

**WOODLAND VILLAGE
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, NOVEMBER 11TH, 2025**

CALL TO ORDER, WELCOME AND INTRODUCTIONS, ROLL CALL, DETERMINATION OF QUORUM

The meeting of the Woodland Village Board of Directors was called to order at 5:31 pm. A quorum was established with three (3) Board Members present.

Board Members Present	Robert Corrado	President
	Robert Lissner	Treasurer
	Rebecca Marko	Director
Board Members Absent	Gregory Johnson	Secretary
Management Present	Amy Tupper	Community Manager, Associa Sierra North
Owners Present	On file	

HOMEOWNER FORUM – No Comments at this time

COMMUNITY ANNOUNCEMENTS – None at this time

MINUTES

The board was supplied the meeting minutes from the September 23rd, 2025 board meeting minutes

MOTION: R. Corrado made a motion to approve the meeting minutes with a correction to change the quorum was established with four (4) Board Members not five (5). R. Lissner seconded the motion. All was in favor.

FINANCIAL REPORT

Treasurers Report

R. Lissner noted that the association was currently ahead but that's normal for this time of year as not all expenses have come in, as the Association are not supposed to be profitable. R. Lissner noted between the reserve and operating account about \$15 dollars per member, \$30,000. He didn't see any issues on the financial reports and didn't see any reason to raise the dues. R. Lissner noted the September financials there was no reserve balance statement, so he was going off the previous month and asked management to provide to the Board.

Review and accept current unaudited financial reports:

The August & September 2025 unaudited financial report was submitted for review.

MOTION: R. Lissner made a motion to approve August & September 2025 financials as presented. R. Marko seconded the motion. All was in favor.

REPORTS

Brightview Landscape

Davis Goicoechea with Brightview was on the call. Davis mentioned the water was off now, so they're not watering grass and the focus has been picking up leaves and cleaning up debris (pine needles, acorns/pinecones, etc.). The crew was also working on pruning of trees and shrubs during the dormant season. R. Lissner asked about the vacuum that cleans up the leaves, Davis advised that it would mulch the leaves as well and they dump it at their yard. R. Marko asked about any damage from the latest windstorms, Davis advised he had not heard of any issues with Woodland. R. Corrado inquired about the estimate from Brightview that was on the agenda for the removal for the Russian Olive tree and mentioned why

had it not been brought in the past before it becomes an issue due to its invasive nature. Davis agreed and he would look into giving the association a break on the price, as well as advise the crew and crew leader to be proactive moving forward.

Alert Security – Not in attendance. R. Lissner noted that the Board was concerned that security was not able to keep good people. He noted they had one good officer, but the rest have been “shaky” and it had been going on for some time. R. Lissner noted the Board was considering changing companies and he was hoping Arick from Alert would have called to explain. R. Lissner also mentioned the association was asking for a credit on some invoices due to the lack of patrol. R. Lissner noted the association was being patrolled just not to the Board's satisfaction. R. Corrado noted under item J under new business as a review and R. Lissner pretty much summed it up and confirmed the Board had been less than pleased with Alert recently and are hoping can get it fixed. R. Marko mentioned she was disappointed that Arick didn't make that meeting as he rarely attends. R. Lissner point out that they are pleased with Officer Alexa and encouraged the membership to say, hello. R. Marko and R. Corrado agreed.

Maintenance Report – Not in attendance. A. Tupper noted that maintenance had been concentrating on repairing vandalism especially to split rail fence over by Inskeep off Briar which is repeatedly damaged. R. Corrado wanted to give a shout out to R. Marko and her husband who had picked up 6 bags of trash that blew into the drainage basins due to the recent storms and mentioned maintenance had been busying with clean-up as well. A. Tupper noted fence board requests had were down due to the season, but security had done an audit of the streetlights, so maintenance was working on them as well.

Manager Report: Executive session summary update: A. Tupper reported on the executive meeting held on October 8th, 2025, since the last board meeting. The following topics were discussed. The board held, 12 rule violation hearings. Approved the executive session meeting minutes. The Board reviewed current collection status report. There are currently 31 accounts at collections. There are 32 accounts at final warning to be considered for collections, and there are currently 233 accounts past due and subject to a final warning. Reviewed, they also reviewed the covenant violation reports. There are currently 769 violation records that have been cited since the beginning of 2025. The Board reviewed enforcement status report with attorney.

Litigation/Pending Legal Action

No pending legal action against the association currently. Legal action taken against homeowners for enforcement only, currently one property pending action (Case #CV21-00253) Woodland Village vs. Holbrook.

Action taken outside of a meeting

Associa Management Renewal (2025-2026)

R. Corrado noted the Board had renewed the contract with Associa. After long negotiations and some back-and-forth sessions, the Board agreed to a 5.82% overall management cost and signed the contract for another year.

CDAR Cash-out – ICS Sweep Account

R. Lissner noted that the association had invested about a million dollars to invest in CDARS which they had done but had to cash one out to cover operating expenses which resulted in a \$5,000 penalty. They will look to other options to avoid this from happening again. R. Corrado explained they were trying to make their money work for the association. R. Lissner mentioned most CDARs are getting 3.5% now, so it was worth doing.

OLD ASSOCIATION BUSINESS

2026 Budget

R. Corrado noted the Board had received a copy of the preliminary draft and it was noted management had provided some new G/L codes to break out the costs more and the next meeting would be the budget ratification to officially accept it. A. Tupper noted that the Board approved the budget via email since the agenda had gone out and confirmed the budget

ratification member meeting would be next and a mailer would be going out and it was already posted on TownSq and the website. A. Tupper noted there was no increase noted for 2026.

Brightview – Homeowner Street Tree Replacement

R. Corrado noted the Board had previously received a bid from Brightview to replace the homeowner's street trees and it seemed high, so they sent the proposal to another landscaping company (SummerScape - \$25,600) and Brightview was the low bidder. R. Lissner was questioning the \$130 an hour and asked for management to get clarification. **R. Corrado made a motion to approve Brightview's bid for \$21,953.60. R. Marko seconded the motion. All in favor. Motion carried.**

NEW ASSOCIATION BUSINESS**Padovan Consulting – Asphalt Path Maintenance Summary**

R. Corrado noted that Seth Padovan is a professional pavement engineer, and he comes out to Woodland every year and walks the path and provides a report on what maintenance items should be done and this year he was recommending seal coats on various cracks on the pathways. SNC provided a quote and it basically cleaning and blowing out the cracks that are quarter of inch or more and apply a rubberized crack sealer which worked out to about 2,750 linear feet.

R. Corrado made a motion to approve SNC bid for \$4,475 R. Corrado seconded the motion. All in favor. Motion carried. R. Marko seconded the motion. All in favor. Motion carried.

Updated Violation & Fine Policy

R. Corrado noted they were going to table until the next meeting pending a discussion with the legal team to get clarification before things are put in writing. **R. Corrado made a motion to table until the next Board Meeting. R. Marko seconded. All in favor. Motion carried.**

Resignation of Board Member (Mark Wilson)

R. Corrado made a formal announcement regarding the resignation of Board Member Mark Wilson, who worked very hard for the association but for personal reasons had to resign. R. Corrado stated he would be missed. R. Marko stated she was sad to see him go, and he would be missed. R. Lissner agreed and noted Mark was a very effective Board Member.

Brightview – Tree Stakes

A. Tupper noted Brightview had been using tree stakes to replace any damaged or missing ones from onsite maintenance who had been collecting ones he found but has run out. Brightview wants to start charging the association for any that are needed. R. Corrado noted that it sounded like Brightview wanted to start using t-posts as well. The Board requested management get more information on what the issue is and check with maintenance.

Brightview – Briar Tree Replacement

R. Corrado noted Brightview provided an estimate to remove and replace a dead tree located off Briar near Rockland for \$1,525.80. R. Lissner noted. R. Corrado agreed and noted some labor would be involved. **R. Lissner made a motion to approve the bid at \$1,525.80. R. Corrado seconded the motion. All in favor. Motion carried. Discussion: A. Tupper confirmed with the Board that replacement tree was an evergreen. Board agreed.**

Brightview – Desert Lake Tree Replacement

R. Corrado noted Brightview provided an estimate to remove and replace a deciduous tree off Desert Lake and that it was a good size tree but smaller than the previous one, so it was cheaper. **R. Lissner made a motion to approve the bid at \$1,081.15. R. Corrado seconded the motion. All in favor. Motion carried.**

Brightview – Russian Olive Tree Removal

R. Corrado noted Brightview provided an estimate in the amount of \$481.24 to remove a Russian Olive Tree as its crowding an existing landscape tree. **R. Lissner made a motion to approve the estimate. R. Marko seconded. All in favor. Motion carried. R. Corrado Discussion: R. Corrado asked management to remind him to follow-up with Brightview on a price adjustment as discussed in the landscape report section of the meeting.**

New Bank – Operating Account

R. Lissner explained that as discussed earlier during the Treasurers report the association put money into CDAR's but those have a maturity date of 6 months out and if you end up needing to withdraw money the association takes a penalty. So they have been to talking to Fidelity, who has money market accounts that pay about 3% right now and its all liquid in an effort to get rid of the CDAR's while still earning interest but being more flexible. **R. Lissner made a motion that the association open accounts with Fidelity. R. Corrado seconded the motion. Discussion: R. Marko asked for clarification on whether opening these accounts with Fidelity would cause more of workload on management. R. Lissner didn't believe so and believed everything was done online. R. Corrado confirmed. Vote called, all in favor. Motion carried.**

Alert Security Patrol Review

R. Corrado noted this was discussed during the report section of the meeting and closed the matter.

Cold Springs Family Center – Lights of the Valley – Donation

R. Corrado explained that every year the association donates \$2,000 to the Cold Springs Family Center for various events and this particular line item was the last one of the year. The donation was \$750 for this particular event out of the yearly budget and it includes all of Cold Springs. **R. Corrado made a motion to approve the \$750 donation to the Family Center. R. Lissner abstained from voting. R. Marko seconded the motion. R. Lissner noted he voted "Aye" but wants to disclose he has a conflict of interest. R. Corrado since it's a budgeted item the donation was to be included in the minutes for the record.**

Next Board Meeting – TBD in January 2026

HOMEOWNER FORUM – None at this time

R. Lissner asked management to provide a breakdown on the mailing costs and the possibility of having a outside mailing house and if statements could be included to save the association some money.

ADJOURNMENT

MOTION: R. Corrado moved to adjourn the meeting at 6:39pm. R. Marko seconded; motion carried unanimously.

Respectfully Submitted by:

Amy Tupper

**Community Association Manager
Associa Sierra North**

Approved by:

**Board Member
Woodland Village**