

**WESTERLIES COUNCIL OF CO-OWNERS**  
**Minutes of Board Meeting**  
**March 20, 2012**

**Call to Order**

President Chuck Walley called the regular meeting of the Board of Governors to order in the Safeway Grocery Store at 7:05 p.m.

Board members present:

Chuck Walley, President  
Chris Rossillo, Vice-President  
John Sterling, Treasurer  
Patrick Crawford, Secretary  
Nancy Ploss, Member at Large

(12) owners on sign-in sheet

Service providers present:

Camellia Fries, Portfolio Manager from GHA Community Management

**Approval of Agenda**

A motion was made by Mr. Sterling to approve the meeting agenda as presented. The motion was seconded and passed unanimously by the Board.

**Owners and Residents Forum**

Mr. Walley opened the meeting for questions or comments from owners and residents.

- Devine Hines (1642) ok'd to match color (Lowes/Home Depot) for his deck in effort to standardize deck stain in his court.
- Allison Glennon (1728): Mulching and edging not up to standards; would like poll closure day to accommodate Fairfax County school schedule; questioned reserve balance (sufficient?); asked if basic parking rules, decals excluded, were being enforced—told Dominion was enforcing; asked if mosquito spraying would be done.
- Janet Depaz (1800) addressed issue of leaking pipe from 1798 into her unit—told by Camellia Fries issued was addressed.
  - New Tenant Lin Ma (1798) confirmed she is replacing leaking valve
- Heidi Wilderman submitted form for replacement windows

**Review/Approval of Previous Meeting Minutes:**

A motion was made by Mr. Sterling to approve the minutes of the March 20, 2012 owner meeting as presented. The motion was second and passed unanimously by the board.

**Reports**

**Management Report:** Ms. Fries reviewed the current status of several projects and activities:

- **Water Infiltration** Presented bid to complete water infiltration repairs on units 1675, 1686, and 1705

➤ **Work is suspended on these units pending submission of at least two other bids**

- Chris Rossillo again asked for a listing showing for each unit completed or in process: unit number; service provided, date work completed; contractor/vendor; cost and date paid.
- Ms. Fries mentioned property inspections; discussed frequency and asked what members would like to accompany her
- Chris Rossillo asked for information on the report capabilities of the accounting system used by GHA. It was noted that grounds maintenance expenses were misclassified as landscaping expenses in the February Financial Report.

**Treasurer's Report:**

- Questions on accounting of dryer vent cleaning were raised---clarification sought on billing and subsequent deposits of payments into HOA accounts.
- Clarification sought and provided by Mr. Sterling on \$19K tree pruning charges from Feb 2012

**Old Business**

- Initial mission statements were presented and discussed for the formation of several Committees: Communication (Chuck Walley) Finance (Chris Rossillo); and Grounds and Building Maintenance.
- Grounds Committee guidelines established
  - John Sterling to develop list of yearly (periodic) maintenance projects and repairs
  - Committee to oversee condition of grounds/building on daily and weekly basis: trash/litter pick-up, trash stations, playground, etc. Monitored by courtyard captains with problems and issues reported to property manager or a board member.
- **Water Infiltration Project Status:** The Board discussed the status of the remaining work to complete the water infiltration project during the Management Report provided by Ms Fries.
- **Unit 1662** Issue of continuing problem with drain plug for unit discussed--question of permanent fix (blow-out valve?) raised to eliminate need for repeated repair. Owner reports 4-5 times total over last several years reported by owner; raised last month also.
- Playground slide still not repaired

**New Business**

- After a discussion of the separate process for collecting owner payments for dryer vent cleaning, a motion was made, seconded and passed to include the dryer vent expenses in next year's budget as part of HOA fee; no charge this year---approved deferring cleaning contract to 2013.
- Courtyard Captain list distributed
- The Board discussed starting a building maintenance program that addresses concrete, brick and caulking issues on an on-going basis. Concerns about the walkway sealant and the unmatched brick mortar work (unit 1717) were brought to Mrs. Fries attention.

**Adjournment**

A motion was made by Chuck Walley to adjourn the meeting. The motion was second and passed unanimously. The meeting was adjourned at 8:30 p.m. The board members then held a closed Executive Session.

Pat- Assume following is proposed list for the 4/17 agenda

### **New Business**

- Status of deck stain issue by Devine Hines
- Review of pool closure day to accommodate with Fairfax County school schedule
- Repairs on pool fences and purchase of hose reel for pool
- Mosquito spraying?
- Slide repair has not been done (at least two months old)
- Review of HOA legal responsibility for replacement of inside water valves
  - Unit 1800
- Continuing repairs on units 1675, 1686, and 1705
  - New bids obtained? Progress?
- Master Vendor List—progress? Who is putting this together?
- Reserve deposits for 2012? Are they being made?