

WESTERLIES COUNCIL OF CO-OWNERS
Minutes of Board Meeting

July 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
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: Owner wants to know if Chandlers Plumbing has reviewed the video sent to them of the drainage. (Internal video of the sewer pipe.) Ms. Fries reported they are reviewing the video, but we have no feedback. Owner also wants to know why we do not have a sewer maintenance program in effect.

Issue 2: Owner wants to know the status of the downspout fix for his unit. This has been an outstanding issue and Mr. Rossillo volunteered to install a piece of drain pipe to resolve the issue.

Issue 3 Owner wants to know the status of repairing damage to unit due to water infiltration reported in June's meeting.

Issue 4: Several owners asked about how to address the recent notice they received to remove improperly installed wires through their unit walls. Owners should make arrangements with their service providers to channel the wires into their units using the conduit in place for each unit. (See Cable Wires update under Old Business).

Issue 5: Parking: Owner reports there are two handicap parking spots which can be turned over to general parking. Owner also wants to know if a parking resolution is in the works. Owner is concerned because the nearby Metrorail station is opening in early 2014.

Issue 6: 1786 – Owner wants to know the status of his reimbursement request for snaking his drain. The invoice does not indicate the length of the snake and Ms. Fries could not find the length from the part number. Owner will send the invoice to Mr. Sterling, and we are targeting Friday, August 2 to have an answer.

Issue 7: Owner reports the large tree near his unit has not been trimmed and has asked repeatedly for such service. Large branches are falling from the tree and damaging cars parked underneath and nearby. The tree is near the corner of Magarity Road and Anderson Road. Mr. Rossillo and Ms. Ploss will get the tree added to the tree maintenance schedule.

Review/Approval of Previous Meeting Minutes:

The minutes from the June 18, 2013 Board of Directors meeting were approved without amendment.

Reports

Management Report by Camellia Fries:

- The sidewalk and caulking project will be completed tomorrow. At the request of several owners, Portugal Construction, the sidewalk and caulking vendor will install a speed bump near Courtyard 1.
- 214 Violation Notices were sent to owners in the past month.
- Dryer vent proposals have been received and are in the management package.

After a discussion, Camellia was asked to:

- Resume providing the Board members the full Management Report four days in advance. Presently only the financial portion of the report is received in advance with the remaining documents provided at the meeting, thereby limiting time for review.
- Notify our insurance company that our walkway improvements have been completed and addressed a number of identified possible tripping hazards;
- Obtain the \$500 refund from Triple State for overpayment of Courtyard 6 waterline break invoice;
- Make sure the 2 leaking spigots in courtyard 3 are repaired;
- Issue a violation for the unauthorized loose brick step at entrance to Unit 1806; and
- Follow-up on why there was no June 2013 disbursement made for May 2013 Legal Collection services.

After a discussion, Camellia reported:

- There would be no annual increase in the Management Services fees for the third year of the contract that started this month;
- The insurance claim for the Courtyard 6 waterline break is still under review by our insurance company; and
- Corrections were made for the items noted by the Board in the June financial reports

Treasurer's Report by John Sterling:

After a discussion, the Board agreed to close the smaller money market account and to invest \$50,000 of our reserve funds in a three-year CD with a local bank.

Vice President's Report by Chris Rossillo:

Mr. Rossillo reported the results of the mid-year review of the 2013 budget. At the midpoint of 2013, we have a net income projection of \$45,000; actual revenue to-date is in line with income projections; and, lower than projected maintenance, snow removal and pool expenses have contributed to the current surplus. Looking ahead, while we will experience some increases in expenses related to collection activities, we have sufficient funding available to complete the painting of the Courtyard 6 buildings this year.

At Large Report by Nancy Ploss:

No report

At Large Report by Tim Brazell:

No report.

President's Report by Chuck Walley

No report
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Old Business

Pending unit issues

A unit: Waiting on an additional bid from GHA services and getting a bid for mold remediation. We have one bid from Mold Aid for \$3900 and due to the expedited need of the repairs, a motion was made to accept it. The motion was seconded and passed by a 4-0-1 vote.

A unit: A motion was made to accept the scope and statements of work for the sewer damage repairs as presented by the owner. It is not to exceed \$5000. The motion was seconded and passed unanimously.

Project Update

The Board briefly reviewed the current status of several projects. The walkway concrete replacement and joint repairs will be completed this week including the installation of two speed bumps; The painting of Courtyard 3 buildings were completed last month and the painting of courtyard 6 buildings will commence this fall. A downspout will be properly installed as part of this painting project. We received 3 dryer vent cleaning proposal and plan to select a contractor once we receive an additional proposal due next week. We will start putting together a statement of work for obtaining landscaping proposals next month.

Cable Wire Notices

Camellia reported approximately 90 notices were issued to owners to remove wire installed through the building roofs/and walls. The Board discussed with the participation of several owners the need to enforce this provision of the Master Deed as part of the effort to improve the appearance of the community. The Board recognizes owners will face difficulties in getting providers to make the proper installations, but we need to start the effort and work together through the problems. There was an open discussion on how best to address the various problems that will occur with service providers. An owner agreed to first try to get her service provider to properly install the wires for her unit and will then work with Mr. Walley to put together guidance for sharing with other owners.

New Business

Communications Procedure:

The Board discussed the need to clarify our communication policy and procedures for addressing owner issues while also maintaining some order in the volunteer service of Board members and property management staff. Owner need to recognize no one board member speaks for the Board on important community matters; these matters must be properly brought to the Board at a duly called meeting. Owners should direct their issues and requests to the property manager for appropriate action. If the owner is not satisfied with the property manager's response, the matter will be placed on the agenda of the next Board meeting.

Deck Colors:

The Board discussed the need to address the various conditions and colors of the deck in the community. We are trying to improve the appearance of the community; landscaping and painting is part of effort. The deck condition and color is another part of the improvement effort. During the painting walkthroughs, it was observed that each courtyard has several decks in need of staining as well as decks with different colors than those approved. At this time violations will be issued to owners with decks in poor condition. It was also observed by one contractor that one deck color would better compliment the painted siding and improve the appearance of the courtyards. After a discussion, the Board agreed to consider several deck color options this fall.

Miscellaneous:

Mr. Sterling brought to the attention of The Board a relatively inexpensive check valve could be installed in the lower units to mitigate damage due to a clogged sewer line. When back pressure is applied, the valve diverts the waste to the bathtub, instead of the floor. This will give the resident time to have the clog removed and provide what Mr. Stewart termed "a fighting chance." Mr. Sterling will draft a policy where all owners will share the cost for supplied check valves required to be installed in all drains located in the lower units. This cost shall be included in the upcoming "Dryer Vent Cleaning" assessment. The policy will be reviewed in a later meeting.

Mr. Sterling also made a motion to purchase a pressure washer, for the purpose of removing clogs and general cleaning. The motion was seconded and unanimously approved.

Action Items:

Mr. Rossillo will deliver and install a piece of downspout to resolve the issue at 1662.

Ms. Fries will resume providing the Board members the full Management Report four days in advance.

Mr. Rossillo and Ms. Ploss will get the tree at the corner of Magerity and Anderson Roads added to the tree maintenance schedule.

Ms. Fries will notify our insurance company that our walkway improvements have been completed and addressed a number of identified possible tripping hazards;

Ms. Fries will obtain the \$500 refund from Triple State for overpayment of Courtyard 6 waterline break invoice;

Ms. Fries will ensure the 2 leaking spigots in courtyard 3 are repaired;

Ms. Fries will issue a violation for the unauthorized loose brick step at entrance to Unit 1806; and

Ms. Fries will follow-up on why there was no June 2013 disbursement made for May 2013 Legal Collection services.

Mr Sterling agreed to close the smaller money market account and to invest \$50,000 of our reserve funds in a three-year CD with a local bank.

Mr. Sterling will make recommendation of reimbursing 1786 owner for snaking drain.

Mr. Walley will document cable installation guidance for sharing with other owners.

Mr. Sterling will draft a policy for check valves where all owners will share the cost for supplied check valves required to be installed in the lower units.