

Westwood Village Homeowners Association
PO Box 1941
Sandpoint, ID 83864
(208) 263-2618

Online at <http://WestwoodVillage.us>

Waterfront Committee Charter



Figure 1 Westwood Village waterfront and marina

Background

The Westwood Village Homeowners Association (WVHA) voted to establish a Waterfront Committee at its Annual Meeting of the Association held Saturday, July 2nd, 2021.

This document defines the committee's responsibilities and deliverables.

The 2017 final report from a similar committee is available on our website.

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

Kramer Crane and Contracting 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.

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.

Scope

Areas to be considered for maintenance or improvement are all associated with Westwood's waterfront. This includes 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.

Committee

The Waterfront Committee is chaired by WVHA owner Rocky Seelbach, and includes board member Bernard Sheldon, owners Sam Howard and Corliss Newman, and Westwood Village manager Todd Orsi.

Roles and Responsibilities

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

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.

Todd Orsi, 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.

The chair will keep notes of discussions, and track progress on action items, and lead the development of material for presentation to the Board and distribution to the owners.