

WESTERLIES COUNCIL OF CO-OWNERS
Minutes of Board Meeting

December 11, 2012

Call to Order

President Charles Walley called the regular meeting of the Board of Governors to order in the Safeway grocery store at 7:00PM.

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:

1803: Owner is not happy we are removing a tree. Board members noted, it is a damaged Bradford Pear and they become problematic as they age. To maintain, it cost \$2,500 to \$3,000 per year. The tree was identified for removal during the last walk-through.

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:

Camellia Fries reported that during the December 6th walkthrough the recent work in Unit 1698 was inspected and several issues were identified. Camellia was asked to ensure the contractor submits an invoice that properly specifies the actual cost for the flooring materials and repair work completed. No payments to the contractor until correct invoice approved by the Board.

Camellia reported Triple State has submitted the bill for the courtyard 6 water line repair and is offering a 5% discount if paid within 10 days. The board approved the payment with a 5% discount on the full cost amount. Camellia will obtain several estimates to do the approx. 12 x 20 walkway area in 2 concrete sections.

Camellia was asked to follow-up on the camera check work Triple State will do on the sewer lines for units 1662, 1698 and 1716.

After a discussion, the Board agreed the damage and repair expenses related to unanticipated water line break should be handled as operating reserve expenses. If there is an insurance reimbursement the operating reserve should be credited for the reimbursement amount.

After a discussion regarding the need to improve the appearance of the community, Nancy agreed to work with Camellia to improve the results of our violations process.

Camellia reported she would prepare a response to the recommendations received from the insurance company.

Camellia was reminded to make sure: this month's final replacement reserve contribution is in an amount to achieve the 2012 budgeted \$136,050; and, the inter-equity transfer adjustment is made to fully fund the cumulative 2011 operating deficit.

A comment to Camellia – in regards to invoices, we are no longer going to accept a single line item on the document. Vendors are to describe the work, materials, and cost per square foot.

In regards to sidewalks, Camellia has one bid for the repairs and will get two more. It was requested of Camellia to obtain two separate estimates: one for that associated with the Courtyard 6 water main break, and the rest.

During the last walk-through, roof and gutters were spot checked for the need to be cleaned. The roofs appeared to be clean and the only issues were found in the overpasses. Camellia will contact Todd to attend to them.

Treasurer - John Sterling:

Income: 56K; Payments: 46K; Reserve Deposit 7750; Outstanding late dues and fees: 55,784; and Operating Cash: 88,440.

The Board briefly discussed the noted improvement in a number of financial indicators such as operating cash and reserve balances as compared with those at the beginning of the year.

Vice President – Chris Rossillo:

The 2011 account adjustments were made and now reflected in the November 30, 2012 financial statements. Camellia will deliver the signed letter and statements as required to the audit firm to complete the 2011 financial review process.

Chris observed we should no longer accept contractor proposals or invoices that do not fully describe the work to be performed and related labor, materials and costs. Contract specifications need to be improved. He asked Camilla to provide a sample request for proposal and contracts for several prior painting, interior repair and other "as needed" contracted work. These will be reviewed to identify improvements in the contracting process. Camellia stated the Board approves all invoices over \$500.

Discussion: How are the invoices reviewed and cleared, especially those from a year ago? Camellia has been asked to set up a meeting between the board and the GHA Account Department to discuss the procedures around accounts payable.

The Annual Meeting and budget letter was sent to all unit owners, but the language did not meet that which was agreed. The Board's intention was to include the dryer vent cleaning assessment, which was \$3.00 per month. Camellia reported GHA Accounting could not add \$3.00 to the monthly invoice. The Board is not happy with the fact this was not reported to us and we now have to manage another bill to the unit owners.

Old Business

Tree Maintenance:

Nancy and Chris reported on the results of the recent walkthrough of the courtyards to view the contractor's tree maintenance recommendations for next year. After a discussion the Board agreed that all the recommended work did not have to be completed in one year, The Board unanimously approved a motion to complete the priority work of tree removal in 2013 and to defer the recommended pruning work until the next year. The vender will be asked to submit a final contract that contains several changes to keep the cost within the 2013 budget level for tree maintenance.

Landscaping Contract:

The Landscaping contract is set for renewal at the end of this year. Camellia will get bids from Todd Darling, Clippers and J&M.

Annual Meeting:

The Annual Meeting is set for January 8. Camellia will send an electronic copy of the proxy document to Chuck, who will distribute to active Courtyard Captains.

We will have to elect two positions on January 8, as the term held by Nancy Ploss expires and the Board decided to replace Pat Crawford. Chuck will send an email message to Pat to thank him for his service and notify him he will be replaced.

Adjournment

The meeting was adjourned at 8:55 PM.