

**Westerlies Council of Co-Owners
Meeting Minutes of Board Meeting
June 17, 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 7:00 p.m. Other Board members present included: Vice President Chris Rossillo, Treasurer John Sterling and Member-at-Large Nancy Ploss. GHA Manager Nathan Port was also present.

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 reimbursement for reasonable costs related to moisture infiltration of his rental unit. His renter began reporting the problem two weeks ago. The unit does not have a dehumidifier. GHA stated that the renter policy will cover damage to personal effects. The owner was advised the lower section of the downspout for the above unit was found not riveted and disconnected. This most likely caused the rain water to discharge along the lower unit exterior. The downspout was reattached and riveted. A contractor inspection tomorrow will determine the need for further exterior preventative measures. GHA stated the owner needs to move the large bedroom furniture so a final mold inspection and repairs can proceed. Mr. Port will obtain repair estimates.

An owner reported the walkway entry to courtyard 6 has degraded concrete; the refrigerator is still next to the rear trash hut; and there is a thorny bush next to the playground. The concrete item will be inspected during tomorrow's walkthrough. GHA will contact AAA to order a special bulk pickup. The bush replacement will be addressed during the fall landscaping work.

An owner reported an old cement mixer, fencing and old TV in the rear of the property and a broken railing lying on the Courtyard 2 grass. This will be remedied with special bulk pickup. There is a utility box in the back that is missing its cap. This will be checked during the walkthrough.

Nancy Ploss reported two owner items: an owner reported there is moisture in the rear bedroom. The unit exterior will be checked during tomorrow's walkthrough. Another owner reported that payment coupons have not been received despite previous request. Mr. Port will follow-up on this request.

Review/Approval of Previous Minutes

Mr. Brazell called for a motion to approve the minutes of the May 20, 2014 Board meeting. After a discussion, a motion was made, seconded and passed unanimously by the Board.

Management Report

Project Status Report: Mr. Port's reported on the status of following work items:

- **Locust tree limb removal:** We have not had a response from owner. The Board asked that removal estimates should be obtained from several tree companies.
- **Water leaks:** There were two water intrusion items, one requiring repairs. This week a contractor will determine exterior preventative measures for ground area under the decks.
- **Retaining wall repairs:** Portugal will meet tomorrow to set schedule and identify other walkway repairs.
- **Pool:** Electricians will fix service in the pump room. Plumbers are needed to fix toilet and sink water problems. Board suggested one of the plumbers on the vendor list be contacted.
- **Cable Wires:** Verizon requested to provide report on completed and open items. The Board requested owners receive violation notices for not scheduling the removal of their hanging cable wires.
- **Dominion Lighting:** A second request was made for an update on the proposed light replacement plan.
- **Property Inspection:** A comprehensive inspection of the property will not be performed.
- **Courtyard Painting:** Inspection items completed

The Board requested the following items related to the May, 31, 2014 financial reports:

- The \$1,007.77 paid to Rees Broome on 5/13/14 was misclassified as Legal-Professional-acct.# 55272; the expense was for collection services and should be reclassified as Legal-Collections-acct # 55270.
- The \$1,250 down payment to Russell Herring paid on 5/27/14 is a reserve expense for storm water drainage but was misclassified as roof/gutter-acct #54285. Please reclassify as reserve fund expense.
- It was noted that Dwyer Plumbing Inc. was paid for plumbing services; please use the plumbers on our vendor list included in this month's packet; they provided good services at reasonable costs in the past.
- The recent financial statements should be also sent to the auditor as requested in the audit letter now that the yearend audit adjustments were made. Mr. Port agreed to e-mail the **Contract Services Analysis** to the board members. The summary will include Nationwide as master policy provider. Mr. Port reported no pool passes were withheld due to delinquencies.

Review of Open Action Items: Mr. Port and the Board reviewed the open action items for prior months and noted those that are now completed. Mr. Port will continue to follow-up on the items that remain open.

Officer and Committee Reports

Treasurer's Report: Mr. Sterling submitted no report this month.

Vice President Report: Mr. Rossillo noted owner reports of possible leaks, mold and moisture problems need to provide a description of the problem, action owner has taken, requested action and contact information. The GHA manager should make sure to obtain the information and immediately notify the Board members of the reported problem and, except for emergencies, schedule an inspection before a contractor is called in.

Also, before an owner account is turned over for collections, management needs to advise the delinquent owner that a payment or plan needs to be submitted by the next Board meeting or their account will be turned over to counsel for collections and the owner will incur legal fees.

Old Business

Budget: The Board reviewed the budget projections and operating results through May 31, 2014. Expenses for legal services, water and sewer, and snow removal are already over budget. We also now have \$116,150 in operating reserves and retained earnings. After a discussion, the Board agreed to make no further contributions to the operating reserves this year to free up budget funds for the unanticipated increased expenses. The Board agreed to review where we are in September so the funding levels for further painting and landscaping can be firmed up.

Newsletter: The Board briefly discussed the newsletter topics. The final draft will be reviewed by the Board and forwarded to Mr. Port by the end of this week for distribution early next week.

Parking Policy: The Board reviewed the suspended registration policy included in the Board packet. The Board discussed several options for simplifying the towing and guest parking provisions. Several owners participated in the discussion. The Board agreed to review next steps in the fall.

New Business

Counsel Meeting: The Board discussed topics for review at next month's semiannual meeting with counsel. .

Trash Huts: The Board discussed several possible improvements for the trash huts. The Courtyard 5 trash hut was identified as the pilot for proposals to: upgrade and paint; use the back area for the recycling bins; and place large pavers or concrete on the ground surrounding the hut.

Executive Session

The Board met in executive session from 8:30 p.m. to 8:45 p.m.

Adjournment

The Board meeting was adjourned at 9:00 p.m.