

WESTERLIES COUNCIL OF CO-OWNERS
Minutes of Board Meeting

April 16, 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 to approve the meeting agenda as presented. The motion was seconded and passed unanimously by the Board.

Owners and Residents Forum:

Issue 1:

An owner wants to attach his community-based forum to *The Westerlies* web site. Mr. Walley reported the idea was discussed with a recent meeting with the legal counsel representing The Westerlies and it was strongly advised to the Board of Directors: Do not maintain a community forum on The Westerlies website. Members of the community are free to publish and maintain such a forum, but, by no means, will it reflect the decisions of The Board of Directors.

As a part of this discussion, the owner maintained he is an owner and as such, should have a say as to what goes on the official community website. Mr. Walley will address this issue and report on it at the next BOD meeting.

Issue 2:

An owner noticed that all meeting minutes were available to the public and reported the board, in November 2012, said the minutes would be put behind a security wall. (Minutes from that meeting state: *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 public.*)

The owner also reported plumbers were assigned to look at the sewage drain associate to the unit. The plumbing company, Triplestate, did look at and report on the issue. Ms. Fries will obtain the report and report back to the owner. Additionally, the owner reports water, from a downspout, continues to drain directly onto the patio slab behind his unit. The owner wants this corrected.

The owner asked for reimbursement for expenses he incurred due to the 2011 sewage backup. Owner was advised to provide support documents to Ms. Fries, who will forward it to our legal counsel. The Board will act upon the advice from counsel.

Issue 3:

An owner asked, "When is the next reserve study due?" Answer: It was performed at the end of 2011 for 2012 and the next is due in 2017.

The same owners asked, since we are not enforcing a parking policy, how are people, who spent \$50 to register additional vehicles, to get their money refunded? Answer: They should contact Ms. Fries, who can validate the claim and will refund upon validation.

Issue 4:

Owner reports there are many burned out lights in his area and they are not getting replaced.

Issue 5:

Owner reports mulch has been spread in a manner it impedes water flow into the storm sewer. Ms. Fries will notify Todd Darling to address the issue.

Issue 6:

Owner has two dead bushes on the back side of the unit and requests replacements. Ms. Fries will address this with Mr. Darling during their walk-through.

Review/Approval of Previous Meeting Minutes:

The minutes from the March 19, 2013 and March 28, 2013 Board of Directors meeting were approved without amendment.

Reports

Management Report by Camellia Fries:

Sidewalk caulking and repair: Ms. Fries received a new proposal from Portugal Concrete, which reflects input from The Board of Directors. The proposal was distributed before the meeting.

Swimming Pool: Premier is not interested in bidding for lifeguard and maintenance services this year. We've received a bid from Sunset.

Contract Analysis: Updated information was included in The April Management Report.

Dryer Vent RFP: Included in The April Management Report.

Ms. Fries reported she will follow up with Brothers Paving for the installation date of the Courtyard 6 walkway repair.

Mr. Rossillo thanked Ms. Fries for the improvements being made to the report and for including an update of the service contracts summary.

Vice President Report by Chris Rossillo:

A meeting was held with our attorney to discuss the status of collections. While we have placed more cases in collections, it appears we are not making progress as our delinquencies continue to rise. After a discussion, the Board agreed to review the collection policy and procedures with a view to implement needed improvements including appropriate legal remedies.

Based on the Board's discussion with Counsel, a claim will be submitted for the Courtyard 6 water line break. Ms. Fries was asked to prepare the claim for the Board's review and to also provide a copy of our response to the insurer's November 2012 recommendations.

The Board recently received a draft of the 2012 audit report. This is a vast improvement over previous years when reports were received later in the following year. We ended 2012 with a surplus. The Board was asked to review the report before we sign off on the audit. After a discussion, the Board agreed the next several months would be a good opportunity to meet with the firm if arrangements can be made prior to the next engagement.

Old Business

2013 Project Updates:

The Board reviewed the latest update of the 2013 projects and list of contractors. After a discussion, Ms. Fries was asked to complete the request for proposal process for the contractors listed for the building painting project.

Mr. Walley will review and update the list of dryer vent cleaning contractors to receive a request for proposal. Upon review, Mr. Walley will forward the list to Ms. Fries, who will send RFPs to the aforementioned companies.

Communications:

Much of the information planned for this discussion was covered in the Owners Forum. (Issue 1.) Mr. Walley was asked to look into the effort required to secure sensitive information on The Westerlies website.

Ms. Fries was asked to provide the missing minutes for September through December 2011, for posting on the website.

New Business

Pool Contract:

Mr. Sterling reviewed the Sunset contract with The Board. A motion was made to vote for acceptance of the contract and a second to that motion was made. The motion was unanimously passed by the four active members.

Sidewalk caulking and repair:

Mr. Rossillo reviewed the new proposal from Portugal Concrete with the board. After review, a motion was made for acceptance of the contract. A second to the motion was received. The motion was unanimously approved by the active members.

Newsletter:

Mr. Walley reviewed the proposed newsletter with the board. After review, a motion was made for the newsletter to be sent to all unit owners. A second to the motion was received. The motion was unanimously approved by the active members. Ms. Fries will send the newsletter, along with pool registration and the Dehumidifier and Complaint policies.

Adjournment

The meeting was adjourned at 8:50PM.

Executive Session**Board Appointment:**

In the Executive Session The Board unanimously approved the appointment of Tim Brazell to fill the vacant position on the Board as an At-Large member until an election is held at the next Owners Meeting.