

**Westerlies Council of Co-Owners
Meeting Minutes of Board Meeting
October 21, 2014**

Call to Order: President Tim Brazell called the meeting to order in the Safeway community room at 7:05 p.m. Other Board members present included: Vice President Chris Rossillo, Treasurer John Sterling and Jeffrey Kuhn. Management Agent Heather Graham was present. Member Nancy Ploss was unable to attend.

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

Open Forum: John Sterling reported there were no owner items. The status of previous owner items is reported in the Board discussion portion of the meeting.

Review and Approval of Previous Minutes: Mr. Brazell called for a motion to approve the September 21, 2014 Board meeting minutes. A motion was made, seconded and unanimously passed by the Board to approve the minutes as presented.

Officer/Committee Reports:

Treasurer's Report: Treasurer John Sterling did not present a Treasurer's Report. There was a brief discussion of the status of the new accounting system and preparation of financial reports. Ms. Graham reported the financial reports should soon be available. The closing funds from the operating account at GHA has been received and deposited into the new operating account.

Vice President's Report: Mr. Rossillo reported on an initial draft of the 2015 budget. For 2014, legal services, water and sewer, and snow removal expenses are well over budget and will result in this year's operations ending with a deficit. However, our replacement reserves are projected to increase to \$291,000 by yearend. The 2015 budget will need to address funding for painting the remaining courtyard buildings, contributing the operating reserve requirement unless the bylaw amendment is approved, and maintaining the increased level of water and sewer expenses as a rate reduction is not anticipated for another year. After a discussion, a second draft will be reviewed at the next meeting.

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

Matters for Board Decision:

Trash Hut Repairs: Ms. Graham reviewed a resubmitted proposal for the repair of the Courtyard 5 trash hut located across from the playground. The repair will include new siding, front posts, gates and hardware. After a discussion, a motion was made, seconded and unanimously passed to approve the repair contract. A follow up meeting will also be held with the contractor selected last month to install concrete slabs around all trash huts.

Insurance Renewal: Ms. Graham presented a renewal policy with Nationwide beginning in November 2014. After a discussion, a motion was made, seconded and unanimously passed to approve the renewal policy. The Board acknowledged Ms. Graham's efforts to gather and present the required information to obtain the renewal coverage at a reasonable cost. Ms. Graham was asked to obtain bids for roof/gutter leaf removal as we indicated will be done to the underwriter.

Trash Contract: Ms. Graham reviewed three proposals for the Association's trash service. All proposals were based on the current level of services. The current provider submitted a proposal with lower rates. After a discussion, the Board asked for an additional comparison of rates, equipment and frequency for trash, recycling and bulk pick up services. A selection will be made at the next meeting.

Swimming Pool Contract Renewal: A renewal contract for pool management services was discussed. The proposal also included a fixed annual rate for a 3 year option. The Board considered the service during the past two seasons as very good. A motion was made, seconded and passed to renew the agreement for three years at the fixed annual rate.

Matters for Board Discussion:

Grounds Maintenance: Ms. Graham reported the current ground maintenance contract will expire at the end of the year. After a discussion, the Board asked Ms. Graham to obtain a renewal contract.

Check Valve: The Board briefly discussed several alternatives for installing check valves in lower level units to minimize possible sewer backup losses. John Sterling will look into these options and recommend a course of action at the next meeting

Dominion Lighting: Ms. Graham reported Dominion Power indicated there is no LED or other lighting program available to the Association at this time. After a discussion, the Board asked that shields be installed for those few lights that owners find too bright and intrusive. In the near future, other lighting options should be explored through a third party with Dominion no longer maintaining the lighting in the community.

Cable Wires: Ms. Graham reported the recent fall notice reminded owners to have exposed cable wires removed and properly installed in their unit. The notice also included contact information for Verizon, Cox Communications and Directv.

Bylaws Amendment: Ms. Graham reported the membership letter and documents for approving the Bylaws Amendment were mailed to owners on September 30, 2014.

Executive Session: The Board met in executive session from 8:00 p.m. to 8:50 p.m.

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