

Westwood Village Homeowners Association
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Waterfront Committee Charter



Figure 1 Westwood Village waterfront and marina

Background

The breakwater that protects Westwood's marina was built and has been maintained with a focus on economy. Each year pilings and the floating logs are inspected for damage and wear, with components repaired or replaced as needed.

Charlie Kramer is a marine construction contractor based in Hope. Charlie has been a business partner of Westwood Village for many years, and currently performs the annual inspection and most of the work that results from it.

In a July 2015 report Charlie identified work that should be planned over the next three to ten years to keep our current breakwater functioning. The report identifies several items that qualify as major repairs or replacements, and will require funding through special assessments.

As the funding requirements became clearer there were several suggestions to look at the broader picture and identify improvements that should be included, or at least explored.

A committee was established at the November 18th, 2016 meeting of the Board of Directors to collect owner inputs, and research the various options and their associated costs.

Objectives

Identify costs and timeline for the current economy minded maintenance approach to the breakwater

Define waterfront improvements and associated costs that would enhance the value of ownership at Westwood.

Work with contractors to understand the options for each improvement, as well as the cost of construction, long term maintenance, and any related insurance risks.

Provide an overview of the options to the Board, including budget requirements, and timelines for implementation.

Develop recommendations for approval by the Association at the annual meeting in July, 2017.

Scope

Areas to be considered for maintenance or improvement are all associated with Westwood's waterfront. Including the rip-rap that stabilizes the shoreline, the stone steps, swimming area, floating dock, breakwater, marina docks and slips, slip covers, and shallows at the west end of the waterline.

Finance

Special assessments to cover capital improvement costs and major repairs will be part of the normal budget process.

The budget cycle for 2018 begins in February 2017 with an initial draft based on the previous year and any capital or major repairs expected. The draft is further refined as plans are firmed up and contractor quotes received. The budget for 2018 will be presented for approval by the Association at the annual meeting in July 2017.

Committee

The Waterfront Committee is chaired by Association President Don Wolff, and includes Manager Bill Wise, Association Secretary Rocky Seelbach, Board member Pam Lawrence, and owner Jim Watts. Other owners have shown interest by attending the first committee meeting.

Roles and Responsibilities

The Board of Directors will provide oversight and direction for the Committee.

The Committee is chaired by Association President, Don Wolff. The chair will organize and assign tasks and deadlines, collect detailed information about options and variations, total cost of ownership, including initial project costs, long term maintenance costs, insurance risks, etc.

Bill Wise, Westwood's manager, will assist the chair as assigned. The manager is the single point of contact for contractors doing business with Westwood Village. The manager will ensure multiple bids are obtained to ensure costs are reasonable, and identify permit requirements and timelines for approval.

Association Secretary Rocky Seelbach will assist the chair as assigned, with a focus on keeping notes of discussions, progress on action items, lead the development of material for presentation to the Board and distribution to the owners.