

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

March 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: After a discussion, a motion was made, seconded and unanimously passed by the Board to approve the agenda.

Open Forum: There were no owner items for discussion.

Review and Approval of Previous Minutes: Mr. Brazell called for a motion to approve the February 24, 2015 Board meeting minutes. After a discussion, a motion was made, seconded and unanimously passed to approve the minutes.

Officer/Committee Reports:

Treasurer Report: Treasurer John Sterling briefly reviewed the February 2015 financial statements. Ms. Graham reported on recent changes to address operating reserve allocations and changes in account titles. After a discussion, the Board agreed the latest monthly financials will be reviewed at board meetings.

Vice-President Report: Mr. Rossillo noted the continued improvement in collections. After a discussion, Ms. Graham was asked to provide only a summary delinquency report as of the end of the month.

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

Matters for Board Decision:

FHA Recertification: Ms. Graham reported our certification expires on September 30, 2015. After a discussion, a motion was made, seconded and passed to have counsel proceed with renewing the certification.

Courtyard Painting: Ms. Graham presented the proposal for repair and painting of the siding in Courtyards II and V. The work includes repair of any remaining woodpecker and cable holes found in the siding. After a discussion, a motion was made, seconded and passed to approve the contract subject to completion of a walkthrough with the contractor to review requirements for Courtyard II and V buildings.

Concrete Pad: After a discussion, a motion was made, seconded and passed to ratify a contract to install a concrete pad by the foundation wall of unit 1740. The expenditure will be funded by the Replacement Reserve Fund. Ms. Graham noted the water issue for unit 1692 is due to a pipe leak in the unit that the owner will address.

Property Repairs: Ms. Graham presented a proposal to complete maintenance and repair items in the pool area and to renovate the property shed. After a discussion, a motion was made, seconded and passed to approve the proposal. The pool repairs and maintenance work should be completed by May 15, 2015. The shed renovation will be funded by the Replacement Reserve Fund.

Pool Resurfacing: After a discussion, a motion was made, seconded and passed to ratify the contract for resurfacing the pool. The expenditure will be funded by the Replacement Reserve Fund. The work will start next week.

Matters for Board Discussion:

Street Lighting: Jeffrey Kuhn presented a document requesting Fairfax County to upgrade the street lights around the property. The request also contained the signatures of several owners. After a discussion, President Tim Brazell signed the request on behalf of the Board.

Monitoring Cameras: After a discussion, the Board agreed to table further efforts to purchase monitoring cameras until more definitive information is obtained on costs and installation requirements.

Maintenance Resolution: After a discussion, the Board agreed to defer discussion of the resolution provisions to the next meeting.

Emergency Services: Ms. Graham reported the damaged sewer pipe that cause a recent backup in a lower unit was fixed today. Ms. Graham also noted that the immediate assistance of neighbor Steve Schoepke helped to minimize the damage in the owner's unit. The Board discussed several measures for minimizing backups and the cost for emergency services and repairs. After a discussion, a motion was made, seconded and passed to do follow up camera checks on two additional sewer lines as a preventative measure. Ms. Graham will schedule the services for next month.

Reserve Projects:

- **Trash Hut Renovation:** The contractor has resume work on the remaining trash huts.
- **Foundations and walkways:** The Board briefly reviewed a proposal for installing concrete pads below decks and repairing bricks and walkway railings. After a discussion, Ms. Graham was asked to discuss several cost and scheduling options with the contractor for completing the proposed work.
- **Pool Resurfacing:** The pool is being prepared for the resurfacing application scheduled for next week. Ms. Graham noted she approved a pool pressure test for leaks to be completed prior to the recoating work.

Action Items:

- **Pool Registration:** The Board discussed plans for this year's pool passes and registration process. Ms. Graham will provide the notice and application package later this week for review prior to issuance to owners.
- **2014 Audit:** Ms. Graham reported the 2014 audit review started this week and a draft report should be completed next month.
- **Asphalt Repairs:** Jeff Kuhn reported there is a sizeable pothole in the parking lot near the courtyard 8 entrance. After a discussion, Ms. Graham was asked to obtain several repair options for the Board to consider at the next meeting.

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 Approval: April 21, 2015