

WESTERLIES COUNCIL OF CO-OWNERS  
Minutes of Board Meeting

September 17, 2013

**Call to Order**

President Charles Walley called the regular meeting of the Board of Governors to order in the Safeway grocery store at 7:10 p.m.

Board members present:

Chuck Walley, President  
Chris Rossillo, Vice-President  
Nancy Ploss, Member at Large  
Tim Brazell, Member at Large

Board members absent:

John Sterling, Treasurer (no 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 had a water infiltration/mold remediation issue recently and wanted to thank the Board for keeping the process moving to a satisfactory completion.

An owner asked for the painting schedule. Courtyard 3 was just completed, Courtyard 6 is imminent and three courtyards will be completed in each of the following two years.

An owner asked if anyone had personal experience with Nova Windows. One owner reported they did a good job and provided good prices. A board member reminded the audience if you contract them for the priced windows, you need no architectural approval from the Board.

An owner reported an issue with a tree near his unit, where the wind causes the branches to hit his unit. The board will add this to the maintenance list provided to our vendor.

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

The minutes from the August 20, 2013 Board of Directors meeting were approved without amendment.

## **Reports**

***Management Report:*** Camellia Fries reported the following items:

Work has been completed in a unit experiencing water infiltration in a unit. From this item, the Board discussed the procedure to handle future reports of moisture/mold problems since recently we followed up on several reports and found the problem was not the Association's responsibility. After a discussion of the need for better information upfront, Mr. Rossillo asked Ms. Fries to develop an intake process for information an owner should provide when raising a moisture/mold issue. In addition, evidence may be required to document the upgrades were installed correctly. Hopefully we will see these issues subside now that caulking and walkway repairs are completed in the courtyards

A proposal was received from Portugal Construction to install a drain pipe for downspout and walkway concrete along the side of a unit.

Ms. Fries received a letter from our insurance company, advising our premiums will increase \$5,000, effective November 1, 2013. The Board asked Ms. Fries to get additional bids from other companies.

Ms. Fries reported the discussion with Verizon regarding rerouting cable wires has stalled and she is receiving excuses, from Verizon, as to why they are not moving forward. Verizon reported the project manager moved to another division and they are, internally, asking how they will fund the project.

### ***Treasurer's Report:***

In an earlier email to the Board, Mr. Sterling reports we have \$303,000 in Wells Fargo accounts. In August, we directed GHA to close the smaller Wells Fargo account and deposit those funds into a new account at Virginia Commerce Bank. Future reserve deposits are to be made to the new account and those are to be rolled into a three-year step up CD when the balance exceeds \$50,000.

Mr. Sterling also, via email, reported it is his opinion the Collections Policy, 04-01, dated June 21, 2004, authorizes acceleration of annual dues if an owner is over 45 days late in paying a monthly assessment. He also reported our water expenses will exceed \$112,000 at the end of this year. The Board asked Ms. Fries to contact the Falls Church Utility Commission and request they check our meters for accuracy.

Mr. Rossillo asked Ms. Fries to correct the classification of the a unit's sewer damage expenses as insurance claim/deductible expenses (account #55055) and not a charge to the Reserve account. Ms. Fries was also asked to follow up on the status of the payment for remediation work. Any adjustments should be made this month.

### ***Vice President's Report***

Mr. Rossillo reported that with the completion of remaining concrete/caulking repairs in the courtyards we will start enforcing the dehumidifier policy. High humidity is a leading contributor of mold growth. Owners are responsible for maintaining their units in good repair including the use of dehumidifiers to control humidity levels. Owners should also ensure appropriate barriers are installed to minimize moisture problems when installing wood floors over concrete slabs.

Mr. Rossillo questioned a \$1500 "FHA Recertification Fee" charged by Reese Broom. Ms. Fries reported this is a reasonable amount for such a task and updated the Board on the FHA recertification process and the status of our application

Mr. Rossillo asked if we are entitled to a credit for the \$395 Mold Aid report fee since we used them to complete the remediation work they proposed. Ms. Fries answered the company does not refund that cost if they complete the work.

### **Open Action Items:**

The Board and Ms. Fries determined the following action items remained in an open state:

- Ms. Fries will arrange for repair of courtyard 3 spigot if Mr. Sterling's test finds it does not work.
- 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 contact Cox Communications on behalf of owners to properly install their cable wires.
- Ms. Fries will contact Dominion to meet with the Board to discuss several lighting issues.
- Mr. Walley will post the dryer vent and replacement window information on the Westerlies website.
- 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 a \$500 refund from Triple State for overpayment of Courtyard 6 waterline break invoice.

### **Old Business**

#### **Project Updates**

Reserve projects – Funding is on target with our goal that reserve expenses for the year are no more than 50% our reserve contributions The Caulking and Concrete Project came in at \$50,000. In a separate line item, \$20,000 was set aside for contingencies and, at this point, such spending is below that amount. So our reserve balance for the year should increase by \$70,000.

A damaged sewer pipe will be replaced and a cleanout installed The Board discussed the proposal from Portugal Concrete to create a buried drain and channel water into an existing drain where the drainage for multiple units converges. A vote for the proposal was motioned, seconded and accepted unanimously. Ms. Fries was asked to set up completion dates for these repairs within the next 30 days.

Painting – We have a signed contract for Courtyard 6 and Ms. Fries will get a start date. We will need a change order to coordinate with the Portugal drainage project, where a downspout needs to be relocated. After a discussion, Ms. Fries was requested to ask the painting contractor if they would be willing to power-wash and stain decks, at the cost of the owner.

We are waiting for the contract from the painting contractor, for painting the remaining courtyards over the next 2 years at a reduced rate. We should balance the costs over the two year period and set the groupings as Courtyards 1, 2 & 7 in 2014 and Courtyards 4, 5 & 8 in 2015.

Dryer vent – Work starts September 23 and is expected to take three to four days. The assessments go out October 1 and owners should be aware if they use direct debit, the transaction will occur automatically.

Mr. Rossillo acknowledged the excellent support Ms. Fries has provided in advancing our aggressive improvement project this year.

### **Landscaping:**

We have \$10,000 for landscaping and have \$5,000 for miscellaneous items. The Board walked through the courtyards to assess priorities and we have proposals coming from two contractors. A motion was made to vote on proceeding with the contracts, not to exceed \$15,000. It was seconded and passed unanimously. The on-site walkthrough with the tree maintenance contractor will be conducted next month.

### **Cable Wires**

Earlier in the year, we had a promising meeting with Verizon where promises were made, but nothing accomplished. Ms. Fries will follow up with her co-worker, Mr. Kahn and attempt to get the project moving. Additionally, Ms. Fries will contact Cox Communications to clear up their serviced cables.

### **Parking**

The Board had another discussion on the need for the reworking and enforcement of the Parking Policy. The sticking points of such a policy are consistency and enforcement. Also, some board members question the need of such a policy. Mr. Walley will study the issue and present findings at a later date.

### **New Business**

#### **NewsLetter**

Mr. Walley will begin drafting the next newsletter, slated for November. Candidate subjects for major topics were discussed:

- Project updates.
- Annual meeting notice.
- Budget.
- Parking,
- Snow removal
- Collections (direct deposit, policy, timeframes)
- Trash (Take pride in your community)
- Sewer issues (don't flush garbage down the toilet) check valves
- Dehumidifier policy.
- Wires...

The 2014 budget will be attached.