

WESTERLIES COUNCIL OF CO-OWNERS
Minutes of Board Meeting

November 20, 2012

Call to Order

President Charles Walley called the regular meeting of the Board of Governors to order in the Safeway grocery store at 7:07 PM.

Board members present:

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

Service providers present:

Camellia Fries, Portfolio Manager from GHA Community Management

Approval of Agenda

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

Owners and Residents Forum:

1662: Old meeting minutes have some owner names in them and the unit owner requests they be removed. Also want to know if the minutes should be in a public.

Issues first reported 11/29/2011. On 12/13, the items were reported to be repaired, but according to the unit owner, the wrong items were addressed.

Owner's condo was one of the water infiltration units where the holes in the foundation were to be fixed, but his unit has never been addressed. This unit has an exterior downspout dumping water near the foundation. It hits the neighbor's patio, which then drains to his kitchen. This was approved to be fixed, but was never completed. Camellia will follow up with GHA services to fix this and other downspouts.

Interior – the main drain floods. It last occurred November of 2011. (Courtyard 5). Backups occur 40-70 feet away from the drain. Camellia will contact Triple State to look at the issue to find the root cause and perhaps they can look at it while they are on the grounds.

1712: Owner has a problem with a water main break which occurred in Court Yard 6 over the weekend. He is not sure the water is safe to drink. (It is safe.)

1676: Owner says residents from 1682 are throwing cigarette butts over railings.

Review/Approval of Previous Meeting Minutes:

The minutes from the October 16, 2012 Board of Governors meeting were approved without amendment.

Reports

Management Report by Camellia Fries:

Contract Analysis is updated in the package. Board went through and made some minor adjustments with Camellia.

Lawn and Janitorial – need a contract for 2013. Camellia will get bids from Darling Lawn Care (our current provider) and one other for comparison.

We want to add, to the Contract Analysis document, sewer and storm drain blowout – RFP for once a year. GHA did this before. Camellia will get a statement of work and get proposals from two or three services.

Audit: GHA financial controller is out this week and will get answers to our questions next week.

After a discussion, Camellia was asked the following:

- When will the payment be made to Clover Plumbing for the 10/16/12 water break repair?
- Determine why a final contract payment due since September 2012 has not been made to American Restoration?
- Review our 2011 unreimbursed damage claims to see if additional funds may be obtained through an insurance claim?
- Provide the basis for the July, 2012 increase in the monthly Management Contract cost and ensure prior notification of the 2013 increase?

After a discussion of the operating results to date, the Board agreed the total 2012 contribution to the replacement reserves should be \$136,050, as budgeted. Camellia was asked to ensure the necessary addition contribution to reach the 2012-budgeted level of \$136,050 is made before the end of this year.

Treasurer by John Sterling:

- Income: \$56K; Expenditures: \$47K; Contribution to Reserves: \$7,750.
- Reserve Balance: \$186K
- Checking Balance: \$95K.
- According to our current water bill usage decreased by (gallons) 200K, 100K and 100K in three of the problematic meters. .

Landscaping by Todd Darling:

Darling Lawn Care will go through the property to clean up the leaves. (One more pass) 1806, the stump has been removed and sod removed.

Mr. Darling received a complaint because he would not remove leaves that accumulated in a stairwell. Stairwells, stairs, porches and decks are the responsibility of residents and not of landscaping or the community association.

Officer Reports

Nancy Ploss (At Large):

In 2008, in order to get a quorum we held a raffle. Do we want to do this again? Consensus: No. We are going to knock on doors to get people to the meeting.

Chris Rossillo (Vice-President):

The Board has reviewed the draft 2011 audit report and is working with GHA to finalize the report. There were no difficulties in completing the review and several of the recommendations contained in the draft have already been put in place for 2012.

After a discussion of the draft and the audit firm's recommendations, a motion was made, seconded and passed to make a one-time adjustment to fully fund the cumulative operating deficit at the end of 2011 thru an inter-equity transfer. Camellia was asked to ensure this adjustment and other entries for the 2011 financial statements are reflected in the financial reports for next month.

Old Business

Tree trimming plan 2013:

Nancy will get a proposal from Bartlett Trees.

2013 Budget Preparation:

The Board reviewed the 2012 operating results and the proposed 2013 Budget. After a discussion, a motion was made, seconded and passed unanimously to approve the 2013 Budget. Highlights of the 2013 Budget include:

- No increase in the 2013 condo fee assessment.
- A dryer vent cleaning assessment is established for timely collection of owner cleaning costs that were previously billed and collected separately from owners.
- Contributions to the replacement reserves are increased to \$138,000.
- There are estimated increases in insurance and water and sewer expenses that are offset by projected lower maintenance and repair expenses.

Camellia will send a notice regarding the new budget and the notice of the annual meeting by early next week.

New Business

Court Yard 6 Water Main Break

No decisions made, just a rehash of the weekend's events.

December Meeting

After a discussion, the Board agreed to hold the next Board Meeting on Tuesday, December 11, 2012.

Adjournment

The meeting was adjourned at 8:55 PM.