

Westwood Village Homeowners Association  
Minutes of the Board of Directors Meeting  
September 16<sup>th</sup>, 2016

1. Don Wolfe called the meeting to order at 3:30pm. The following members attended:

Don Wolfe (President)	Darlene Pfahl (Treasurer)
Rocky Seelbach (Secretary)	John Hunter
Kam Majer	Pam Lawrence

Absent: Dave Mudra (Vice President) and Vicki Dolsby

Also present: Manager Bill Wise, owners Louella Schaeffer, Dave Oss, Chuck and Kathy Chehock, Ellen DeAustin, Pat Stevens, Cliff Lawrence, Tim Cochran, and Design Committee members Kris Stanton, Holly Clements, and Bern Sheldon.

Correspondence from Tim Cochran, Michael McFarland, Kris Stanton, Lynn Watts, and Donna Parrish was considered in this meeting.

2. Minutes from the July 2<sup>nd</sup> annual meeting were approved by the Board via email on July 8<sup>th</sup>.
3. Darlene Pfahl reported the following balances, current as of September 15<sup>th</sup>.

<b>Columbia Bank</b>	
Checking	31,141.62
Capital Reserve (Target balance \$85,000)	85,000.00
Insurance Reserve (Target balance \$20,000)	20,000.00
Special Assessment	79,653.79
<b>Total</b>	<b>\$ 215,795.41</b>

4. Design Committee Report

- a. An Eastern owner has a removable screen for their garage side patio that isn't white, but is not installed all of the time. The Committee recommends that the Common Area side of the screen should be white, but declined to recommend a fine or require corrective action.
- b. A new owner in The Courts was given permission to replace some flooring during the summer construction ban, with the stipulation that the Common Area must not be affected visually or audibly by the work. At one point the contractor set up a saw outside on the unit's lawn, but Bill intervened and the contractor moved back inside.
- c. A Metaline owner requested permission to install a screen between theirs and a neighbor's unit. The Committee will discuss options with the owner.

- d. An owner in another Courts unit requested permission to expand their front deck. The Committee recommends approval after other permissions have been obtained.
- e. The Committee will review and make recommendations at the next Board meeting for updating the Design Committee Rules.
- f. The Committee will discuss using a copy of the Design Committee Rules matrix for each project it reviews, with mark ups to indicate project scope, expected completion date, and what permissions are required. The marked up copy could be included in Bill's file for each unit.
- g. Donna Parrish wrote to ask if the large globes used for lighting next to the Eagle building could be changed to something that is less obtrusive at night. The Design Committee was asked to review.

## 5. Manager's Report

- a. With the pool having been so problematic in July and August there were concerns that the filtration system might be failing. Our pool uses two sand based filters, with the sand replaced every other year and due for replacement before next season.
- b. Bill is researching the cost of a different kind of filter system and will discuss with Pool World when they are next in the area, expected in the spring. Pam Lawrence researched the cost of initiating a technical assistance visit just for our needs and found it prohibitive.
- c. A cover had been suggested for keeping water fowl out of the pool, but a cover also warms the water enough to promote the growth of algae.
- d. During the summer the pool is normally treated with chemicals on Mondays and Thursday mornings. The pool is kept closed until the chemicals have had a chance to work. Bill will post this information at the pool for next season.
- e. Some of the marina slips have covers that are owned by the slip renters. This past year the covers were renewed. The new fabric stretched and needed to be tightened up to remove sags that allowed water to pool. The company that provides the covers was slow to respond. Some owners mistakenly believed Bill responsible for maintaining the covers and held him accountable for the lack of response. Going forward, contact information for the company will be provided to the cover owners for follow up. The Association reserves the right to have the covers removed if they become problematic.
- f. A pet waste station has been placed across from the mail hut.
- g. A recycle bin replaced the trash can at the mail hut, which works well for the junk mail it was most often used for. Bill reports that pet waste is being left in it, even

with the pet waste station only a few steps away. Bill will put together a slotted lid for the recycle bin to allow disposal of junk mail.

- h. The roof inspection results from earlier this year showed nothing of concern and little risk of failure.
  - i. A concern about roof top dryer vents prompted a question about who is responsible for servicing or cleaning them. While it didn't sound like a lot of units are configured this way, Bill will investigate.
  - j. Breakwater inspection results from last year suggest the South and East sections should be good for another 5 – 10 years. The West section needs to be replaced within the next couple of years and will be part of the budget discussion for 2018.
  - k. Michael McFarland wrote in August to say he had witnessed a woman carrying a child slip and fall down hard on the new sundeck. The steps between the upper and lower areas were slippery when wet. Bill put non-skid material on the steps the next day, and within the week had worked with the contractor to make the steps wider. The rest of the deck will be less slippery after weathering from the winter.
  - l. The staff is installing a new pathway between the barn and pool/parking area.
  - m. A suggestion was made to install a rinse station where people can shower their feet and wash off the river before getting into the pool. Tabled for further discussion in the spring.
  - n. Several owners noted their gutters overflowing and found them full or the downspout blocked. Bill was asked to put more emphasis on cleaning them, and have a schedule where owners could tell when theirs should be cleaned. Also need to make sure the downspouts are clear before calling the job done.
  - o. The lawn in front of one of the newest Court units had been problematic for years and wouldn't support green grass. Looking much better after the staff dug out and replaced eight inches of topsoil.
  - p. Some of the tile on the ladder steps and curved bricks around the rim of the pool need to be replaced. Bill will get estimates and have the repairs done next spring.
6. Rocky Seelbach described the transition from BPK to Panhandle Management, Inc (PMI) as successful, with no known impact to any of the owners. Darlene echoed praise of PMI's Dianne Brauer as detail oriented and responsive.

Owners are reminded to check with a Board member before calling PMI with anything other than account related questions. Any fines assessed by PMI in the billing process are done in accordance with the policies described in our Rules and Regulations. Questions about fines should be directed to the Board.

7. An agenda item around Estoppels required versus on file was deferred to next meeting.
8. Tim Cochran wrote with questions about who is responsible for deck maintenance. After some discussion it seemed like the guidance about the Association being responsible for decks that remain as they were originally provided holds true. Owners are responsible for decks that have been modified. There are a lot of variables in the details, so owners should feel free to ask Bill or a Board member about their deck if they have questions.
9. Tim also wrote with suggestions about funding improvements in the marina incrementally using what remains each year from the slip rentals. Cliff Lawrence recommended the Board consider using the cash surplus from slip fees each year to fund a reserve that would only be used for marina repairs or improvements. This might lessen the impact of potential future special assessments. Currently, the surplus becomes part of the general fund and is used to pay marina expenses first, but other Association obligations as well. Rocky will follow up.
10. Lynn Watts wrote to compliment the work that part time helper (April - October) Todd Orsi accomplished. She also asked the Board to explore staffing options, including keeping Todd as part time and potentially eliminating one full time employee. The Board discussed staffing, member responsibilities, and limits to authority during an executive session that followed the open meeting. The discussion also highlighted a lack of documentation about staff responsibilities, procedures, maintenance schedules, and resource requirements that the Board will work on correcting.
11. The Board encourages owners to discuss maintenance concerns and suggestions with Bill or a Board member as soon as they become apparent, or write a letter to the Board if preferred. The sooner problems are identified; the sooner they can be addressed. Ideas for improvement are most welcome.
12. Rocky said there was nothing new to report on a proposal being negotiated by Sam Howard with Northland. As described so far, the proposal would provide each Westwood Village unit a WiFi router and sufficient bandwidth to support three simultaneous NetFlix users at a cost of about \$30 per unit per month. Discussion brought out several points;
  - We do not yet have a written proposal. A proposal would come with an expectation of acceptance within a given time frame.
  - We approved the budget for 2017 at this past annual meeting. The additional costs of the new service would be included in the budget approval process for 2018 and felt in January of that year.
  - The Association's treasury is well above established target values for reserves and could cover the cost of the service until it can be funded through dues.
  - Using reserve funds means accepting the risk that we might regret having used them.

- We should be cautious about long term contracts as new technology and providers enter the market.
- Kris Stanton wrote to express his reluctance to use reserves, recommending the deal be timed to work with the 2018 budget, and ideally only be charged to people that want the service, as opposed to requiring every owner to participate.
- Kris also suggested that the decision be made by the owners. The Board agreed that it needs input from the owners before approval.

13. Pam Lawrence looked into whether we are required to have certified pool operators. Although we are not, it is recommended. Pam found classes available in April that we could leverage for certification. We could schedule a follow up consult where a representative would visit Westwood when they are in the area and make recommendations on specifics.
14. Pam also looked into commercial grade lounge chairs for the pool and sundeck. She recommended using them to replace the residential grade chairs as they break down. Motion made and passed to purchase 18 new chairs.
15. Darlene Pfahl provided an overview of previously collected owner concerns and noted progress on many. Several items and possible solutions were discussed. Bill was asked to look at the siding on the Riverview for evidence it should be replaced.
16. Please welcome new owners;
  - Julie Menghini purchased the Patterson unit
  - Dan and Kim Cronen purchased Kincaid's Metaline unit
  - Kenneth and Adrienne Yoder purchased the Hook unit
17. Kam Majer hosted an orientation for Kris and Alli Stanton, and Dan and Kim Cronen in August. Other owners attended as well, and current owners are welcome in future orientations. The Yoder's have not yet visited Westwood as owners.
18. Kam offered to create a email newsletter to keep owners up to date. Please contact Kam if you're interested in helping.
19. Set next meeting tentatively scheduled for 3:30pm on Friday, 18 November.
20. Adjourned at 6:38pm.