

Board Meeting Minutes Format

**WESTERLIES COUNCIL OF CO-OWNERS
Minutes of Board Meeting**

May 15, 2012

Call to Order

President Chuck Walley called the regular meeting of the Board of Governors to order in the Safeway Grocery Store at 7:00 p.m.

Board members present:

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

Service providers present:

Camellia Fries, Portfolio Manager from GHA Community Management

Approval of Agenda

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

Owners and Residents Forum:

- 1736 Rumors on cessation of water infiltration work—told work had not been halted but new vendor had submitted bid and review was being made of interior and interior repairs
 - Also complained about length of grass
- 1843 Toti Kadir Wants bushes trimmed on lower—PC will go by and look at unit and report to Todd. **Issued discussed w/ Todd during walk-through**
- 1660 Crack in wall, per Chuck:
“I visited 1660 Westwind Way and checked out the attic. There is a major crack on the right wall, as you are coming up the attic stairs. It is at the very peak of the roof and has caused water damage in the unit. Please contact the roofers to correct the issue as soon as possible.”
 - Camellia has notified GSA for repair---14-month old issue---Camellia asked to expedite
 - Courtyard 5 not mulched
- 1823 Antonio Soto Beach tree scratching bedroom window and roof---referred to Bartlett Tree Services? **Problem resolved**

- 1764 Deidre McInnis Enforcing bylaws on items stored improperly in front and rear of units
 - Issue was new business at last meeting and is going to be addressed at walk-through 5/16/12 w/ CF, PC, and CR
 - Including broken mailboxes, torn curtains, damaged blinds
- 1806 need grass placed on left side of entrance----Todd Darling issue

Review/Approval of Previous Meeting Minutes:

A motion was made by Jon Sterling to approve the minutes of April 16, 2012 Board meeting as presented. After a discussion, the motion was seconded and passed unanimously by the Board.

Reports

Management Report by Camellia Fries:

- Pool passes in office and registration forms sent out
- Passed Inspection on electrical
- 1660 firewall issue to Commercial Roofing for revue
- Walk-through w/ Todd for 5/16/12
- Chris to Camellia: action item list more comprehensive; contractor info for contract services
- Status on 1847: Owner called 3X Camellia to determine payee responsibility

Several suggestions were made for improving the usefulness of the Operation and Financial Report to the Board;

- Add section to report results of property inspections, status of violations issued and resolved;
- Include an information summary of service contracts to include: contractor; address, phone number, service description of services provided, costs and contract terms;
- For planning purposes, include a calendar or listing of events, such as notices, meeting and due dates for key actions.
- Include a Budget Spread Report showing the actual or budget data for each month of the current year.

Officer Reports, if any

Treasurer report by John Sterling:

- 34,014 to reserve
- Water costs over budget by apx \$32,000.



Westerlies 2012
Finances.doc

- Verify Rees Broome reimbursement for double billing---verified by Camellia

Committee Report, if any

Old Business

Unit 1664 The Board reviewed and approved an owner's request for replacing all unit windows.

The Board discussed the benefits of obtaining a discounted price for owners interested in installing new windows. Camellia was asked to obtain several group pricing proposals for the board to consider at the next meeting.

The Board identified several dates for Camillia to set up an orientation meeting with Rees Broome

- Request meeting for week of 5/21/12 at Rees Bromme

OB/Water Infiltration

- 3rd bid obtained and physical inspection w/ board slated for 5/17/12---Manion Masonry

OB/Swimming Pool

- Pre-opening planned for week of 5/21/12
- Privacy screen----tabled until larger tenant poll is

Plant and lawn spraying

- Motion passed to not do this work

New Business:

- Condition of grounds---walk through 5/16/12 with Camellia Fries, Todd Darling, Pat Crawford, and Chris Rossillo to determine procedure
- Review condition of ground maintenance with Todd Darling

Executive Session: The Board met in a closed executive session.

Adjournment The meeting was adjourned at 9:00 p.m.