

Westwood Village Homeowners Association  
Minutes of the Board of Directors Meeting  
March 7<sup>th</sup>, 2015

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	

Not present: Ron Haazelar, John Hunter

Attending by teleconference: None

Also present: Bill Wise (Westwood manager) and owners Mike and Kathy Paukert, Darlene Pfahl, Louella Schaeffer, Cliff Hook, John and Shirley Howard, Anita Pine, Pat Stevens, Mike Bannon, and Cliff Lawrence.

Correspondence from Kam Majer, Marilyn Northern, Jim and Lynn Watts, Darlene Pfahl, and Don Sheridan was considered in this meeting.

2. Minutes from the December 5<sup>th</sup> Board meeting were approved via email on December 9<sup>th</sup>.
3. Sam Howard provided the treasury report, current as of March 4<sup>th</sup>.

Columbia Bank	
Checking	95,868.13
Capital Reserve (Target balance \$65,000)	65,000.00
Insurance Reserve (Target balance \$20,000)	20,000.00
Special Assessment	13,293.79
Amenity Reserve	6,500.00
<b>Total</b>	<b>194,161.92</b>

4. Design Committee Report

- a. The Board approved a request from Cliff Lawrence to add some shrubbery between the Riverview building and barn parking area to improve the appearance and provide some privacy.
- b. Kam Majer and Steve Dault have submitted a request to remodel their Tyee unit similar to what Bruce Johnson did. The Board reviewed the Design Committee Rules for the scope of the project as described. The Committee will follow up with Kam and Steve.
- c. Dave Mudra discussed an option to expand the sun deck with pavers now, but leave the existing deck in place. Sam said the impact on the rest of the lawn would be important to consider, since it takes about a year for the lawn to recover from the required vehicle traffic.

- d. A recommendation was made and agreed upon for getting a professional engineer's opinion on whether pavers would work in the proposed location given the amount of movement seen in the waterfront rip-rap.

## 5. Manager's Report

- a. Pool gate is going to be fixed once the ground firms up. Cliff Lawrence highlighted how easy it is to get into the pool after hours.
  - b. Dredging of the ponds and installation of two cisterns for the irrigation pumps is complete. Clean up is about done and reseeding has been arranged.
  - c. A handrail has been installed at the stone steps.
  - d. The house numbers on several Court units will be repositioned so they can be seen better at night.
6. The Board discussed a report of noisy renters where adjacent units were both occupied as rentals. Owners are reminded of their responsibilities in making renters and guests aware of our Rules and Regulations.

## Financials

7. Sam explained the Amenity Reserve as a new financial bucket. It is listed with the others in the Treasury Report on these minutes. At the last annual meeting we agreed to accumulate funding for a capital project yet to be defined, and to be spent only with Association approval. The fund would help cover one of several major expenses foreseen over the not so long term. A target balance has not been established.
8. One owner has been late with dues several times in the past eighteen months. Text has been added to the draft Rules and Regulations update in the section dealing with dues saying we will place a lien against the Westwood property if an account is 60 days late.
9. Accounting services contract with BPK has been renewed for this year.
10. Our costs for accounting are directly impacted by the amount of time spent on Westwood as a whole, including any time spent helping Westwood owners one on one. We've seen a decrease in individual help time, which has lowered the cost of bookkeeping services overall.
11. Sam explained the draft budget for 2016.
- a. Sewer costs continue to be raised each year as the city builds a reserve for a new processing plant.

- b. Owners are reminded that the Association dues include the water and sewer bills. Please do not waste the water.
  - c. Sam negotiated a Cable TV service agreement for Westwood last year. The negotiation hinged on Northland Cable TV addressing all issues identified by owners, and enabled owners to put their service problems in front of Northland's management. The Board is unaware of anything remaining as service issues for Cable TV. However, if you are unable to resolve an issue with Northland, please contact a Board member.
  - d. Cable service is covered under the new contract between Northland and Westwood and paid for with monthly dues. Any channels or features beyond the contracted service are up to the individual owner to order.
  - e. Don suggested that increasing the operations budget by three percent every year seems like it might be excessive. Sam explained that it has been kept at three percent per year for many years and it has been about right over the long term.
  - f. Sam recommends a \$1,000 special assessment for 2016. That would provide \$80,000 to cover anticipated roofing (\$37,000) and paying off the mower (\$11,000), with the remains going into the amenity reserve.
  - g. By the end of this year we should have about \$50,000 in the amenity reserve. If we continue with a \$1,000 special assessment we should have about \$75,000 by the end of 2016.
  - h. Cliff Hook pointed out that we should have specific projects and their expenses in mind before we plan a special assessment.
  - i. Mike Paukert suggested having the operating budget and capital budget approved separately at the annual meeting, with choices for how much (if any) we want to include as special assessments.
12. Boat slip lease agreement should have gone out near the beginning of the year, but did not. Sam will have it sent as soon as possible. The lease is available online.
13. New insurance policy has been signed. Updated declaration and agent contact information is available at <http://WestwoodVillage.us>.
14. As stated in our Rules and Regs, renters at Westwood Village are not permitted to keep pets. Owners are held liable and subject to fines for violations. A new owner recently asked if an exception could be made for a prospective renter with an inside only pet. In email discussion and during the meeting there were several good points made;
- *There can be ambiguities in defining an inside only pet.*
  - *Do we allow parakeets, gerbils, etc?*
  - *Does caged make a difference?*
  - *Does the Association have any business dictating what an owner allows within their unit?*

- *Owner liability for enforcement*
- *No pets for renters less than six months – Marilyn Northern*

The topic will be added to the agenda for this year's annual meeting.

15. A water rights adjudication process is underway, looking for who has rights to draw water from the lakes and rivers, and when they were established. Avista provided a screen shot of the account that powers our irrigation pump. The screen shows the account was established February 5<sup>th</sup>, 1975. The screenshot is available at <http://WestwoodVillage.us>, under Archives.
16. Cliff Lawrence reported on a series of discussions resulting from a Memorandum of Agreement (MOA) between the Army Corp of Engineers, Bonneville Power Administration, and the Kalispel Tribe. The MOA set lower lake levels and a shorter period where the lake would be at full pool. Communities along the river and lake objected, and successfully lobbied elected representatives to intervene. After several public hearings hosted by the Lakes Commission and a letter from Governor Otter, the MOA was amended to remove adjustments of the lake level.
17. Rocky described some minor updates in progress for the Rules and Regulations that should be ready for approval at the next meeting.
  - *Changed address in header*
  - *Removed boat slip points related to cost, redirect to slip lease agreement*
  - *Change 'sailboat dock' to swim dock*
  - *Redirect to City of Sandpoint on rental registration*
  - *Set minimum liability insurance*
  - *Added language about placing a lien if an account is 60 days late*
  - *Improve guidance on entertainment devices? Bruce Gehman*
18. A suggestion to have an Association reception at the patio Friday evening before the annual meeting on Saturday morning was discussed. Kam Majer and Louella Schaeffer offered to help coordinate. Options ran the range from pot luck to having it catered. Please contact Kam or Louella to be counted among those interested.
19. The three year terms of office for Board members Don Wolfe, Dave Mudra, and John Hunter expire this year.
20. In an executive session the Board and Bill discussed a former part time employee that had helped in the summer for a number of years, but was not going to be hired again this year. After listening to his reasons, the Board supports Bill's decision.
21. The next meetings are tentatively scheduled for Saturdays at 1pm on May 16 and June 6.
22. The annual meeting of the Association will be held at 8am on Saturday, July 4<sup>th</sup>, with the possibility of a reception the evening before.
23. Meeting was adjourned at 6:10pm.