

WESTERLIES COUNCIL OF CO-OWNERS
Minutes of Board Meeting

February 19, 2013

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:

Last night a car window was broken near the basketball ct. There was another car...

A unit near Courtyard 5 has an unattached downspout. This has been reported several times, but no repairs have occurred. Camellia will address this issue with GHA and the roofing company.

A question was raised regarding the status of the firewall associated with a unit. (1714). Camellia will address this issue with GHA services.

A question rose about the use of the use of the online community forum developed last year by a owner and linked to The Westerlies website. Are we going to use this and will the board actively respond to issues raised there. This board added this item to the agenda of the next meeting.

Review/Approval of Previous Meeting Minutes:

The minutes from the December 11, 2012 and January 8, 2013 Board of Directors meeting were approved without amendment.

Chris suggested that following approval of the prior meeting minutes, the Board briefly review the status of the open items and requests contained in the minutes.

The Board reported on the status of several items noted during the January meeting:

- The Board will address resolution of the parking policy later this year in advance of metro station opening;
- The meeting minutes for the past year have been posted to the Association's website.
- The Board plans to issue a newsletter next month.
- The planned removal of dead or structurally unsound trees is now completed;

- A revised invoice for the repair of Unit 1698 sewer damage was received and paid last month.

Reports

Management Report by Camellia Fries:

- Camellia reported a walkthrough was conducted last week to check on the tree work as well as violations and painting needs.
- Dominion has been requested to replace the burned out lights on the property. Service should be provided within 2 weeks.
- Bids for swimming pool services will be sent to Sunset and Premier in the next week.
- The Contract Services Summary will be updated to reflect recent changes.

The Board asked Camellia to follow-up on several requests:

- Obtain 2-3 bids for providing sewer and storm drain cleanout services.
- Obtain bid from Portugal to install concrete walkway over site of courtyard 6 water break repair;
- Provide copies of insurance claim and repair contract for Unit 1662 damages in November 2011;
- Provide several sample requests for proposal to assist the review to improve contracting process.

The Board briefly discussed the need to improve the appearance of the community and concluded we need better violation reporting and enforcement action, including owner hearings when necessary. Camellia indicated she will provide a monthly report on the status on outstanding violations.

Treasurer - John Sterling:

Well Fargo: 180K in one account and 45K in the savings. Combined 226K. We're doing well with our snow budget. \$5200 was spent for one incident in January.

Had a good meeting with Carty Massey, the head accountant at GHA.

Vice President – Chris Rossillo:

Chris reported he and John had a very productive meeting earlier this month with GHA staff to gain a better understanding of their accounting system and financial reports. Several requested reports were provided. More informative reports on cash disbursements and vendor invoices will also be included in the monthly financial packages submitted for review by the Board.

The review of our 2012 financial statements will be completed by the end of March 2013. There are no problems anticipated and we will work with GHA and the accounting firm during the review.

Other:

- All minutes for 2012 have been posted on the web site.
- The tree removal work has been completed.

At Large Member - Nancy Ploss:

The owners of the light poles in our community, Dominion Power, has begun replacing burnt-out lights with ones that cast a strange orange color with a high amount of glare. Nancy reports she has received complaints from community members and will contact Dominion Power to discuss options. Camellia will also contact Dominion Power and report the next round of burn outs and request they assign someone to inspect the community at night.

Old Business

Ice and Snow Removal:

An issue occurred in January when we received under an inch of snow, but the temperature stayed well below freezing. The snow did not melt and foot traffic compacted the snow into ice. Our contract with the snow removal company specifies removal when snow accumulates over an inch; therefore, no removal was initially performed. The company was later dispatched and sidewalks were cleared.

Next year, to alleviate this issue, a proposal was made to purchase containers and strategically place them throughout the community. The containers will be filled with ice-repellent (ie Magnesium Chloride) pellets, allowing residents to treat their area.

Service Contracts:

The board conducted a review of current service contracts:

- Todd Darling performs "Ground Maintenance."
- Cleaning: The Board will address general community cleaning in April.
- Sewer and Drain Blowout Cleaning: Camellia will obtain bids from Clover and Triple State.
- Camellia will update the Operations Calendar.

New Business

2013 Planning.

The Board reviewed the proposed 2013 projects and plans. These include reserve projects to address needed concrete replacements and to complete remaining foundation sealing and repairs. With the reduction in water infiltration-related expenses, this year's budgeted operating funds will be directed on resuming several repair and maintenance projects. These include: landscape improvements, building painting, dryer vent cleaning, sewer and drain cleanout, pool maintenance, and gutter cleaning and leaf removal.

After a discussion of plans to complete these projects, the Board agreed to work with Camellia to identify prospective contractors for each project. At this time, Camellia was asked to prepare the RFP's for the concrete and caulking repairs, painting and dryer vent cleaning.

Adjournment

The meeting was adjourned at 8:35PM.