

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

February 24, 2015

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, Nancy Ploss and Jeffrey Kuhn. Community Manager Heather Graham was present.

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

Open Forum: There were no owners in attendance. The Board answered several questions raised by a couple in the process of purchasing a unit.

Review and Approval of Previous Minutes: Mr. Brazell called for a motion to approve the January 20, 2015 Board meeting minutes. After a discussion, a motion was made, seconded and unanimously passed to approve the minutes with the inclusion of the owner forum at the end of the Board meeting.

Officer/Committee Reports:

Treasurer Report: Mr. Sterling reported the domain and web hosting services were renewed for another year. Our web content will be replicated to Go Daddy this year so that the web hosting service does not have to be renewed next year. In 2016, both the domain and web hosting services will be provided by Go Daddy.

Vice President Report: Mr. Rossillo reported on the results of the review of the December 2014 and January 2015 financial reports. Ms. Graham is working with the accounting staff to address the remaining presentation and reclassification items. It was also noted that with our new contract in place during these two months our trash services costs were significantly reduced.

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

Matters for Board Decision:

Write-offs: Ms. Graham presented the account balances of former owners for write-off. These are old and cannot be verified. After a discussion, a motion was made, seconded and passed to approve the write-offs.

Collection Resolution: The Board reviewed the latest draft clarifying authorities and assessment collection process. After a discussion, a motion was made, seconded and passed to approve the resolution. Ms. Graham will ensure the delinquency notices are revised as appropriate to track with the revised policy. Ms. Graham will also include the collection resolution in the next owner notice. The notice will also encourage owners to sign up for direct debit payments of their monthly assessments.

Pool Resurfacing: Ms. Graham presented proposals for resurfacing both the main and wading pools before the 2015 pool season. This project will be funded by the Replacement Reserve. After a review and discussion of the proposals, the Board asked Ms. Graham to follow-up on several work requirements and cost items.

Tree Maintenance: Ms. Graham presented several proposals for tree maintenance services. After a discussion, the Board agreed to table this item until the April 2015 meeting. This will afford an opportunity for a better assessment of needs that has proven to be difficult to accomplish during the winter.

Matters for Board Discussion:

Camera Monitoring: Jeffrey Kuhn reported on the status of proposals and requirements for the possible use of cameras to monitor identified areas of the property. There are a number of wiring and equipment matters that still need to be addressed. Jeffrey also reported on discussions with Dominion Power and Fairfax County on options for upgrading street lights in the parking lot areas. One street light recently replaced with an upgraded 14,000 lumens bulb is providing much brighter lighting. After a discussion, the Board agreed to follow-up with the installation of the upgraded lighting for all street lights on the property.

Maintenance Resolution: Ms. Graham presented a draft update of the resolution for review. After a discussion, the draft will be further revised to encourage owners to use licensed professionals to service unit components and to clarify water leaks, moisture and mold mitigation responsibilities.

2015 Projects: The Board discussed plans and timeframes for this year's replacement reserve and operating fund projects. In addition to the pool resurfacing expense, reserve funds will be used for foundation and walkway repairs, completion of trash hut renovations and other contingencies. The board will resume plans for landscaping improvements this fall.

Action Items:

- **Gutter Cleaning:** Roof/gutter cleaning was completed last month; report indicates no existing problems.
- **Removal of Graffiti:** Contractor obtained to remove remaining graffiti on brick wall by pool area.
- **Bylaws:** An owner notice next month will request owners to vote on approval of amendments.

Executive Session: The Board met in executive session to review several collection and legal matters.

Adjournment: The Board meeting was adjourned at 8:20 p.m.

Board Approved: March 24, 2015