

WESTERLIES COUNCIL OF CO-OWNERS

Minutes of Board Meeting

January 8, 2013

Call to order

Introductions

The Annual Meeting of the Westerlies Council of Co-Owners was scheduled for January 8, 2011 at 7:00 p.m. at the Westgate Elementary School. However, because a quorum of 50 unit owners was not achieved, President Charles Walley called the regular meeting of the Board of Governors to order at 7:10 p.m.

Since official Co-Owner business items such as the election of Officers could not be conducted during the meeting, Mr. Walley introduced the members of the Board and informed the owners the Board will hold a Question and Answer Session and provide several officer reports for owners before conducting the regular monthly Board meeting.

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

Owners Forum

Questions and Answers:

Q: Why hasn't the Board instituted a parking policy?

A: The Board gave this some consideration at the beginning of the term, but given the state of our financial accounts and the runaway nature of "Water Infiltration Issue," the Board paid more attention to those matters. No members of the Board felt passionate about instituting such a policy or saw it as a priority this past year. Therefore, it was never adopted or instituted.

Q: Why aren't the minutes regularly posted and why haven't we had a newsletter since 2011?

A: Chuck Walley addressed this concern, as he is responsible for both issues. There are no excuses and he will address the issues in the coming months. Some members of the community have volunteered to help with communications.

Q: What are we doing about retaining walls on the property? There are many in deteriorating condition and are becoming safety hazards.

A: We walk and inspect the grounds once a month and during these walks, we are generally focused on a few items. The retaining walls were never on our radar, but we will now walk the grounds with a critical eye on them.

Q: What is our snow removal policy?

A: We have a new contract with Premiere Works and the trigger for them to work is an accumulation of one inch or more of snow. They will clear the traffic portion of Westwind Way, the sidewalks and courtyards. They are not responsible for clearing decks.

Q: What is the plan for the pool, this summer.

A: Last summer, in the month of June, on the weekends, the pool was very crowded. We added lifeguards for the weekends, but in July and August, there was no need. We will write the 2013 contract to accommodate the early weekend crowds.

As for the pool hours, we can operate seven days a week, but will at reduced hours such as 11:00 AM to 8:00 PM. The Board is open to staggering hours to accommodate children.

Reports

Treasurer's Report

Mr. Sterling reviewed the 2012 operating results through November 2012. During 2012, the Board focused on reducing costs and managing expenses throughout the year. The good news is we have had less expense than projected for several areas:

- The water infiltration costs and the related consulting and architect fees decreased;
- We reworked and reduced the cost of several contracts, such as the ground maintenance contract;
- We had lower administrative and repair and maintenance expenses;
- The only surprise was increased water and sewer expenses; and
- We were able to make our full budgeted reserve contributions.

Based on these results, we should end the 2012 year with a \$60,000 surplus, after 3 years of operating deficits. Our reserve should increase from the 2011 year- end balance of \$67,000 to an estimated \$220,000 balance at the end of 2012. Our reserves should continue to increase as costly reserve projects are not forecasted for the next several years.

Vice-President Report

Mr. Rossillo reported on the 2013 budget and plans for the upcoming year. In developing the 2013 budget the Board reviewed our 2011 and 2012 operating results. As anticipated at last year's meeting, the results of 2011 operations were not good. We had sizable overages in plumbing, legal, water and sewer, consulting and unreimbursed damage claims primarily due to past water infiltration issues. However, as our Treasurer reported, it looks like we turned the corner and will end 2012 with an operating surplus. With these results and the water infiltration and related consulting and architect costs behind us, the Board approved a realistic 2013 budget that contains no condo fee increases. Highlights of the 2013 Budget include:

- There is no increase in the condo fee assessment;
- As in the past, the budget includes a small dryer vent assessment for owner cleaning costs to be billed and collected separately from owners; we will contract for dryer vent cleaning every two years;
- The contributions to the replacement reserves are increased to \$138,000;
- There are estimated increases in insurance and water and sewer expenses;
- These increases are offset by projected lower maintenance and repair expenses;
- We also reduced the cost of the snow removal contract.

This year we plan to continue to improve operations and to manage our financial obligations cost effectively. The Board also plans to address several property improvement needs:

- A portion of our reserve funds will be used to address needed concrete repair and foundation sealing;
- Tree maintenance work this year will be targeted to removing dead or troublesome trees;
- We have set aside funds for tree replacements and landscaping later in the year;
- We will try to obtain reduced pricing for owners interested in purchasing new windows for their units.

The Board asked owners to volunteer to serve on one of the Committees formed to support the Board. Last year a Finance Committee was established to make recommendations to the Board on financial and budget matters. This year the Board would like to establish a Building and Grounds Maintenance Committee as well as a Communications Committee. The Board asked owners willing to serve on these committees to express their interest to Camellia or one of the Board members.

Old Business

Tree Maintenance:

The board reviewed the revised 2013 tree maintenance contract and statement of work. After a discussion the board unanimously approved the contract.

Grounds Maintenance and Litter Cleanup:

The board reviewed the 2013 ground maintenance and litter cleanup contract. After a discussion the contract was unanimously approved

Cleanup from November Water Main Break:

The board reviewed the approved proposal and the invoice billing from JSA Contracting for repair work completed for Unit 1698. After a discussion of the Board's inspection results, Camellia was asked to send a letter to contractor requesting a revised invoice that bills the association for the actual flooring materials and work completed.

New Business

Officer Appointments:

With the absence of a quorum at the Annual Meeting, the Board of Directors is left to appoint officers until the next Annual Meeting. The three remaining members of the Board unanimously approved Nancy Ploss to serve as an at-large member. One position remains open. Owners that are interested in serving on the Board should express their interest to any of the current Board members or Camellia.

.Adjournment

The Board meeting was adjourned at 8:30 p.m.