

**Minutes**  
**Woodbridge Property Owners Association, Inc.**  
**November 2, 2015**

**Board Members Present:** Bert Costner; Robert Lutz; Stephanie Stearns; Steve Verdin; Jeff Wright

**Board Members Absent:** Jason Drum; Roy Dyer; Alba Guy; Jay Powers

**Also in Attendance:** Bob Hager; Nancy Quinn

**Call to Order**

The meeting was called to order by Robert Lutz, President, at 5:58 PM. Steve Verdin made a motion to approve the October 5, 2015 Meeting Minutes, which was properly seconded by Bert Costner and unanimously approved by the Board.

Resident Bob Hager addressed the Board with some questions about the hiring of Nancy Quinn as board assistant. He posed the following questions:

- Why was no job description posted?
- Why was the position not advertised?
- Why is her hiring not documented in any of the board minutes?

**Treasurer/ Financial Reports:**

- Reports were reviewed. Nancy inquired about hiring a lawyer to send letters to large past due accounts. It was discussed and decided that we would do this after bills go out in December. We will follow up in early 2016.

**Committee Reports:**

Environmental – Bert Costner:

- Nothing new to report.

Maintenance:

- The final bush-hogging for the year was completed. Nancy informed Maintenance that a resident informed her that a light was out near the Woodbridge North sign.

Hospitality:

- The Board discussed the lawnmower parade. The parade will take place on 12/6 to avoid a conflict with the Shelby parade. Parade is scheduled for 2:00. Hot air balloon may be hired again once it is confirmed that he has liability insurance. Since Alba was not in attendance,

Stephanie will ask Alba to reach out to Nancy and Susan to start arranging details. A newsletter will go out shortly to announce the date.

**New Business:**

- a. The Board discussed the questions brought forth by resident, Bob Hager, and was able to determine the following:
  - Why was no job description posted?  
It is the determination of this Board that a job description was created by the previous board but not posted. Nancy provided the Board with the job description she was given by previous Board President, Clenon Tackett.
  - Why was the position not advertised?  
The previous Board, under President Clenon Tackett, made the decision to hire Nancy as Board Assistant.
  - Why is her hiring not documented in any of the board minutes?  
Decisions made regarding hiring Nancy were done so by the previous board. After reviewing previous Minutes, we located the following:
    - *“The \$2400 Administration Fee was discussed and all Board members approved Nancy as the administrator of the responsibilities and payment according to the amount stated in the budget.” – Board of Directors Meeting Minutes, March 3, 2014*
    - *“Discussion related to HOA Board Assistant Job Description... basically the positions would be available to assist the Board. Clenon moved to approve the job description... motion approved. Clenon also moved to approve Nancy Quinn as the HOA Board Assistant... motion approved. – Board of Directors Meeting Minutes, April 7, 2014.*

Additionally, Mr. Hager requested the Board go back and amend minutes to reflect the hiring of Nancy Quinn as Board Administrator. It is our determination that this is not necessary since her hiring was reflected in the Minutes of the previous board.

Meeting adjourned at 7:08 PM.

The next meeting will take place on December 7<sup>th</sup>.