

**Westerlies Council of Co-Owners
Meeting Minutes of Board Meeting
May 20, 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 7:05 p.m. Other members present included Vice President Chris Rossillo, Treasurer John Sterling and Member-at-Large Nancy Ploss. GHA Portfolio Manager Nathan Port was absent but represented by Rebecca Brunner.

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 requested clarification of rules regarding bikes and scooters. We will verify the rules but believe they are not allowed in the interior courtyards but are allowed on the exterior grounds. A suggestion was made to revise our existing signage.
- An owner reported a refrigerator placed next to the trash hut across from the play lot has been there for several weeks; Mr. Port will advise the Board regarding the pickup of "white items" in our trash contract.
- An owner reported that the bushes and trees around the pool need to be trimmed back; the board will follow up with a request to our grounds maintenance provider.
- An owner started a discussion about putting up signs at the trash huts requesting that overflow recycle items be place in the dumpster instead of dropping them on the ground
- An owner reported that several cars had been broken into and had the airbags stolen; this started a discussion about the possibility of putting surveillance cameras in our lots (they could also help with parking issues and tied in to the parking lot light poles for electricity)
- An owner reported a bird nest was built on the deck side downspout of unit 1749. The Board will have a handyman remove the nest.
- There was a brief discussion on how an owner can address leaks that damage interior ceilings.
- An owner asked when the courtyard 2 buildings will be painted. During the next 2 years, the order of the remaining 5 courtyards will be based on those with the greatest need and available funding.

Review/Approval of Previous Minutes

A motion was made to approve the minutes for the April 15, 2014 Board meeting. After a discussion, the motion was seconded and passed unanimously by the Board.

Reports

Management Report: Ms. Brunner presented Mr. Port's report on the status of work for the following items:

- The Board packet contains the Representation Letter for signing off on the 2013 Audit.
- The deposit check for work to begin on the storm water drainage repairs in the perimeter area near Unit 1813 is currently being processed for payment.
- The pool passed inspection and is ready to go with some last minute preparations.
- Verizon will confirm the units that still need cable rewiring competed upon request.
- The comprehensive inspections have not yet taken place. Mr. Port should schedule these inspections as previously requested and advise the Board of the inspection dates.
- Dominion Power has not yet provided their proposed plan for a uniform lighting solution for the property.

The Board noted that this month's financial report and 2013 audit report were provided when received rather than held until the meeting. After a discussion, the Board requested the following items:

- Recommend the next steps for removing the broken limb of the locust tree on the adjacent property.
- Include the Contract Services Analysis summary in the Board packet updated to include Nationwide as our master policy insurance provided (the list in the May 2014 packet is obsolete and not the requested update of the Contract Services summary previously in the March 2014 packet.)
- Provide a start date for the repairs of the retaining walls.
- Reclassify the three Bartlett expense payments totaling \$18,818.70 from Landscaping Enhancement (acct# 54850) to Tree Maintenance expenses (acct #54825.)
- Follow up with the owner of unit 1772 for reimbursement of the expense to repair the kitchen drain plumbing or post the amount to the owner's account for collection.
- Use vendors provided on the Contractor List for plumbing and other reoccurring service needs.

Treasurer's Report: Mr. Sterling reported on several financial statement items. It was noted that Mr. Port confirmed by e-mail that the \$62,000 transfer from the Wells Fargo account was placed in the operating account earlier this month. The Wells Fargo account balance should now be below the FDIC insurance limit.

Vice President Report. Mr. Rossillo reported on the results of the 2013 audited financial statements. We ended the year with a net income of \$1,414. Overall, our end of year owners equity increased \$95,000 to \$303,738. The Association had a surplus of \$110,836 in excess operating funds (operating reserve + retained earnings). This represented 17% of annual assessments and was well within the 10-20% range the auditor recommends for associations. We ended 2013 with \$193,000 in the Replacement Reserve account.

Review of Open Action Items

The Board reviewed the open action items for prior months. A number of items were noted as completed. Mr. Port will provide an update for the items that remain open.

Old Business

Project Updates: The Board reviewed the progress on this year's approved projects:

- **2014 Reserve Projects-**The Board unanimously approved the contract for repair of the courtyard retaining walls soon after conducting an onsite review of the proposed work last month. After a discussion, the Board confirmed their approval of the contract. Mr. Port will notify the Board when the repairs are scheduled to begin. The Board also confirmed their approval of the contract for repairing the storm water drainage area near unit 1813. This work is scheduled to start next week.
- **Building Maintenance-** The painting of the Courtyard 4 buildings is underway. Mr. Port will inspect the completed work before issuing the payment.
- **Landscaping-** Several members of the Board will review landscaping needs when they inspect the retaining wall repairs next month. This year's priority will be tree replacements.

Cable Wires: The Board has not received the previously requested report on the number of units that remain to be rewired by Verizon. Mr. Port should develop or obtain this report and violation notices should be issued to owners not arranging for their rerouting work to be completed.

New Business

2013 Audit Report: The report is now updated and addresses the comments submitted by the Board. After a discussion, a motion was made, seconded and passed to accept the report. President Tim Brazell signed the required Representation Letter. Ms. Brunner will provide the letter to Mr. Port for his signature and for forwarding to the auditor with the required financial statements. Mr. Port will notify the Board when the audit adjustment entries will be recorded.

Swimming Pool Opening: The Board briefly discussed preparations for opening the pool and issuing pool passes. The gate to the baby pool was repaired by owner Billy Smith. The pool skimmers were repaired last week. Ms. Brunner will ask Mr. Port to provide a report by the end of the week on the issuance of pool passes including those not issued for good reasons.

Newsletter: The Board briefly discussed several topics for inclusion in a spring newsletter. A draft will be put together for review later this month.

Parking: The Board discussed the vehicle registration policy that was put on hold in the fall of 2011. With the metro opening in several months, we can no longer delay clarifying a set of rules and regulations for residents and guests to park their vehicles in the community. The need to update and restore a registration policy will be noted in the newsletter to owners. Since the Board packet did not include a copy of the suspended registration policy, the Board agreed to obtain and review the policy and several improvement options at the next meeting. Owner input would also be welcomed.

The Board reviewed an owner request to permit the parking of a small trailer on the property. The current policy lists trailer as unauthorized, but permits requests in writing for limited short term parking. After a discussion, the Board approved the parking of the trailer through September 30, 2014.

Executive Session

The Board met in executive session from 9:00 p.m. to 9:20 p.m.

Adjournment

The Board meeting was adjourned at 9:25 p.m.