

**Westwood Village Homeowner's Association**  
**Board of Directors Meeting Minutes**  
**August 11, 2018; 1:00 PM**

1. Welcome

Kris called the meeting to order at 1:00 PM. Introductions were made of each present. Kris noted it has been a busy month with plenty to work on.

Board members present: Kris Stanton, President; Julie Menghini, Secretary; Darlene Pfahl, Treasurer; Dan Cronen, Treasurer Assistant; Kam Majer; Ellen DeAustin and Vicki Dolsby. Bern Sheldon, Vice President was absent and Todd Orsi, Manager, was also absent.

Also present were Marilyn Pagano, Terry Johnston, Terry Judge, Rocky Seelbach, Pat Stevens and Shirley Howard.

2. Treasury Report

Dan asked for clarification about the role of Treasurer. There was discussion regarding what is expected and that it would be helpful to have guidelines to follow.

A. Cash Balance: Darlene noted there is approximately \$190,000 cash, though Dianne (PMI) did not give her the information the day prior. There was discussion regarding some projects that are underway, including the pool, roofing, and pilings and will be paid accordingly.

B. Quarterly Compilation – will be in September. Rocky will post on the website when it is ready.

3. Manager's Report – Kris went through the items in Todd's report:

Docks and Marina

The second and final treatments of aquatic herbicide were applied to the marina and ponds on Tuesday, August 7. C.E. Kramer is scheduled to be on the property any day to: create opening system in the breakwater so that they can access our docks with their barge; place two pilings on dock C where the new finger was built last year; replace the broken swim dock ladder with a folding ladder that will not need to be removed each winter; and repair Kincaid's boat slip (C34) under a separate invoice to be paid by Joe and Teresa Kincaid.

Sun Deck

The sundeck has been power washed and a large portion of the peeling stain has been removed. Todd would like to wait until spring to power wash the deck again before applying the Deck Over product. He believes there is a greater chance of the Deck Over adhering to the wood and not having future problems by waiting until next year. The deck will be completed as soon as weather permits proper drying in late spring/early summer.

Pool Pump House

Two of the four sides have been repainted. The remaining two will be completed soon.

Eagle

This fall Todd will begin collecting bids to strip, prep, and paint Eagle decks and railings in 2019. There was discussion regarding this project. A decision has been made to trim the shrubs in front of Eagle to the bottom of the second level decks. This project will be completed this fall after watering stops and they can safely get the lift in front of the units.

## Tyee

Todd is continuing to collect bids to resolve the standing water in crawl spaces affecting Tyee units. There was extensive discussion regarding standing water and potential sump pumps under Tyee and other units and additional potential issues such as mold. Kris reviewed several phone calls he had made regarding standing water and related issues. Kam suggested some of the issues may be evaluated with a building assessment, which is a topic from the Strategic Planning Committee.

## Riverview

Residing of the Riverview building will begin shortly after Labor Day and should take approximately five weeks.

## Old Business

### 1. Discussion: Rental/renter complaints

The Eagle 102 unit was rented through VRBO to a family who had a family gathering that generated many complaints. There was extensive discussion about the situation and whether the owner is responsible and liable to be fined for the violations of the renters.

## New Business

### 1. Decision: Banking Resolution

Julie made a motion to approve the Banking Resolution for 2018-2019 including the names of authorized signers Kris Stanton, Dan Cronen, Julie Menghini and Darlene Pfahl. Ellen seconded. There were some questions and discussion about whether past signers' names need to be listed as being rescinded. It was agreed that by listing the current names of authorized signers, it was not necessary to list the rescinded names. The vote was taken and passed.

### 2. There was discussion and a request by the Board to the Design Committee to formulate a plan for:

- A. Best design for light posts
- B. Pool fencing
- C. Street signs
- D. Pond night-light
- E. New signs: Private Property, No Solicitation; speed limit; pool gate

There was also discussion regarding recycling signage and responsible recycling.

Ellen also brought up the confusion of having three streets named Westwood – lane, drive, and court. Rocky will look into what can be done to help eliminate confusion, especially regarding first responders coming to the neighborhood.

3. Discussion: Board “attendance” via FaceTime or Skype. There was discussion regarding what platform or application to use for board members who are not physically present to participate in meetings. Ellen and Julie will work out details and may use Viber.

### 4. Strategic Planning Committee Report

Kam reviewed details from the Strategic Planning Committee meeting. The committee report is attached. There were questions and discussion regarding the building condition assessment.

Kris made a motion that the Board authorizes the Strategic Planning Committee to solicit bids for conducting a formal Building Condition Assessment. Darlene seconded. Motion passed.

Ting: Rocky gave information and a report about the Ting proposal and easement agreement. He recommends the Association sign the agreement. It is expected the work will begin in the next couple weeks along Highway 2.

Kam made a motion the Board signs the easement agreement with Ting to provide infrastructure easements. Darlene seconded. There was discussion regarding Northland versus new Ting infrastructure. Some units have adequate internet through Northland, but most have aging cables that are not satisfactory. Ting's fiber is expected to provide much better internet throughout the Association. The vote was taken. Motion passed. Darlene will sign the agreement which needs to be notarized.

The next meeting will be on Saturday, October 27 at 9:30 AM.

#### Executive Session

There was updated information and discussion regarding some issues within the Association.

#### Adjourn

The meeting was adjourned at 3:19 pm.

Respectfully submitted: Julie Menghini, Secretary

**Westwood Strategic Planning Committee (WSPC)**  
**Meeting Summary**  
**August 4, 2018**

Members attending: Marilyn Pagano, Louella Schaeffer, Terry Johnston, Bruce McNaught, Terry Judge, Nat Zaccaria and Kam Maje

Members absent: Dayna Bonvallet, Sharon Mudra and Linda Wert

The members of the WSPC met for the first time. After introductions, there was a discussion of the Mission Statement. There were no changes to the Mission Statement and the clusters were assigned to the following committee members:

Eagle - Marilyn and Nat

Northern - Louella

Metaline - Terry Johnston

Riverview - Terry Judge

Tyee - Kam

The Court - Bruce

Westwood Lane - Sharon Mudra

Eastern/Coyote - Linda Wert

After discussion of the first paragraph of the Mission Statement document, the committee agreed to the following:

1. Recommend to the Board, at the August 11 meeting, that Westwood explore funding a formal Building Condition Assessment (BCA) completed by an engineering firm or an architectural firm. This assessment would provide in-depth planning for the necessary maintenance of Westwood structures for a long period of time (15+ years). A tentative plan for this is as follows:

- A. Nat manages completion of Building Condition Assessments in Canada, so the committee recommends he be the lead person for this project. He has agreed to do so.
- B. Terry Judge has volunteered to contact other Homeowners Associations in the area who have done similar projects and find out what firms were involved.
- C. Once firms are identified, Todd will contact them and get estimates for the cost of the study.
- D. The treasurer, in conjunction with the SPC, will develop a plan to incorporate the cost of the study into the monthly homeowners fee for the next fiscal year.
- E. The Board will approve the funding, give the authority to sign a contract and have the study conducted

2. Ask Todd for his assessment of what needs to be done relatively soon. We know the Riverview building needs to have new siding and there are issues of water and mold in the crawlspace of a number of units which need to be addressed.

We agreed to the importance of immediate measures to improve individual homeowners' views of the lake and mountains.

We discussed starting conversations with the people in our assigned cluster about the issues outlined on the second page of the Mission Statement document, relating to design choices.

We discussed the relationship between the Design committee and this committee. It was clear that the Design committee is responsible for approving structural changes as outlined on the Design Committee Matrix and our approval of the Strategic Plan provides guidance for that process.