

**Westerlies Council of Co-Owners
Meeting Minutes of Board Meeting
April 15, 2014**

Call to Order

Vice President Chris Rossillo called the meeting of the Board of Governors to order in the community room of the Safeway grocery store at 7:00 p.m. Other members present included Treasurer John Sterling and Member-at-Large Nancy Ploss. Mr. Rossillo announced the resignation of Board member and former President Chuck Walley and expressed appreciation for his more than two years of service. Mr. Walley also performed an important role in upgrading and maintaining the Association's website.

GHA Portfolio Manager Nathan Port and several owners were also present. President Tim Brazell arrived at 7:15 p.m.

Approval of Meeting Agenda

The Board reviewed the agenda. After a discussion, several topics were added to the agenda. A motion was made, seconded and passed unanimously by the Board to approve the agenda as amended.

Owners and Residents Forum (Chaired by John Sterling)

An owner reported an issue with a lower unit owner claiming a water leak on her living room ceiling. Nancy is working with the owner to resolve the issue.

An owner asked about the possible use of the playground or other property area for exercising purposes.

There was a brief discussion of lawn care and the scheduled weed control application this week. The Board asked Mr. Darling to reschedule the work for next week since children are on spring break this week.

An owner reported difficulties in contacting Verizon to schedule the proper installation of the cable wires. Owner advised to notify Mr. Port who is now dealing directly with the Verizon project manager for this work.

Review/Approval of Previous Minutes

A motion was made to approve the minutes for the March 18, 2014 Board meeting. After a discussion, the motion was seconded and passed unanimously by the Board.

Reports

Management Report: Mr. Port briefly reported on the status of work for the following items:

- The Board packet contains proposals for retaining wall repairs, landscaping and trash hut renovation. The Board will review and discuss these documents during the old business portion later in the meeting.
- The 2013 audit has been completed. A summary of the draft report is in the packet.
- Regular contact is now maintained with Verizon's area supervisor to get the cable rewiring completed.
- A walk through is scheduled with Dominion Power to identify a uniform lighting solution for the property.
- Courtyard VI buildings are scheduled for painting later this month.
- The financial section of the report provides follow up information requested by the Board.
- Proposals and documents prepared for opening the swimming pool are also included in the packet.

After a discussion, the Board requested the following items:

- Review the March 2014 cash disbursements and reclassify four of the five payments made to Rees Broome from the Legal & Professional (account #55272) to Legal-Collections (account # 55270); only the \$3,827.50 payment should remain classified as Legal & Professional expenses.
- Include a copy of the draft 2013 audit in the next month's management packet.

- Provide a status on broken tree removal by owner of adjacent property;
- Include the summary of contract services in the monthly management report; the Board will provide Mr. Port several updates based on their review of last month's submission.
- Provide an update on the plumbing problem involving units 1770 and 1772 earlier this month.
- Provide the monthly financial report portion of the Board packet to members as soon as it is available.
- Forward key documents when received; this helps the members prepare for a more productive meeting.

Treasurer's Report: Mr. Sterling reported on several month-end financial statement items. Since the request to transfer funds from the Wells Fargo account was not made, the balance remains above the FDIC insurance limit. After a discussion, the Board agreed to request another transfer of funds from the Wells Fargo account.

Vice President Report: Mr. Rossillo thanked Mr. Port for getting this year's projects moving forward and for presenting a more complete packet of meeting reports and documents. The following suggestions were made to further improve the usefulness of the management report section of the packet:

- Retain the past status reporting format listing work items and monthly updates; the status report can now include the reporting and updates of all projects and activities. This will eliminate the need for separate project updates under the old business portion of the agenda.
- Include a section reporting on the results of monthly property inspections; and
- Include a section reporting owner requests during the month and actions taken on these requests.

Review of Open Action Items

The Board reviewed the open action items for prior months. Several items were not fully addressed since Mr. Port left the meeting. These were deferred until the next monthly meeting. Mr. Port will be contacted on any pressing items that arise prior to the next meeting.

Old Business

Project Updates: The Board reviewed the progress on the project plans approved during the last meeting:

- **2014 Reserve Projects-** Mr. Port met with the contractor and a proposal was submitted for retaining wall repairs in several courtyards. After a discussion, the Board agreed to conduct a walk through to review the proposed repairs and approve this year's priority work. The approved work should be completed within 30 days. Walkway repairs will be identified and completed in the fall.
- **Building Maintenance-** Mr. Port contacted Premiere and scheduled the Courtyard VI buildings for painting. Mr. Port will submit the contract to the Board for approval and will provide a notice to residents.
- **Landscaping-** The landscaper submitted the original landscaping plan. It needs to be updated since a number of trees and shrubs have been removed since the plan was developed 3 years ago. After a discussion, the Board agreed several members will do an onsite review to identify the priorities for this year. We can then obtain proposals for early fall installation.

Bait Stations: Mr. Sterling reported the pest control company will no longer restock the stations with bait.

Bylaw Amendments: Counsel provided several Bylaws amendment documents for review by the Board. After a discussion, the Board agreed to have everything ready for mailing by the next meeting.

New Business

2013 Audit: The Board reviewed the audit summary prepared by Mr. Port. After a discussion, the Board agreed GHA should immediately provide the auditor with the August-December 2013 minutes to complete the paperwork for the audit. The Board will review the draft report and submit their comments to Mr. Port.

Swimming Pool Opening: The Board reviewed the pool opening materials. After a discussion, Mr. Sterling agreed to discuss proposals for recommended repairs with the contractor and determine if any pool maintenance work needs to get done prior to the pool opening. Mr. Port will work with Dominion to restore power to the pool pump room and start the process for mailing the owner letters and issuing pool passes.

Newsletter: The Board discussed the preparation of the spring newsletter. The Board agreed on a tentative list of topics and plans to have a final draft ready by the May meeting.

Owner Requests: The Board reviewed two owner requests. After a discussion, the Board approved an Architectural Modification Form request to install a new exterior door. The approval of a request to permit a small trailer to be parked on the property was withheld pending policy review.

2014 Property Improvement Initiatives: At the last meeting the Board laid out a number of initiatives to improve the appearance of the property.

- **Property inspections-** Mr. Port reported he will undertake a comprehensive property inspection to identify violations of existing policies and rules; this effort should be completed by end of May.
- **Property Lighting Improvement-** Mr. Port reported progress is being made in getting Dominion's cooperation to upgrade our community lighting. A visit by their representative is scheduled for April 25. After a discussion, several Board members expressed an interest in participating in the walkthrough.
- **Trash Hut Improvements –** The Board briefly reviewed a proposal for enlarging and painting a trash hut on a pilot basis. A design plan will also be submitted. After a discussion, the Board agreed to obtain several additional proposals.
- **Rules and regulations:** Earlier in the month, Mr. Port shared copies of the existing community rules and regulations with the Board. After a discussion, the board agreed to make minor changes to the documents. Mr. Sterling will then place them on the website.

Executive Session

The Board met in executive session from 9:15 p.m. to 9:30 p.m.

Adjournment

The Board meeting was adjourned at 9:35 p.m.

Note: Approved by Board on May 20, 2014