

WESTERLIES COUNCIL OF CO-OWNERS
Minutes of Board Meeting

October 15, 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
John Sterling, Treasurer

Board members absent:

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 expressed concern regarding the cleaning of the dryer vents. Lint was reportedly seen in the bird guards immediately after cleaning. Other residents reported this is a byproduct of the process and as part of the process, the vendor would return the next day to remove the remaining lint. (As a follow-up, the owner emailed the board, on October 16 to report the lint remained in several bird guards.)

The same owner wanted to know when sidewalk repairs near the owner's unit would commence (on the next day) and wanted to know the scope of the project. Same owner also wanted clarification on the "check-valve situation," where the board discussed requiring all lower units to install check-valves over their sewer drains. The board reported a resolution is being drafted to address the issue.

An owner inquired if satellite wires were included in the recent violation notices concerning cable wires. Owner was concerned because she received a violation notice, but was not responsible for installing the dish. The Board responded the owner was not responsible for removing the dish/wires, but to please let the management company or board know of the situation.

An owner inquired about the "caulking around the foundation" saying it was supposed to be repaired in past years, but was never completed. An extensive caulking project was just completed, so we need to examine the areas reported by the owner, which is the courtyard side of the unit, on the courtyard side, at the steps going down into the unit.) As for brick and mortar repair, those will be addressed by next year's project list.

An owner inquired as to why the board has not paid his claim for reimbursement for clearing a clogged drain. The Board reported the owner should have received a letter from the management company explaining the denial and the owner reported not receiving such a letter. Nonetheless, the owner was adamant about receiving an explanation for the denial. The Board answered the denial was based on a legal interpretation and recommendation from counsel. A legal opinion was obtained to serve as guidance for possible similar claims in the future. Ms. Camellia Fries was tasked with resending the letter to the owner. The owner, if still unsatisfied with the response, was directed to download the complaint form housed on the Westerlies.com website, fill it out and send to our management company.

An owner reported he contacted Dominion Power and placed an order to replace all globes in the community. The order was passed to Board Member Ms. Nancy Ploss, who will follow-up on the owner's work and fill the order to her liking.

On a related note, an owner asked for time to discuss the lighting throughout the community. The owner is an electrical engineer and reported he had some insight on the lighting. The lights currently being installed are high pressure sodium lights. They are inexpensive and "no one uses them, but Dominion Power gets them for a low price." The owner reported the lights are used in high crime areas or in places where congregating is discouraged because the lights are obtrusive. Another drawback is the lights make everything look orange.

The owner is proposing he survey the lights to identify those which are burned out and which are burning the high pressure sodium bulbs. It was proposed to change such lights to HID (High Intensity Discharge.)

Several owners reported on the painting project in Courtyard 6, reporting a lot of overspray on the gutters and window sills. Some owners reported conversing with the painting staff and the painting staff reported two coats were not applied to the siding.

In a letter, an owner asked why the delay in informing her property manager of the Board's decision on the reported moisture issue in her unit. Ms. Fries reported the property manager was notified after the Board's decision was made in August, 2013.

The owner also asked why the Association is not responsible for this moisture issue. The unit has a humidity problem that contributes to mold growth. The owner needs a dehumidifier to remediate and control moisture in the unit. That is why we now have a dehumidifier policy for below grade units to deal with normal humidity and moisture problems that can lead to mold if not addressed by the owner. This is not an Association responsibility. The Board asked Ms. Fries to send a response to the owner.

Review/Approval of Previous Meeting Minutes:

The minutes from the September 17, 2013 Board of Directors meeting were approved without amendment.

Reports

Management Report: Ms. Camellia Fries reported the following items:

Portugal is scheduled to begin sidewalk projects tomorrow and finish another project this week.

No headway has been made with Verizon in respect to cleaning up cable wires throughout the community. Her associate, Mr. Hassan Kahn, is attempting to find a resolution. Board Member Mr. Chris Rossillo questioned if we should reach them with our counsel.

Treasurer's Report:

Mr. John Sterling reports we have reached our limit with our Wells Fargo (250K) Reserve Account; we have opened an account at Virginia Commerce and are ready to begin purchasing certificates of deposit.

Mr. Sterling also reported we are getting a bid from Nationwide Insurance for our master insurance policy.

Vice President's Report

2014 Budget: Mr. Rossillo reported on the progress in preparing the 2014 budget. A final Budget will be presented at the next Board meeting for approval. We need to include extra funding for building maintenance to paint courtyard buildings next year. The good news is we can lower our annual operating Reserve contributions as the operating reserves and retained earnings are now over \$100,000. Ms. Fries was asked to update the budget worksheet based on work to date and to improve the presentation format.

Bylaws: Counsel has recommended the Board update the bylaws that have governed the Westerlies for over 40 years. The Board will review the recommended changes and will discuss how to proceed at the next meeting.

Open Action Items:

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

- 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.
- 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: The two remaining reserve projects for this year are scheduled for completion this month: replacement of a damaged sewer pipe; and completion of remaining concrete and drainage repairs for a courtyard 6 walkway.

Building Maintenance - Painting: The painting of the buildings in Courtyard 6 is nearing completion and will be inspected next week. We are still waiting for a change order to properly relocate the Unit 1726 downspout and an updated contract to paint the remaining Courtyard buildings over the next 2 years. Ms. Fries was asked to follow up with the contractor.

Dryer Vents: The dryer vent cleaning was completed. After a discussion, Mr. Fries was asked to follow up on reports that some vents are not fully cleaned.

Tree Maintenance: Two Board members and the arborist did a walkthrough of the property and identified a number of trees for pruning or removal. A proposal will be submitted shortly for review by the Board. Our plans are to complete much of this work early next year. We can then later in the year follow up with new trees and landscaping.

Landscaping: We will be firming up this year's improvements this week with the work beginning in 2 weeks.

Parking

The Board and remaining residents discussed the pros and cons of strictly applying the current policy. No motions were made (nor needed to be made) but the Board agreed to begin registering vehicles and the general consensus suggested the purchase and distribution of hang tags for visitors.

Newsletter

A prototype will soon be distributed and material for main articles is requested from the Board.