

Westwood Village Homeowners Association  
Minutes of the Board of Directors Meeting  
March 4<sup>th</sup>, 2016

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

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

Absent: Ron Hazelaar

Also present: Manager Bill Wise, and owners Vicki Dolsby, Cliff Hook, Darlene Pfahl, Chuck Chehock, and Pat Stevens.

2. Minutes from the January 15<sup>th</sup> meeting were approved by the Board via email on January 19<sup>th</sup>.
3. Sam Howard reported the following balances, current as of March 2<sup>nd</sup>.

Columbia Bank	
Checking	60,310.56
Capital Reserve (Target balance \$65,000)	65,000.00
Insurance Reserve (Target balance \$20,000)	20,000.00
Special Assessment	79,653.79
<b>Total</b>	<b>\$ 224,964.35</b>

4. Design Committee Report – Nothing to report

5. Manager's Report

- a. Bill provided an update on the Tyee bathroom fan that is not vented to outside. This was reported in error in the last minutes as a Riverview issue. Bill has checked several times and believes the accumulated moisture came from inside the unit, not a roof leak. An external vent will be added, and Bill will inquire with other Tyee owners to see if they want their units inspected for the same problem.
- b. Bill consulted Charlie Cramer for advice on anchoring the new swim area buoys purchased last fall, and will have them in place before the water comes up.
- c. Bill reported that construction of the replacement sundeck will be completed within the next week.
- d. Bill has been working with the Department of Water Resources to secure a permit for a second irrigation pump to draw water from the river. The Department will visit Westwood to measure the existing flow after the water comes up.

- e. Following up on the request for more shade at the pool and sundeck, Bill is working on several ideas to provide a sturdy base for owners to use with their own umbrellas.

6. 2017 Budget

- a. Owner input on budget priorities is needed before the next Board meeting. Currently there is only the second irrigation pump and waterline to the ponds as capital projects.
  - b. Sam pointed out that there is no special assessment in this year's budget. Any unplanned major expenses will draw down the reserves.
7. Sam has been working with Northland Cable to package internet service with the cable TV service we pay for as part of our regular dues. Northland is upgrading their internet connectivity and infrastructure, but the increased speed will not be available to Westwood customers without an upgraded cable modem. Sam is exploring options for the required upgrades.
8. Sam said he had been asked about putting together a five year plan for expenditures with help from a professional planner. He investigated and found that the cost for an Association our size would run between \$7K and \$10K. The Board sees no reason to pursue at the present time.

9. Accounting costs

- a. Sam provided copies of February's bill from the accountant and discussed the high cost and available options. We currently employ Boyle, Platte, and Kee (BPK), having switched CPA firms twice in the past five years. The monthly fees were expected to average less than \$600, but even after moving management of the annual boat slip lease and educating owners to rely more on Bill and the Board for issues not related to their payments, the monthly bill often exceeds \$1,000. February's bill was over \$1,300, and BPK's rates for us have gone from \$65/hour to \$80/hour as of this month.
  - b. Sam talked about the possibility of taking our day to day business to a bookkeeper instead of the CPA firm. We would still need a CPA firm for some services. Several possibilities were discussed and will be investigated.
10. Cliff Hook asked about the meeting room upgrades discussed last year. The Design Committee was seeking input from owners, and Kristy Wessels had presented a number of options. Owner input is still needed.
11. Darlene Pfahl asked whether the bigger house numbers she and another Courts unit owner asked for will be installed on other units. Owners concerned that their house numbers are not easy to see should contact Bill.

12. Several of the Courts unit owners described a problem with ice build up on their sidewalks due to the gutters dripping. The issue appears to be a design flaw that the Board had thought was addressed with recent gutter work. Bill will follow up.
13. The Association's Board of Directors is made up of 5 to 10 owners. There have been no new members since 2011. Terms of office for Jerry Binder and Rocky Seelbach expire this year, and Sam Howard has resigned from the Board and the treasurer position, effective as of this year's annual meeting of the Association.
14. The Board reviewed a list of owners and highlighted potential treasurer candidates. Owners seeking more information about the position are encouraged to discuss with any of the Board members.
15. Kam Majer wrote to ask for a budget of \$10 per person for the owners reception on Friday, July 1<sup>st</sup>. Approved.
16. This year's annual meeting of the Association will be at 8am Saturday, July 2, 2016.
17. The next meeting of the Board is tentatively scheduled for 3:30 Friday, April 29<sup>th</sup>, 2016.
18. Adjourned at 5:10pm.