message boards to replace the current message boards at the entryways. The purchase will be made from the Association's reserve fund.
  
  - b. **White Brick Walls:** Ms. Knaub reported that she had two quotes and would send them out to board members for their comment and review.
6. **New Business:** There was no new business.
7. **Executive Session:** Mr. Forys made a motion, which was approved, to enter into executive session at 6:57 pm to discuss continued violation of the WCHA covenants by a homeowner. At 7:20 pm, the board exited executive session and Mr. Forys made a motion, which was approved, to request additional information from the Association's legal counsel.
8. **Adjournment:** The meeting adjourned at 7:45 pm. The next meeting will be held June 8, 2023 at 6:30 pm. The location is TBD.

*Minutes provided by Victory Community Management, Inc.*