

**Westerlies Council of Co-Owners
Minutes of Board Meeting on March 18, 2014**

Call to Order

President Tim Brazell called the meeting of the Board of Governors to order in the community room of the Safeway grocery store at 7:15 p.m. Other Board members present included, Vice-President Chris Rossillo, Treasurer John Sterling and Member-at-Large Nancy Ploss. Nathan Port was introduced to the Board and owners present as our new GHA portfolio manager.

Approval of Agenda

A motion was made to approve the agenda as presented. The motion was seconded and passed unanimously by the Board.

Owners and Residents Forum

John Sterling chaired the Owners Forum.

An owner reported a recent incident with an individual throwing trash and wood from his vehicle into our dumpster. After a discussion, John Sterling agreed to follow up with Chuck Wally who had a discussion with the individual. The same owner discussed several snow removal issues and possible solutions. After a discussion, the Board agreed to address the improvements in the next contract.

An owner asked about development work along Anderson Road and possible benefits we can obtain during this construction. Mr. Port will look into this matter and report back to the Board on options.

An owner reported the waste from the stump removal was not cleaned up. Mr. Port will observe stump areas during next walkthrough and follow-up with contractor as necessary to have any identified areas cleaned up.

An owner reported the Courtyard VI entrance walkway installed last year is in need of repair. This item was noted at the owners meeting last month. Mr. Port was asked to inspect the walkway next to unit 1698 and contact Brothers Paving as necessary.

An owner reported difficulties in contacting Verizon to schedule the proper installation of the cable wires. This problem has been reported by several owners. Mr. Port was asked to again follow-up with Verizon to respond to owner requests and complete this work.

Review/Approval of Previous Minutes

Motions were made to approve the minutes for both the December 19, 2013 Board meeting and February 25, 2014 Owners meeting. After a discussion, the motions were seconded and passed unanimously by the Board.

Reports

Management Report: Mr. Port briefly reported on the current status of several items:

- The audit firm is currently conducting their review of the Association's 2013 financial statements. All paperwork for the prior year and current year engagement are completed.
- A letter prepared by counsel was sent today to the owner of an adjacent property requesting the removal of a broken tree limb protruding over the Westerlies Courtyard 5 parking lot area.
- The latest summary of contract services was provided for review.
- A report on financial results to date was reviewed.

As this was Mr. Port's first meeting with the Board, there was a discussion of additional items to be included in the Management Report. The Board asked for reports on the results of monthly property inspections and on actions taken on owner requests.

After a discussion Mr. Port was asked to follow up on several items:

- The January 1-31, 2014 Cash Disbursement report shows a duplicate payment was made in the amount of \$3,824.59 to the City of Falls Church. A second bill was received and paid for in the same amount and for the same water meter.
- The January 31, 2014 expense for water and sewer is shown as \$20,242.87. This appears to be high for one month as we are presently averaging approximately 10,000 per month.

Treasurer's Report: Mr. Sterling reported there was a difference in the balance shown for the Wells Fargo account and the bank statement. This may be due to the recent transfers to the Virginia Commerce Bank. After a discussion about the operating fund cash balance, the Board agreed to maintain at least a \$75,000 cash balance before transferring funds to investment accounts. Mr. Port will follow up with the accounting staff on both of these items.

Review of Open Action Items

The Board reviewed the open action items for prior months. Several of the items were discussed with Mr. Port. Mr. Port will now follow up on open action items for the previous portfolio manager.

Old Business

Project Update: The Board discussed plans for the project to be undertaken this year.

- **Reserve Projects:** After a discussion, the Board agreed reserve funds should be used to repair retaining walls and to follow up on any additional walkway repairs. Mr. Port was asked to set up a walkthrough with the contractor to start the process for identifying proposal items.
- **Building Maintenance:** After a discussion, the Board agreed to have Courtyard IV buildings painted this spring. Mr. Port will contact our multi-year painting contractor to schedule this work.
- **Landscaping:** After a discussion, the Board agreed to proceed with Phase II of the 3-year landscaping plan. Mr. Port was asked to arrange a walkthrough with our contractor to update the plan. Once the proposal is received, the Board will identify the landscaping priorities for completion this fall.

Cable Wires: As addressed during the Owners Forum, Mr. Port will follow up with Verizon on owner problems in scheduling cable wire installation. Mr. Port was also asked to report on the number units that still required the installation work.

Bylaws Update: Our counsel is preparing a letter to owners and related documents on the proposed amendments to the Association's Bylaws. These amendments were recently discussed at the Owners Meeting last month. Our counsel has advised we can obtain owner approval using a ballot in the package sent to owners. After a discussion, Mr. Port was asked to follow up with counsel on the ratification process.

Parking Policy: The Board deferred the discussion of this topic to the next meeting

New Business

Bait Stations: Mr. Sterling reported the contractor indicated a previous board had bait stations put in the trash areas. The contractor said we do not have a rodent problem so the service could be discontinued. After a discussion, the Board agreed to discontinue the service and store the stations in the shed.

2014 Property Improvement Initiatives: The Board discussed several initiatives for this year to improve the appearance of our buildings and common areas. These included:

- **Better property inspections and enforcement;** Mr. Port was asked to do at least monthly inspections and to issue violations as appropriate for deck, trash, outside storage and other violations of our policies, rules and regulations. There also needs to be better status reporting and follow actions.
- **Lighting improvement throughout property:** Mr. Port was asked to renew the effort to get fixtures and bulbs replaced by Dominion Power. Mr. Rossillo will provide Mr. Port the contact information.
- **Improvement of Trash Huts and Dumpsters:** As discussed at the owners meeting, the trash collection areas need improvement. At the next meeting, the Board will consider several options including: repairing and painting the huts; redesign/enlarging the huts; and purchasing new dumpsters.
- **Deck power-washing and staining:** The Board discussed the poor condition and improper stain color of many of the courtyard decks. Mr. Port was asked to issue violations to correct identified deficiencies during monthly property inspections. In addition the Board will seek to obtain special pricing for owners to power-washing and properly staining their decks.
- **Rules and regulations:** After a discussion, the Board agreed the Westerlies rules and regulations need to be updated, communicated to all owners and placed on the website. The guidance should also specify the standards for doors, storm doors, signs, unit numbers, deck colors and other architectural items. Copies of the current rules and regulations will be obtained and reviewed for the next meeting.

Executive Session

The Board met in executive session from 9:00 p.m. to 9:25 p.m.

Adjournment

The Board meeting was adjourned at 9:30 p.m.