



## **Woodhaven-Edgemont Homeowners Association**

### **February 8, 2021, Decisions/Actions**

#### **2. Board vacancies:**

- Potential candidate attended to get a feel for the position, others had been invited as well

#### **3. Communications Committee Policy:**

Following discussion and amendments to the motions, the following is the text of the main resolution as passed: RESOLVED that the following Communications Policy be adopted:

Further to the establishment of the Communications Committee by resolution on February 3, 2020, the Committee puts forward the following Policy and Procedures for its work, to be ratified by the Board. While the establishment of the Committee can be deemed to encapsulate Board Policy in that the Board's intent was to ensure appropriate mechanisms exist to support effective communication with the homeowners, the following policy has been drafted to provide greater clarity.

#### **Policy Statement:**

The Communications Committee will use the various means at its disposal to establish and ensure ongoing and appropriate communications between the HOA Board, the Community Members and homeowners, and other stakeholders.

More specifically, the purpose of the Policy is to:

- Ensure that Owner/Members as a group are informed as to the priorities and objectives of the HOA, and as to the progress of the Board of Directors in implementing such objectives;
- Provide informational materials to Owner/Members as a group as to how to access information regarding the status of their fees, and related matters including payment options and changes in ownership;
- Seek input, feedback, and commentaries from Owner/Members through various means to guide and inform the Board as appropriate;
- Provide feedback from the Board on matters of common interest, and in response to queries from the Owners/Members, as appropriate; and to
- Assist members of the Executive, as well as the Chairs of various Committees and Directors at large, in the preparation of communications to Owner/Members.

#### **4. Financial Matters**

- Financial reports reviewed
- Audit progress, should be available for next meeting (March)
- First collection notice sent to homeowners with arrears

#### **5. Yardi Implementation**

- Software reviewed in anticipation of use by HOA

6. 2021 Landscaping Program
  - a. City Liaison Committee  
Approval requested of City for landscaping program, expect that a contract with HOA may be coming
  - b. Standing Maintenance Committee  
Rough estimate received from a contractor, in excess of the budgeted \$20k.
  - c. Beautification Design Committee  
Committee meeting pending.
7. AGM
  - Materials (notice, agenda, proxy) to be prepared with a service of notice date set for March 15, 2021
  - President's letter to be prepared, and organizing committee to work through preparations for AGM.
8. Other Business
  - Document Control Procedure to be introduced for next meeting.