

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

August 20, 2014

Call to Order: President Tim Brazell called the meeting to order in the Safeway community room at 7:09 p.m. Other Board members present included: Vice President Chris Rossillo, Treasurer John Sterling and Member-at-Large Nancy Ploss. Our new Management Agent Heather Graham was present and introduced to the owners in attendance. Ms. Graham serves as the Executive Vice President of Community Association Management Professionals (CAMP).

Approval of Meeting Agenda: After a discussion, the Board added several topics 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): Owner and resident requests, suggestions and comments included:

- The new replacement bulbs installed by Dominion are too bright and not directed towards the ground. The color is amber, not white as requested in discussions with Dominion. Several other owners also expressed their concern. A shade can be placed over the bulb to direct the light downward. The poor appearance of the pole was also noted. Ms. Graham will follow up on options for addressing these concerns.
- An owner inquired if there is any policy regarding upstairs wood flooring. Perhaps there is or can be a rule that states hardwood floors must have carpets to mute the noise.
- There is a need to remove wasp nests at NE entrance to CY 4 and on the sign next to the playground.
- Warning stickers will be placed on 3 cars that have either dead inspection stickers or flat tires. Ms. Graham needs to be advised, and if there is a need to tow any vehicle, Ms. Graham will contact the towing service.
- An owner asked that signs be put up stating "no solicitation" on Westerlies property. This will be considered.
- A tenant reported a termite problem. Ms. Graham will have pest control contractor treat the exterior area and address the issue with the owner.
- Contractors and non-residents continue to dump their trash in or near our trash bins. Further review is required to determine viable options for addressing this problem.
- Several owners voiced concern about the numerous violations that continue to exist in the courtyards. The Board indicated there has been little property inspection effort since April. Our new management company is fully aware of need to conduct regular property inspections and effective enforcement activities to improve compliance with community rule and regulations.
- An owner reported there are low hanging tree branches that need to be trimmed. After a discussion, Todd Darling will have his ground maintenance crew address this contracted ground maintenance work.
- An owner asked if there are plans for further tree removals. All of the dead and structurally unsound trees as of January 2014 have been removed.
- An owner noted there are areas where dog dropping have not been picked up. Owners will again be reminded of their responsibilities. Violations should be reported to management.
- An owner asked about providing one assigned parking spot to each unit. Owner advised governing documents do not provide for assignment of common elements.
- An owner raised concern with concrete repair of courtyard 6 entrance. After a discussion, Brothers concrete will be contacted to review installation and warranty options.
- An owner noted the use of a dehumidifier did help to eliminate moisture and stuck doors in his unit.

Review and Approval of Previous Minutes: Mr. Brazell called for a motion to approve the July 15, 2014 Board meeting minutes. A motion was made, seconded and passed unanimously by the Board to approve the minutes as presented. The Board noted Ms. Graham has started the process of incorporating open action items into the management reporting.

Officer/Committee Reports

Treasurer Report: Mr. Sterling submitted no Treasurer Report this month. After a discussion, Ms. Graham will look into appropriate investment options for our reserve funds. Mr. Sterling will work with Ms. Graham to update signatories on the reserve accounts.

Vice President Report: Mr. Rossillo reported several items in the July 31, 2014 financial report need review. These were reported earlier to Ms. Graham. Items identified in last month's financials were adjusted in this month's report. Mr. Rossillo reported the Board's semiannual meeting with counsel was held last month.

Management Report: Ms. Graham presented the Management Report on meeting matters for Board action and discussion:

Ratification of Approved Contracts:

- **Concrete Pads:** On July 24, 2014 the Board unanimously approved a contract for installing concrete pads on the ground outside two lower units with reported water issues. After a discussion, the Board also approved the installation of an additional pad for a unit area identified during recent unit inspection.
- **Snow removal:** The initial April 2014 proposal was not presented to the Board. On July 16, 2014 the Board unanimously approved a contract to take advantage of an extended timeframe for the previously offered discount.
- **Retaining Wall Repairs:** On April 25, 2014 the Board unanimously approved a contract to do the repairs of retaining walls in 6 courtyards at a cost of \$17,690.

Voting Items:

- **Courtyard Painting:** After a discussion of remaining courtyard painting needs, a motion was made, seconded and passed to approve a contract for painting courtyards 7 and 8 buildings next month.
- **Tree Maintenance:** The Board reviewed a proposal for removing several hanging limbs and a dead tree along the parking lot fence. The cost was lower than an earlier estimate. A motion was made, seconded and passed to approve the proposal. "No parking" notices should be posted in the area for the scheduled work day. The Board expressed appreciation for Mr. Darling's assistance in obtaining the vendor proposal.
- **Pest control:** Ms. Graham presented a pest control proposal. After a discussion, a motion was made, seconded and passed unanimously to approve the service contract for one year starting September 1.

Project Updates:

- **Walkways/Foundations:** An inspection is underway to identify remaining repairs for all walkways, bricks, and railings; proposal will include estimates for concrete pads for lower level units for Board review.
- **Concrete pads:** Concrete pads will be installed this week as preventative measures for 3 units.
- **Retaining Walls:** Repairs are in progress and the work in 6 courtyards will be completed this month.
- **Trash Hut Renovation:** Additional proposals will be obtained for the Courtyard 5 pilot project.
- **Sewer Damage Repairs:** The contractor is completing damage repairs for the unit with a sewer backup.
- **Water Infiltration Repairs:** Ms. Graham reported contractors started repairs for the unit with water infiltration from a disconnected downspout. Ms. Graham is also facilitating coordination among unit owners to resolve an internal leak in the electrical/HAVC closet from one of the above units.
- **Cable Wires:** After a discussion, the Board agreed this project needs to be reignited to fully eliminate the exposed cable wires that are in violation of our master deed provision. Actions include: get Verizon to complete their plan to properly install their cable wires; identify and issue violations to unit owners that still have exposed cable wires and contact Cox to request they also properly install their cable wires. A contractor can then be selected to remove all remaining wires.
- **Property Lighting:** Ms. Graham reported the installation of new lighting remains in progress. After a discussion of the concerns expressed about the brightness and color of the bulbs, Ms. Graham was asked to follow-up with Dominion Power on options for resolving these issues.

- **Check Valves:** After discussing a draft requiring check valves in all lower level unit drains, the Board asked Ms. Graham to prepare the final resolution for Board approval so installation of check valves can proceed quickly. It was noted that these provisions can later be incorporated in a revised Maintenance Policy.

Matters For Board Discussion

Management Transition: Ms. Graham updated the Board on the status of the transition activities. A schedule of service contracts was provided for review. Contractors and vendors are being contacted to update their information and our records. An annual calendar of key activities for supporting the operations of the Board will also be compiled. One of Ms. Graham's priorities is to help the Board implement initiatives for improving the appearance of the community. Ms. Graham has already conducted several walkthroughs with Board members to observe both the various types of violations that exist and the common area improvement needs. A comprehensive inspection will be undertaken in the fall.

Website: The Board briefly discussed the Westerlies website and actions to maintain the site. John Sterling has been serving in the webmaster role since the departure of past president Chuck Walley. After a discussion, an owner volunteered to determine the ownership and expiration date of the site. The Board will also seek an owner willing to work with the Board as the permanent webmaster of the website.

Leak Reports: The Board discussed the process for handling owner reports of leaks, mold and other moisture-related issues. The Board reviewed past reporting problems and the need to improve information obtained from owners to better control the resolution process and enforce our dehumidifier policy. Ms. Graham will develop a reporting process for obtaining more complete information. The Board should be notified of any reported issue and, except for emergencies, an inspection scheduled before a contractor is called in. For sewer back-up, busted water pipe and other emergencies immediate action is required to mitigate damages.

By-law Amendments: The Board reviewed the next steps to obtain owner approval of the proposed By-laws amendments. The June newsletter included a summary of the main changes in the By-laws and advised owners a letter and ballot would be sent for approving the amendments. After a discussion, the Board asked Ms. Graham to coordinate the steps for obtaining owner approval.

Audit: The engagement letter for the 2014 Interim audit was signed and the audit should start within the next two weeks. The 2014 yearend audit is already covered by our current engagement.

Vehicle Registration: After a discussion, the Board and Ms. Graham agreed to review the suspended policy and prepare to discuss changes at the next meeting. Ms. Graham will determine how CAMP can best support the vehicle registration process.

New Business:

Resolution Review: Ms. Graham reported there is a need to review our resolutions to determine those that should be updated or rescinded. After a discussion, The Board agreed to work with Ms. Graham on this effort, including providing sign copies for several of the current resolutions.

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 9:20 p.m.