

**Westerlies Council of Co-Owners
Meeting Minutes of Board Meeting
September 16, 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. Management Agent Heather Graham was present.

Approval of Meeting Agenda: A motion was made, seconded and unanimously passed by the Board to approve the agenda.

Open Forum: John Sterling advised owners the Board has an extensive agenda for tonight's meeting and will therefore strictly follow our rule of no more than 3 minutes per owner, with cutoff after 20 minutes.

- An owner noted there are paint spots on brick and window area of her unit. Ms. Graham will follow up with the contractor.
- An owner reported a dull or defective walkway light. Mr. Sterling forwarded the owner's earlier e-mail with the location number of the light to Ms. Graham.
- An owner asked where to shut off water to his upper unit. The owner was advised to access main shutoff valve in the lower unit.

Review and Approval of Previous Minutes: Mr. Brazell called for a motion to approve the August 20, 2014 Board meeting minutes. A motion was made, seconded and unanimously passed by the Board to approve the minutes as presented.

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

Matters for Board Decision:

New Member: Mr. Rossillo announced Jeffery Kuhn has indicated his willingness to join the Board. A motion was made, seconded and unanimously passed by the Board to appoint Mr. Kuhn to serve in the vacant Board position until the next owners meeting.

Ratification of Board Decision: On September 3, 2014 the Board unanimously voted to impose no late fees during the management transition for only August and September 2014 assessment payments. A notice will be issued advising owners of this waiver. Under the current collection policies, owners have until the 15th of each month to make their payment without incurring a 10% late fee.

Request for Reimbursement: Ms. Graham presented an owner request for reimbursement. The owner was not present. The Board deferred discussion of the request to the Executive Session.

Trash Hut Repairs: Ms. Graham presented proposals for the Courtyard 5 trash hut repair. After a discussion of the cost range of the submitted proposals, the Board asked Ms. Graham to set up on-site visits with two of the contractors to discuss their proposal specifications. A motion was made, seconded and unanimously passed to approve a contract for installing concrete slabs around all trash huts. Ms. Graham will assure the contractor installs the concrete up to the curb on both sides and at least four feet in the back of the hut.

Interim Audit: Ms. Graham presented the draft interim audit report in support of the management transition. After a discussion, a motion was made, seconded and unanimously passed to accept the report. Mr. Brazell signed the Representation Letter. Ms. Graham will follow up on outstanding items to complete the interim audit including getting the Representation Letter signed by GHA.

Vehicle Registration Policy: After a discussion, the Board agreed to table further consideration of implementing the suspended policy at this time. The problems expected with the opening of metro have not materialized. There is also questionable benefit for taking on the added enforcement and administrative burden to manage a registration process without more concrete evidence of a problem. The Board will continue to ticket and remove those vehicles that are in violation of our vehicle parking policy.

Matters for Board Discussion:

Management Transition: Ms. Graham provided a brief status on transition activities.

Policy Resolutions: Ms. Graham presented her review of the current status of policy resolutions. After a discussion, a motion was made seconded and unanimously passed to rescind 10 identified resolutions that predate current resolutions. In addition 7 signed, current resolutions were identified that were not provided during the transition nor contained on the website. Mr. Sterling will ensure the website is updated to delete the rescinded resolutions and include the additional current resolutions. The Board agreed to review and update resolutions as necessary once the Bylaw amendment exercise is completed.

Walkways/Foundations: Ms. Graham presented a proposal for repair of identified walkways, bricks, and railings. The proposal also included estimates for additional concrete pads for identified lower level units. After a discussion, the Board will conduct an onsite review to identify priority work for this fall.

Project Updates:

- **Concrete pads** were installed for 3 units.
- **Retaining wall repairs** in 6 courtyards were completed.
- **Courtyard 7 and 8 painting** is completed. The work will be inspected next week with the contractor.
- **Tree Maintenance:** A contractor removed the broken limbs and dead tree along the parking fence.

Cable Wires: Ms. Graham updated the Board on recent discussion with Anthony Braun of Verizon. The Board agreed a second notice should be issued to all owners requesting those with exposed cable wires to contact their cable provider to have them properly installed. The notice will include the Verizon contact information. Owners having scheduling problems should contact Ms. Graham. Ms. Graham will also contact Cox Communications to seek their cooperation to address owner requests for installation services.

Lighting: Ms. Graham reported Dominion Power will install shields in those lighting fixtures identified as too bright by residents. After a discussion about preference for soft white lighting and LEDs, Ms. Graham will determine what other lighting options are available with estimated costs.

Action on Owner Items:

- The pest control company treated the wasp nest items identified at the August meeting.
- No trespassing signs are located at the front entrance and can be enforced by Fairfax County.
- The grounds crew trimmed the low hanging tree branches over the walkways.
- The repairs are completed in the unit that experienced a sewer backup.

Officer/Committee Reports

Vice President Report: Mr. Rossillo noted the interim audit report again brings to our attention the need to manage our budgeted funds for the remainder of this year. A number of accounts are already over budget and we may most likely end the year with a budget deficit. We need to consider areas for savings and if necessary transfer operating reserve funds. We can consider options as part of our 2015 budget deliberations.

Executive Session: The Board met in executive session from 8:30 p.m. to 8:50 p.m.

Adjournment: The Board meeting was adjourned at 8:50 p.m.

Executive Session: Not for website or public)

September 16, 2014

Owner Requests/Issues:

Unit 1633: The Board reviewed an owner request for reimbursement and related available information:

- The ServPro 5/29/14 estimate/report **stated the damage was caused by clogged drain.**
- The August 2014 initial request claimed damage due to clogged drain; this second request claims the slanted walkway causes excess water; an inspection found walkway normal.
- The owner has the responsibility to maintain the patio area and to mitigate damage, as does his tenants, per current maintenance policy;
- The policy governs even if the policy was not applied correctly in the past (claims paid in 2011 and in May 2014 (carpet cleaning)).

After a discussion, the Board concluded the damage cause by the clogged drain is not a responsibility of the Association and Co-owners. A motion was made, seconded and passed to deny the request.

Unit 1644: Ms. Graham reported repairs completed. A request has been received from the property manager seeking reimbursement of owner expenses resulting from the mold and water damages. Ms. Graham will submit the request to the Board for review before requesting counsel assistance in preparing a response.

Delinquency Report: Ms. Graham reported a delinquency report will be available next month. The Board discussed the delinquency process and asked for samples of the series of delinquency notices.

RB Collection:

Ratification of Fees Waiver: On August 29, 2014 the Board unanimously voted to waive the late/legal fees placed on the (Christian Relief.) account. The account was unnecessarily turned over to counsel. RB has closed the account. Ms. Graham will verify that a correct direct deposit is set up and the owner's records reflect the correct address.

Collection Report: Ms. Graham handed out the collections report. We are making progress with only 6 accounts now in collections with \$34,532 in assessments and \$7,077 in legal costs. The LaDuke account was paid in full. For the Gross account (\$16,584), a foreclosure notice was issued. RB reported the owner is now considering loan options.

Fire Claim: Ms. Graham reported the progress made in resolving the remaining claim items:

- Unit 1707 inspection completed;
- Regents paid up to contract amount and the contractor is working with adjuster on supplemental;
- Service Master and insurance adjuster are following up on payment difference with insurance proceeds.

Insurance Policy: Ms. Graham reported on our insurance agent concern about renewal of the Nationwide policy. After a discussion, Ms. Graham will set up time for the Board to meet with the agent.