

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

December 9, 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, Nancy Ploss and Jeffrey Kuhn. Community Manager 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 chaired the owner forum.

- An owner asked if additional budget details can be provided as in previous years.
- An owner asked when the woodpecker hole in the siding of his unit will be repaired. A contractor will be selected shortly.
- An owner asked about the improvements of the trash hut across from the playground. New siding and hardware was installed. Later this week, concrete will be installed around the perimeter area of all huts.
- An owner indicated the new trash dumpsters appear to be smaller. Ms. Graham will follow up to assure they are the size that was ordered.
- An owner noted his car was broken into recently.

Review and Approval of Previous Minutes: Mr. Brazell called for a motion to approve the November 18, 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: John Sterling did not make a Treasurer's Report as the November financials are not yet available. Ms. Graham indicated the November financials will be available later this week.

Vice President Report: Mr. Rossillo reported that last month the Board agreed to use the operating reserve to cover the unanticipated increases in our 2014 operating expenses. The Board funds the operating reserves each year just for such unexpected shortfalls. After a discussion a motion was made, seconded and passed to make an equity transfer from the operating reserves to cover the 2014 operating fund deficit as determined by the yearend audit. It was noted that even with the transfer, the balance of our reserves is projected to increase to approximately \$375,000 by the end of 2014.

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

Gutter Cleaning Proposals: Ms. Graham presented updated proposals from the previously contacted vendors. After a discussion a motion was made, seconded and passed to accept a proposal from NV Roofing to clean all building roofs and gutters.

Resolution Update: Ms. Graham presented draft resolutions covering collection policies and procedures and monetary charges for owner violations. After a discussion, the Board agreed to timeframes for delinquency notices and referral of delinquent accounts to counsel for collection after an account is 90 days delinquent. The collection policy draft prepared by counsel in 2004 was viewed as the more appropriate document for updating. The owner notices will be revised as appropriate to clarify late fees and collection remedies. The Board also agreed on the process for notifying owners of violations and assessment of charges. Ms. Graham will incorporate the provisions into revised drafts for counsel review to ensure they comply with statutory requirements prior to Board final approval.

Check Valve Resolution: After a discussion, the Board agreed to incorporate a provision in the next revision of the Maintenance Policy resolution that will strongly encourage owners of lower level units to install flood guards. These guards are check valves that are easy to install in floor drains and will help to prevent damage in the event of a sewer back up. This initiative will be discussed at the annual owners meeting.

Monitoring Cameras: After a discussion, the Board agreed to table consideration of cameras for monitoring areas within the community.

Tree Maintenance: The Board discussed tree maintenance needs for 2015. Since the focus over the last two years was to remove dead and structurally unsound trees, there should not be much removal work for next year. After further discussion, Ms. Graham was asked to obtain proposals from several vendors for the Board to consider early next year.

Reserve Projects: Ms. Graham reported the following progress:

- **Trash Huts:** One trash hut is now renovated; a proposal for the repair of the remaining four trash huts has been received. After a discussion, additional proposals will be obtained for Board consideration.
- **Concrete Pads:** Concrete walkways around all trash huts will be installed later this week.
- **Foundation Repairs:** Later this week a contractor will repair two foundation areas to provide proper waterproofing and drainage.

Other Projects:

- **Exposed Cable Wires:** Follow-up violation notices have been issued to owners with exposed wires. The next inspection is later this week.

Action Item Updates:

- **Bylaw Amendment:** After discussion of status of owners voting, the Board asked Ms. Graham to include the Bylaw approval proxy with the documents mailed next month for the annual meeting.
- **Woodpecker Damage:** Proposals are being obtained to repair the siding damage by a woodpecker on several courtyard buildings starting next week.
- **Trash Removal Contract:** The new contractor is now providing the following services each week: trash removal on 3 days, recycling pickup on 2 days and bulk pickup on 1 day.
- **Maintenance Policy:** After a discussion, the Board agreed to review the provisions of the current maintenance policy resolution at the February 2015 Board meeting.
- **Annual Owner Meeting:** The Board briefly discussed preparations for the owners meeting. The Meeting Notice and Call for Candidates will be issued once the meeting date and location are confirmed. The mailing will include an update on several recent items, including, possible water flow problems resulting from Fairfax County work in the area, snow removal plans and FY 2014 operating results.
- **Violations Report:** A violations report will be included in future Board meeting packages.
- **Complaint Policy Resolution:** An update of the resolution was signed by Mr. Brazell.

Executive Session: The Board met in executive session from 8:20 p.m. to 8:45 p.m.

Adjournment: The Board meeting was adjourned at 8:45 p.m.