

**Westerlies Council of Co-Owners  
Meeting Minutes of Board Meeting**

**July 15, 2014**

**Call to Order**

President Tim Brazell called the meeting to order in the Safeway community room 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 not present nor represented.

**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 asked for clarification of coverage under the Association's master insurance policy. After a discussion, the owner was advised that upgrades are covered by the owner's homeowner policy.
- An owner reported there is a water leak in his ceiling. After a discussion, the owner will discuss the problem with the owner of the above unit.
- An owner raised an issue about the tree debris that falls on cars in the parking lot area near his unit. Ms. Ploss will contact the tree maintenance company.
- An owner noted there are recycling companies that will accept or pick up white goods at no charge.

**Review/Approval of Previous Minutes**

Mr. Brazell called for a motion to approve the minutes of the June 17, 2014 Board meeting. A motion was made, seconded and passed unanimously by the Board to approve the minutes as presented.

**Management Report**

A management report was not presented. The Board packets were delivered to a Board member for the meeting. The Board agreed to review projects and action items as part of the Old Business discussion.

**Officer and Committee Reports**

**Treasurer's Report:** Mr. Sterling reported our June 30, 2014 balance sheet now shows total operating cash of \$119,208; replacement reserves of \$259,438; and operating reserves of \$85,210. Legal services, water and sewer, and snow removal expenses remain higher than projected. Mr. Sterling will continue to monitor the water and sewer expenses for cost reductions since Fairfax County took over the Falls Church water utility.

**Vice President Report:** Mr. Rossillo discussed several adjustments that need to be addressed in the June 30, 2014 financials. These items were reported earlier to Mr. Port and will be added to the open action items list. The adjustments for financial items identified last month were properly reflected in the June 30, 2014 report.

**Old Business**

**Reserve Projects:**

- **Walkways and Foundations:** Last month two board members, our groundskeeper and a contractor conducted a review of the types of repair needs in the courtyards. The contractor will complete a full inspection and submit a proposal next month for identified repairs for all walkways, bricks, and railings. The proposal will also include estimates for concrete pads for lower level units. The Board can then determine the priority work for this year. The contractor viewed the entrance to Courtyard VI concrete as sound. The rough appearance was caused by using rock salt before the concrete was fully cured, usually two years.
- **Retaining Walls:** The repair of the retaining walls has been rescheduled to start later this month. The redesign of the Courtyard VI retaining wall will use some of the dirt removed from other work areas.
- **Trash Hut Renovation:** The Board discussed a pilot plan for renovating the Courtyard V trash hut and surrounding area. The Board agreed proposals should be obtained for review at the next meeting.

**Pool Operations:** Mr. Sterling reported the pool room electrical work and bathroom plumbing repairs were completed.

**Water Infiltration:** The Board discussed the status of reported moisture issues. The contractor inspected the exterior area of Unit 1644 and will submit a proposal for preventative measures, including installing a concrete pad under the deck and power-washing and waterproofing the brick walls on both sides of the entrance stairs. The reconnected and riveted downspout was inspected. Only one estimate was provided for interior repairs. Mr. Sterling will follow up with Mr. Port on estimates to complete these repairs by the end of the month. The exterior foundation area of Unit 1813 was inspected and will also have a concrete pad installed under the deck. Another reported moisture problem was resolved by the owner placing a dehumidifier in the unit.

**Tree Maintenance:** In addition to the locust tree with a broken limb, two additional trees were identified with dead limbs hanging into our property along the Courtyard V and VI parking lot. A knocked over utility box in the area was reset. Mr. Darling will contact several vendors to provide estimate for the removing the tree limbs.

**Sewer Damage:** A sewer backup was reported in a lower level unit in Courtyard VI. Remediation work has been completed and repairs will start as the insurance adjuster and contractor work to resolve several items. After a discussion, the Board will follow up with Mr. Port to contact the owner with the insurance estimates.

**Check Valve:** The Board discussed the delay in issuing the resolution requiring check valves in all lower level units. The draft was reviewed by counsel and GHA was asked in December 2013 to prepare the resolution for Board approval. After a discussion, the Board agreed to request CAMP to complete this action next month.

**Cable Wires:** The Board discussed the continuing delay in obtaining a requested report on the cable wire violations that remain open. After a discussion, the Board concluded the existing violation system is not being maintained and that a re-inspection will be conducted in the fall to identify remaining cable wire violations.

**Newsletter:** The June 2014 newsletter was not mailed by GHA until the week of July 7<sup>th</sup>. The issuance was planned for the week of June 23<sup>rd</sup> so owners would have notice of the management change in advance of the CAMP Welcome Letter. Mr. Sterling will post the newsletter on our Westerlies website.

**Action Items:** The Board reviewed remaining open action items and noted those that are now completed. The Board noted that for several Board requests, actions were not initiated within a reasonable timeframe to permit meaningful progress or completion nor a productive meeting. Also, the Board should be advised of unexpected problems and delays when they occur rather than wait until the day of the next meeting.

### **New Business**

**Management Transition:** Community Association Management Professionals (CAMP) will replace GHA Community Management as our management company effective August 1, 2014. Since GHA was not at the meeting the Board was not briefed on the status of the transition. Earlier this month, the newsletter was issued announcing the management change. Also CAMP sent our owners a letter introducing their company and providing information for making their assessment payments. Heather Graham, our new property agent will conduct an initial walkthrough of the property next week accompanied by several board members. A meeting will follow to discuss transition and operating items once CAMP is officially on board as management agent.

**Audit:** The Board received a proposal from the auditor to perform an interim 2014 audit through July 31, 2014 to support the management transition. After a discussion, a motion was made, seconded and approved to approve the interim audit. Mr. Brazell will sign and forward the engagement letter to the auditor.

### **Executive Session**

The Board met in executive session from 8:15 p.m. to 9:10 p.m.

### **Adjournment**

The Board meeting was adjourned at 9:15 p.m.