



**Woodridge Townhomes Homeowners' Association
Board of Directors Meeting Minutes**

Date: February 12, 2025

Time: 5:30 PM (ZOOM)

1. Call to Order

The meeting was called to order at **5:31 PM** by Laura Brown, Association Manager from Property Professionals.

2. Roll Call – Board of Directors

- **Present:** Kim Douglass, Lacey Flournoy, Andy Hawes
- **Absent:** David Hood
- **Management:** Laura Brown, HOA Manager, Property Professionals

A quorum was established with **three (3) of four (4)** Directors present.

3. Approval of Prior Meeting Minutes: The minutes from the **September 9, 2024** Board of Directors Meeting were reviewed.

Motion: Kim Douglass

Second: Lacey Flournoy

Motion carried unanimously.

4. Board of Directors Update

a. Board Education: Laura Brown provided a brief educational session for the Board, reviewing:

- **Board Member Roles & Responsibilities** as outlined by CCIOA.
- The process and purpose of **Liens and Community Association collections.**
- **Covenant and Rule Enforcement**, with a focus on maintaining consistency and fairness in enforcement procedures.

b. Covenant Enforcement: The Board discussed ongoing concerns related to **parking lot and vehicle storage** as well as **firewood storage** within the community. Reminders will be included in future community communications emphasizing compliance with these rules.

5. Financial Review

2024 Year-End Financials: The Association ended the year in a strong financial position with **total assets of \$88,174.22** and **net income of \$82,647.64.**

Notable line items included:

- **Special Assessment Income:** \$99,006.63
- **Association Dues Income:** \$29,268.35
- **Major Expenses:** Landscaping (\$7,438.56), Property Insurance (\$11,777.61), and Capital Exterior Repairs (\$13,000.00) pending 2025 completion and billing.

6. Capital Maintenance

Property Professionals HOA Management

1430 Railroad Ave, Suite A

Rifle, CO 81650

970.625.2255

HOA@PropertyProsTeam.com



The Board reviewed maintenance priorities for 2025, including:

- **Parking Lot Replacement** – To be coordinated with insurance review and contractor bids.
- **Fence Repairs** – To be scheduled once weather allows.
- **Deck Rails and Firewood Storage** – Confirmed as **owner responsibility**, with notices to be sent to any non-compliant homes.

7. Old Business: None presented.

8. New Business

Bella Milla submitted a candidate application for the Board of Directors. Lacey made a motion to appoint Bella to the vacant position on the Board. Kim seconded. Passed unanimously.

9. Community Comment

General comments included continued appreciation for volunteer Board service and interest in addressing minor community maintenance such as the **woodpecker activity** and potential installation of a **bat box** to help control insect populations.

10. Adjournment

With no further business, the meeting was adjourned at **6:11 PM**.

Motion: Kim Douglass

Second: Lacey Flournoy

Motion carried unanimously.

Minutes respectfully submitted by:

Laura Brown, HOA Manager

Property Professionals HOA Management

APPROVED BY BOARD OF DIRECTORS ON 4/20/2026

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