

Westwood Village Homeowners Association  
Minutes of the Board of Directors Meeting  
October 1<sup>st</sup>, 2010

1. Jerry called the meeting to order at 2:30pm. The following members attended:

Jerry Binder (President)	Don Wolfe (Vice President)
Sam Howard (Treasurer)	Rocky Seelbach (Secretary)
John Hunter	Paul Kimmel

Not present: Ron Hazelaar, Holly Clements

Also present: Bill Wise (Westwood manager), and residents Dave Mudra, Randi Evans, and Herm Pfahl.

Old Business

2. Minutes from the previous Board meeting (August 21, 2010) were approved by Board members via email on August 23<sup>rd</sup>.
3. Sam Howard provided the treasury report, as of September 30<sup>th</sup>, 2010.

Panhandle Checking	\$912.84	\$912.84
DA Davidson		
Capital Reserve	50,961.72	
Special Assessment	69,835.85	
Insurance Reserve	<u>22,637.01</u>	
	143,434.58	<u>143,434.58</u>
Total		\$144,347.42

4. Design Committee:

Paul described a project plan affecting and supported by all eight of the Eastern unit owners. The project will put pavers between the west side of the building and the paved path. No encroachment on General Common Area involved. Motion made, seconded and carried to approve the project.

5. Manager's Report:

- a. The lawn mower was repaired. We will continue to repair as long as it makes economic sense. In this, and several prior failures, the power transfer coupling gave out. Given the amount of use our mower gets, the length of time it takes to get this part, and the cost of renting a temporary replacement, we will order and keep a spare on hand.

- b. Several of the birch trees south of the barn are diseased and will be removed. Bill will research what to plant in the spring as replacements.
  - c. The ground under the ponds will be turned again after the water has drained and the ground firms up in order to keep the cat tails under control for next year.
  - d. An owner suggested making a cover for the ski deck that could be removed to expose a clean surface when in use. John offered an alternative that members liked better that involved putting a push broom on the deck that can be used as needed. Bill will figure out a way to mount the broom to the deck.
  - e. Several owners in the Eagle units inquired about replacing the sidewalk on the south side of their garage and splitting the costs between the Eagle owners and Association. The Board declined. Those sidewalks are considered Limited Common Area, to be used and maintained by the related owners.
  - f. Bill said he is planning on repainting the balcony railing on the south side of the Eagle units this coming spring.
  - g. The pool and pump house have been winterized.
  - h. Several comments about the pond fountain focused on its less than impressive performance. Bill said the piping to the fountain had been damaged during a paving project, and the water pressure available now is lower than it needs to be. Bill will investigate options and related costs to improve the appearance and performance for the next Board meeting.
  - i. Bill investigated a leak on the flat roof of a Metaline unit and discovered more deterioration than expected. This particular roof has had several leaks over the past three years. Bill will work with the roofer to correct the problem.
6. The drafted update to our Rules and Regulations is on hold while the Design Committee works through a draft of Design Committee Rules. Each references the other, so they will be released for review and approval together.
7. Sam discussed our recurring problems with cable television and internet service with Northland Cable's management. Since Westwood pays the bill for most of the cable service at Westwood, the field technician may not know the location of the unit that is actually experiencing a problem when they work on the service ticket. If you are reporting a problem, provide your unit address and a call back number so the field technician can find and fix your problem. If at all possible, call the Sandpoint office at (208) 263-4070 to report the problem instead of the toll free number that goes to Moses Lake, Wash. The local number is only answered by the Sandpoint office during their office hours, and is otherwise forwarded to Moses Lake.
8. Rocky and Sam summarized their meeting with Westwood's legal counsel, Ted Diehl, regarding the restatement of our governing documentation. Our governing documents include the Articles of Incorporation, Declaration of Condominium, and

Bylaws (typically referred to as our Covenants, Conditions and Restrictions, or CC&R). These are each on file with Bonner County, along with the many amendments made since their filing.

- a. Ted will research maintaining a consolidated, electronic version of the documents as a living document. A living document would be updated to incorporate amendments as they are filed. Ted made it clear that the living version could not be used as a legal reference, and should be marked as such.
  - b. The current Declaration has many graphic images that may not be necessary in the restatement. Illustrations are costly to create if they need to be updated, and a survey of the property would be quite expensive. Idaho State Code seems to focus on legal descriptions, not illustrations, though there are references to the plat, which is a drawing of the property. The plat has not been updated since the Westwood project was started. Ted will research to determine what has to be included and updated.
  - c. Ted agreed with incenting new owners to meet with the board by requiring them to provide a personal check made out to the Association as part of the closing documents. If and when this becomes part of our governing documents we would need to inform the local title companies of the new requirement, perhaps by mail.
  - d. Ted will review the draft of our Design Committee Rules. The Committee Rules are intended to provide guidance for projects initiated by an owner on their own unit, as well as projects initiated by the Board on behalf of the Association. The draft includes some language that may need to be part of the Declaration.
  - e. Generally, the restatement will allow us to clean up areas of the documents that have become obsolete now that Westwood is a mature project. A summary of the changes will be provided.
9. Rewriting the CC&R is a significant task. In addition to incorporating the many amendments since the last restatement, we need to identify obsolete areas and either remove them or bring them up to date. The Board invites participation from interested owners to help form the CC&R Committee, currently made up of Sam Howard, Rocky Seelbach and Lynn Watts.
10. In several places within our governing documents we are directed to maintain a list of mortgagees/lenders. We are required to notify them when considering a change to the governing documents. In order to meet this requirement we will be asking owners to provide the name and address of their lender along with their proof of insurance each January.
11. Herm Pfahl presented the board with a letter outlining his concerns with management oversight, lack of maintenance staff availability on the weekends, disagreement with not allowing owner projects during the summer that impact the Common Area, the pool needing attention on some weekends, and a recommendation for creation of an Operations and Procedures manual.

- a. The Board agrees that it would benefit Westwood to have documented guidance on what regular maintenance needs to be done in different seasons. Additionally, a list of resources/suppliers would be a good reference going forward.
  - b. It may not be well known that maintenance staff checks the pool and irrigation on the weekends during the summer, and are on call if something does need attention. Leave a message on the manager's phone if attention is needed. The staff is responsible for checking messages each day.
  - c. Owners that feel adequate attention is not being paid to maintenance issues should bring specifics to the Board's attention.
12. The next board meeting is tentatively scheduled for 2:30pm Friday, November 19<sup>th</sup>, 2010.
13. Owners are reminded that our governing documentation and several years of meeting minutes are available at the following web site: <http://WestwoodVillage.us>.
14. Meeting adjourned at 4:15pm