

WESTERLIES COUNCIL OF CO-OWNERS
Minutes of Board Meeting

August 20, 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 7:07 p.m.

Board members present:

Chris Rossillo, Vice-President
John Sterling, Treasurer
Nancy Ploss, Member at Large

Board members absent:

Chuck Walley, President (provided proxy)
Tim Brazell, Member at Large (provided proxy)

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:

An owner reported CY3 spigot in the breezeway is out of order. Ms. Fries was asked to arrange a service call. Subsequently, Mr. Sterling said he would test the spigot to see if it works before service is requested.

An owner requested the status of his appeal for cost reimbursement to a clear kitchen drain blockage. Owner was advised he should receive a response within the next week.

An owner asked that the two handicap parking logos in front of 1698 be painted over and the holes for the signs filled in. Ms. Fries will arrange for this work to be completed.

An owner noted Darling box trucks are taking up multiple resident parking spots in the rear of the property. The employees also park their cars in other spots. Ms. Fries will discuss these concerns with Mr. Darling.

An owner proposed that the evergreen trees on the back fence of the pool be significantly trimmed back, thinned or removed. This will be addressed in the next tree maintenance contract.

The Owner complained about inadequate grading in front of the unit and related drainage problems. The owner protested a violation letter related to boxes of dirt left by the trash huts.

Review/Approval of Previous Meeting Minutes:

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

Reports

Management Report: Camellia Fries reported the following items:

- Portugal Construction completed concrete and caulk joint repairs including installing an additional speed bump by the Courtyard 3 entrance. Ms. Fries was asked to arrange a follow up visit to complete caulking 5 recess entrances and to obtain an estimate for possible caulking and concrete work.
- The insurance company completed their review of our reimbursement claim for the Courtyard 3 water line break and found no payment is due as the determined coverage amount is less than the deductible.
- An initial draft of the 2014 budget will be submitted to the Board.
- The remediation work for a unit has been completed; one estimate for repairs is attached and another estimate should be received by the week.
- Deck violations were issued to unit owners after the July 31 walkthrough identified a number of decks in need of power-washing and renewed staining.
- Verizon visited the property on August 14 and committed to develop a plan within two weeks to reroute their cable wires.

Treasurer's Report: John Sterling reported our reserve deposits at Wells Fargo now exceed the FDIC insurance limitation at one financial institution. We are closing the smaller Wells Fargo account and transferring the proceeds to a newly opened savings account at Virginia Commerce Bank. All future reserve deposits will be made to this new account. As the account balance exceeds \$50,000, we will obtain CDs. After a discussion, it was noted that our balance sheet still shows a surplus of \$24,000 surplus despite sizeable expenditures for concrete /caulking repairs and Courtyard 3 painting,

Vice President's Report: Chris Rossillo discussed the upcoming 2014 budget development and asked members to start thinking about projects for next year. We have already discussed parking lot sealing and retaining wall repairs. Other capital expenditures we can consider are trash area improvements and repair and waterproofing of the brick walls. We need to start prioritizing our project plans at the next meeting.

Old Business

Open Action Items: The Board will review open action items for meetings held in July 2013 and prior months at the next meeting.

Dryer Vent Cleaning: The Board reviewed proposals for cleaning the exterior dryer vents. The vendor will need the proper equipment to handle the optional interior dryer duct and air duct cleaning for owners. After a discussion, a motion was made, seconded and passed to accept the All Star proposal. Mr. Sterling signed the contract and Ms. Fries was asked to obtain a start date within the next 30 days. Ms. Fries was also asked to prepare and submit to the Board the assessment notice for approval before mailing to owners. The mailing should also include the replacement window notice and an update on the cable wire violations.

Courtyard Painting: Courtyard 6 painting will start in September. Ms. Fries was asked to post the painting schedule for courtyard 6 owners. The Premiere multi-year painting contract will be submitted next week. Ms. Fries will check with Premiere next week to ensure the proposal is submitted for Board review and approve.

Snow Removal: The Board reviewed the snow removal contract. After a discussion, a motion was made, seconded and passed approving the contract pending a text revision stating that service is only needed if accumulation reaches or exceeds 2 inches instead of 1 inch. Mr. Sterling discussed plans to station ice melt and sand in courtyards to address temporary icy conditions.

Removal of Cable Wire: Ms. Fries reported three Verizon representatives walked the property to assess requirements for rerouting their cable wires through the unit conduits. After a discussion, the Board agreed to extend the due date for removal of cable wires 60 days to permit sufficient time for Verizon to coordinate their work with owners of affected units. Ms. Fries was asked to follow up with Verizon next week on their plan and start date. The Board thanked owners for creating the urgency for Verizon to address this issue. Ms. Fries was asked to now contact Cox to address the proper installation of their cable wires.

Landscaping: Camellia is finalizing the landscaping RFP to be sent to several contractors later this week. The priority for this year's work will be tree replacements, several drainage problem areas and new plants.

New Business

Parking: There was an open discussion on parking policy topics including registration, guess passes and towing. A software application called "Parking Boss" was viewed favorably for its guest registration features. Security camera possibilities were also discussed as an option for as a longer term option. There will be further review of options at a future meeting.

Replacement Windows: The Board is encouraging owners to consider replacing their unit windows. Many of them are rusted and worn after over 40 years of service. Several owners have already installed new, better made windows. Owners should submit an Architectural Modification Form to GHA Management for Board approval of selected windows. For owners that are interested, the Board has obtained special pricing quotes for already approved replacement windows from NOVA Installations. An information sheet on these windows will be included in the dryer vent mailing to owners and posted on the Westerlies website.

Dominion Lighting: The Board wants to address in a more aggressive way several lighting issues that have been noted this past year: service to repair or replace broken globes and burned out lights is slow; and the overall condition of lighting fixtures throughout the community is poor. Owner Bill Christian reviewed his recent experience with Dominion to get some light fixtures repaired and volunteered to help get Dominion to make improvements. Replacement of light fixtures that are obsolete after 45 years of service would be a big improvement. After a discussion, the Board agreed to schedule a meeting or walkthrough with Dominion to highlight our concerns. Ms. Fries was asked to set something up with Dominion.

Executive Session

The Board met in executive session to review Counsel's recommendations and collection accounts.

August Action Items

- Ms. Fries will arrange for repair of courtyard 3 spigot if Mr. Sterling's test finds it does not work,
- Ms. Fries will inform the owner of Unit 1786 of the Board's decision on reimbursement claim.
- Ms. Fries will arrange for 2 handicap parking logos at 1698 to be painted over and the sign holes filled.
- Ms. Fries will address issue of grounds maintenance trucks/employee cars taking up multiple resident parking spots on the property.
- Ms. Ploss will include the large evergreen trees by pool fence in tree maintenance plan.
- Ms. Fries will address the issue raised regarding re-grading the beds in front of units 1800 and 1806.
- Ms. Fries will arrange for Portugal Construction to complete the caulking of 5 recess entrances and to obtain an estimate for addition caulking and possible concrete work around unit 1728.
- Ms. Fries will submit an initial draft of the 2014 budget to the Board.
- Ms. Fries will obtain an additional estimate this week for unit 1675 repair.
- Ms. Fries will follow-up with Verizon on their plan and start date for rerouting cable wires.
- Ms. Fries will grant a 60 day extension to owners requesting extensions to arrange for rerouting work;
- Ms. Fries will post the painting schedule for Courtyard 6 owners.
- Ms. Fries will obtain the Premiere multi-year painting proposal for the Board to review and action.
- Ms. Fries will ensure banking transactions to establish a savings account for deposit of reserve funds at Virginia Commerce Bank are completed.

- Ms. Fries will: set a start date with All-Star for cleaning dryer vents and owner service requests; submit a notice of dryer vent assessment and services to the Board for approval before mailing it to owners; and include the replacement window notice and an update on the cable wire violations in the mailing.
- Ms. Fries will complete contracting for snow removal services with a provision that service is only needed if accumulation reaches or exceeds 2 inches;
- Mr. Sterling will arrange for ice melt/sand to be placed in courtyards/parking lots for temporary icy conditions.
- Ms. Fries will contact Cox Communications on behalf of owners to properly install their cable wires.
- Ms. Fries will complete the landscaping RFP and sent it to several contractors later this week.
- Ms. Fries will contact Dominion to meet with the Board to discuss several lighting issues.
- Mr. Rossillo will contact Counsel to review several collection issues.
- Ms. Fries will contact sewer contractor for cost clarification for proposed work.
- Ms. Fries will follow up on collection actions requested by the Board for several accounts.
- Mr. Walley will post the dryer vent and replacement window information on the Westerlies website.

Adjournment

The Board Meeting was adjourned at 9:45 p.m.