

WESTERLIES COUNCIL OF CO-OWNERS
Minutes of Board Meeting

May 22, 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
Tim Brazell, 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 checked on the status of the loose downspout near the playground. Ms. Fries will contact Commercial Roofing to schedule a fix.

Issues 2 : Owner asked for the status of issues regarding his unit. The downspout on the courtyard side dumps onto the step. Ms. Fries will contact Commercial Roofing to have an extension placed on the downspout.

Issue 3: Owner asked for the status of the inspection report of the sewer line for his unit. Mr. Rossillo reported a camera inspection of the sewer line was done in December, 2012 in response to the owner's request at the November 2011 Board meeting for some measures to be taken to avoid a repeat of the sewer backup that occurred in November 2011. The Triple State inspection report stated "sewer line inspection from unit 1662 to main 37 saw no signs of break or obvious problem with line from unit to main." Ms. Fries will send the report to the owner.

Issue 4: Owner reported Poison Ivy near his unit. Ms. Fries will contact Darling Landscaping to attend to the problem.

Issue 5: Owner reports there is wrong information in the minutes posted on the web site. Owner will contact the board with the titles of the documents so a remedy can be applied, if warranted.

Issue 6: Owner wanted to know the status of his request for reimbursement of expenses incurred related to sewer damage in his unit. Ms. Fries noted the documents sent to her, by the owner, have been forwarded to the legal counsel representing The Westerlies. Ms. Fries will also send the documents to members of The Board.

Issue 7: An owner reported a fence associated with a unit is bad. Ms. Fries will follow-up with the owner.

Issue 8: An owner reported a unit has a piece of furniture outside of the unit. Ms. Fries will send a notice to the owner.

Issue 9: Pool passes have not been received. To alleviate the situation, ID's (driver licenses and other such cards that show name and address) will be collected during the first weekend in lieu of passes.

Issue 10: A tree near the corner of Magarity Road and Anderson Road (Courtyard 1) needs to be trimmed. Ms. Ploss and Mr. Rossillo will check it out and contact our tree trimming vendor to address the issue.

Review/Approval of Previous Meeting Minutes:

The minutes from the April 16, 2013 Board of Directors meeting were approved without amendment.

Reports

Management Report by Camellia Fries:

A new water infiltration issue at unit 1771 has been reported.

The Sidewalk Repair and Caulking contract was signed and we are waiting for a start date from Portugal Construction. Ms. Fries will get a schedule from the vendor and pass to Mr. Walley for posting on the web site.

Our pool maintenance vendor has sent a proposal for needed miscellaneous repairs.

A proposal for the repair of the firewall associated with 1714 was sent by Commercial Roofing. They reported they are not responsible for the damage, which occurred at the top of the gable.

A new *Contract Analysis* document was created and was inserted into the *Management Report*.

The insurance claim was submitted for costs incurred repairing the Courtyard 6 water main break.

Treasurer's Report by John Sterling:

We have \$260K in our savings accounts.

Our last water bill increased dramatically due to the break in Courtyard 6.

Ms. Fries was asked to find out when the Disbursement Report will include the account posted information discussed with GHA Accounting staff.

Vice President's Report by Chris Rossillo:

Mr. Rossillo reported on the Board's review of the 2012 audit report. Ms. Fries reported the yearend adjustments are already reflected in the April 30, 2013 financial reports. After a discussion, Mr. Walley signed the audit report and the engagement letter for conducting audits of the financial statements for the next two years. Ms. Fries was asked to send the documents with a copy of the recent monthly financial statements to the accounting firm.

At Large Report by Nancy Ploss:

A unit owner had moisture problems and bought two dehumidifiers. They are delighted with the result.

Thanks go out to the Courtyard 5 resident who continually reported a burned out light to Dominion Power. It has been repaired. However, the globe bear unit 1860 is still broken.

President's Report by Chuck Walley

Meeting minutes are no longer available to the general public. A registration wall was placed in front, with the intention of allowing only unit owners access to the documents.

Triple State, one of our plumbing vendors, reported in December 2012, the sewer line from unit 1662 has no breaks or problems from the unit to the main.

The Board has responsibility for managing The Westerlies website and its content. As advised by counsel, the website will not host a community-based forum. There are legal ramifications, insurance issues, and other concerns that warrant this policy.

Tim Brazell was appointed as an At Large member of The Westerlies Board of Directors. He will fill this position until an election is held at the next Owners' Meeting. Mr. Brazell joins Ms. Ploss as appointed members to The Board.

Old Business

Courtyard Painting:

Mr. Sterling reported to the Board on four proposals for painting two buildings in Courtyard 3 and four buildings in Courtyard 6. All proposals were viewed as very good in terms of meeting the RFP work requirements. Two proposals were viewed as too costly. After a discussion, a motion was made, second and passed to proceed to negotiate a final contract with Premiere Works to paint Courtyard 3 as a pilot with the contract clarifying the following items:

- Siding will be power-washed;
- Nail holes and minor flaws will be filled with wood filler or epoxy, as needed;
- Caulking is replaced, as needed, including around the windows;
- Downspouts are loosened to permit painting behind the downspouts;
- Breezeway ceiling is included; and
- Timeframes for starting and completing the project stated.

The contractor should submit the revised contract and schedule for painting Courtyard 3 to Ms. Fries, who, in turn will ensure owners are notified in advance of the painting schedule. Upon

completion of the Courtyard 3 work requirements, the Board will then consider a contract with special pricing incentives for completing the remaining buildings over several years.

Caulking and Concrete Repair:

Mr. Rossillo reported the caulking and concrete repair contract with Portugal Construction was signed last month by President Walley. All work will be completed by June 30, 2013. Ms. Fries was asked to obtain the start date and schedule for courtyard work. She was asked to post flyers as appropriate, and notify Mr. Walley for website posting, to ensure owners are aware of scheduled work days in their Courtyard and have access to their units at all times.

Tree Maintenance:

In addition to pest treatments we will be doing some needed tree pruning next month. Bartlett Tree has submitted a proposal to remove several broken and dead branches. Ms. Ploss and Mr. Rossillo will review their work.

Window Replacement:

Mr. Brazell was contacted by a window vendor who is willing to offer special pricing if we can provide window configurations. These prices will be offered to unit owners and the prices, products or workmanship are not guaranteed by the Board of Directors. The Board is a conduit between the vendor and owner and attempting to obtain special pricing from the vendor. However, the Board is not responsible for the work. Ms. Fries will provide the five window configurations to Mr. Brazell.

New Business

Pool:

Our pool maintenance vendor, Sunset Pool Management, Inc., found issues associated with the pool and need to be addressed before opening it to the community. After a discussion, a motion was made, second and passed to approve the expenditure associated with addressing the issues.

Cable Wires:

The Board discussed the growing problem of television cables running on the exterior of our buildings. Our Bylaws prohibit this, but it has proliferated over time, especially with the advent of competing cable and internet providers.

Mr. Rosillo and Mr. Sterling will discuss the issue with legal counsel during their next appointment, with intent of finding out what steps we can take to remove the cables.

Adjournment

The meeting was adjourned at 9:05 PM.