

WESTERLIES COUNCIL OF CO-OWNERS  
Minutes of Board Meeting

March 19, 2013

**Call to Order**

Vice President Chris Rossillo called the regular meeting of the Board of Governors to order in the Safeway grocery store at 7:04 p.m. President Chuck Walley was unable to attend. Several owners were in attendance.

Board members present:

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:**

After a discussion, a motion was made to approve the meeting agenda as presented. The motion was seconded and passed unanimously by the Board.

**Owners and Residents Forum:**

An owner raised several Courtyard VI concerns: a shady area of the courtyard needs topsoil and seeding to restore the lawn; owners want to know when the walkway will be installed over the water line repair; there is broken glass on the grounds; there is a satellite dish on unit 1712; and, water is ponding in the playground.

The repair of the walkway will be completed shortly as we will review proposals at this meeting. All grounds maintenance items should be reported to Camellia for appropriate inspection and action. Camellia will notify the contractor regarding these items and issue a violation notice regarding the satellite dish.

An owner asked about plans for several owner communication tools.

Chuck Walley will be heading up the Communications Committee that will address these plans.

An owner noted that the dryer vent for unit 1717 appears to be clogged up.

We plan to select a contractor next month to perform the dryer vent cleaning.

An owner asked about the tree replacement plans.

Landscaping funds have been budgeted to replace the dead, dying and structurally unsound trees that were removed in January. The planting of trees and shrubs will begin in early fall.

An owner reported the fire wall in her attic has still not been repaired.

Camellia will follow up with the roofing contractor.

Nancy Ploss reported an owner's request for a handicap parking sign by her unit. The owner has a permanent VA license plate with handicap insignia.

An extra sign is available for placement in front of 1651.

**Review/Approval of Previous Meeting Minutes:**

The February 19, 2013 meeting minutes will be reviewed and approved at the next meeting.

**Reports**

***Management Report:*** Camellia Fries reported that proposals for caulking/concrete repairs and for installing the Courtyard VI walkway were submitted by Portugal Construction and D.C. Concrete. Proposals for both of these projects are also expected from American Restoration later this week. A proposal was also submitted

earlier by JSA Contracting for the walkway repair. After a discussion, the Board agreed to immediately address the completion of the Courtyard VI walkway. The board will review the proposals and obtain any additional information required for prioritizing the contracted work for caulking and concrete repairs.

Camellia reported Dominion Power has replaced the burned out light bulbs on the property. After a discussion, Camellia will include the current property management report, the updated contract services summary and a new violations summary in the April 2013 Operation and Financial Report. As projects are initiated they will be added in the property management report.

**Treasurer s Report:** John reported on several items noted in the February financial reports: our disbursements increased due to the full payment of the tree maintenance billing; our reserve fund investments have increased to \$225,000; and delinquent assessments are slightly higher.

John asked Camellia to review and follow-up on payments made to Rees Broome during the past 4 months. There also appears to be a duplicate payment made in February 2013 for collection services.

**Vice-President Report:** Chris reported we are attempting to review prior year unreimbursed damages to see if additional insurance claims can be submitted. Camellia was asked to follow-up on our previous request for copies of the repair contract and insurance claim for 2011 sewer damage. Chris will work with Camellia to address several open items that have not been completed or updated for the Board.

**At Large Member Report:** Nancy Ploss reviewed the information she has gathered on the lighting for the property. There is more energy efficient lighting that should be used when replacing bulbs in residential communities. After a discussion, Nancy said she would follow-up with the power company to obtain needed improvements. Nancy will meet with Bartlett for an estimate to trim trees that are too close to our buildings.

### **Old Business**

**2013 Projects:** The Board reviewed an updated list of the 2013 projects and budgeted funding. The priorities for the next several months include completing the foundation caulking and concrete repairs, cleaning the dryer vents, and painting several courtyard buildings. Landscape improvements to include planting trees and shrubs and repairing retaining walls will be addressed later in the year. The board also reviewed the reserve study projection of reserve fund expenditures over the next five years. The only major project projected during this period is sealing the parking lot next year.

### **New Business**

**Contracting:** The Board briefly reviewed contracting procedures for undertaking this year's projects and maintenance activities. Several steps include: issuing a concise statement of work; requiring contractors to fully describe the work to be performed, materials and costs for completing the project; obtaining multiple bids; and, checking the credentials and references of contractors.

The board then discussed the specifics of several contracts the Board will be seeking this year. Camellia said she will e-mail the statement of work drafts for obtaining the painting and dryer vent cleaning proposals later this week for the Board's review. She will also provide the names of potential bidders for these two contracts. John noted he will provide an adjusted schedule for this year's pool contract to permit the pool to be open each day during the season. Nancy asked that the concrete work include speed bump repairs as needed.

### **Adjournment**

A motion to adjourn the meeting was made, seconded and passed at 9:00 p.m.