



**Meeting Minutes**  
**Woodbridge Association, Inc. (Kings Mountain, NC)**  
**Monday, June 19, 2023**

Board members in Attendance: Bill Christian, Brandon Larsen; Jacquie Rochford; Jenifer McCachren; Jim Riggs (remote).

Visiting: Debbie Green

Note: meeting minutes based on shared notes from Jim and Jacquie.

1. Meeting call to order 6:55 pm by Bill.
2. Review of previous minutes, Board Meeting, May 1, 2023.
  - a. Motion to provide May meeting minutes to forwarded to board members for approval via email, deadline of June 23 to Secretary, by Jim, seconded by Bill, all approved.
3. Restrictions:
  - a. Continued work with attorney for review and comments.
  - b. Update at next Board Meeting, Bill.
4. Committee Reports:
  - a. Finance
    - i. Distributed last week to board members.
    - ii. No issues found.
      1. Motion to approve, by Bill, seconded by Jennifer, all approved.
  - b. Maintenance
    - i. Sign lighting was completed. Issues occurring on one sign. Follow-up by vendor found tampering of fixtures.
    - ii. 101 Lakewood requested the HOA maintain the flower bed on the property corner adjacent to the WB sign (HOA maintained). Review defined boundaries between owner and HOA controlled areas. Due to private property declined; not HOA maintained.
      1. Requested denied.
    - iii. Use of straw in place of mulch unknown.
      1. Task: follow-up with vendor.
    - iv. 102 Lakeshore contacted for grass to be mowed. The owner is looking for a landscaper to maintain the property.
      1. Task: follow-up with owner.
  - c. Environmental
    - i. 1025 New Camp Creek – new build

- 1. Approved
  - ii. 118 Harbortown – new pool
    - 1. Approved
  - iii. Harbortown – new fence
    - 1. Approved
  - iv. 115 Starmount – new build
    - 1. Approved
  - v. 137 Muirfield – new pool
    - 1. Approved
  - vi. Three Oaks – with inspection (Brandon) with metal roof, decorative fencing on front side, gravel existing drive
    - 1. Approved
- 5. Hospitality
  - a. The advertising cost is set at \$300 due to low participation (less than 5%).
    - i. Motion to discontinue HOA-backed Yard Sale by Jennifer, Brandon seconded, all approved.
  - b. Gift Cards for new neighbors. Item tabled to next meeting.
  - c. Reinstate Quarterly Newsletter via email to all residents.
- 6. Communication
  - a. Plan to get Meeting Minutes posted on website sooner.
  - b. Drafting standard format letters to residents when a complaint is made.
    - i. Tabled to next meeting.
  - c. Retain internal Board communications prior to distribution.
    - i. Discuss further at next meeting.
  - d. Achieve records and minutes by property address.
    - i. Contact Webmaster: Rich Taylor Designs
  - e. Proposal to change BOD meeting to the 2<sup>nd</sup> Tuesday of the month starting August 2023.
    - i. Approved upon speaking to other board members.
- 7. Rules Enforcement
  - a. The Board will respond to written complaints and concerns.
  - b. For consideration, complaints and concerns must be provided in writing to the Board President via email five days prior to the next Board Meeting. Phone calls, etc. are not viable. Such communications must have the HOA member's name and address included.
  - c. The Board will act on issues within the current restrictions and by-laws.
- 8. Old Business
  - a. 126 Starmount compliant
    - i. The Board-designated Committee conducted an audit on May 25<sup>th</sup> to observe complaints.
    - ii. Letters of compliance and report will be sent to:
      - 1. 134 Candlewood with findings and recommendations.
      - 2. 126 Starmount to notify of findings and actions taken.
- 9. New Business

- a. Proposal for an email blast or newsletter (July) for notification of local re-zoning to Residential-Agricultural.
  - b. Newsletter suggestions for July issue:
    - i. No HOA-sponsored yard sale.
    - ii. Complaints and concerns must be emailed to the Board President five days prior to next Board Meeting.
    - iii. Support of Woodbridge Golf Course and Club Woodbridge Pool & Racket.
10. Motion to adjourn meeting, Brandon; seconded, Jennifer, all approved.
11. End of Meeting 8:38 pm.