

Westwood Village Homeowners Association
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Waterfront Committee Charter

September 18, 2023



Figure 1 Westwood Village Waterfront via Google Maps

Background

Westwood Village Homeowners Association (WVHA) is located on the Pend Oreille River and includes a marina with three floating docks hosting 50 seasonal slips, each at least 27 by 12 feet in size. On C dock there are 12 slips with metal framework for shade covers in the summer. The framework and covers are owned by the slip renters who pay an annual fee to a third party for their installation, removal, storage, and maintenance.

The floating breakwater that protects docked watercraft and the docks themselves has been replaced over the past few years at a cost of nearly \$350k, funded by reserves and special assessments on the entire association membership.

The US Army Corps of Engineers manages the Albeni Falls Dam, which is downstream of WVHA and affects the water level seasonally with approximately ten feet of difference between full summer pool and winter levels. The annual rise and fall of the water level contributes to wear and tear as the docks and breakwater settle on the river bottom in the winter.

Each of the three docks are made up of two sections. All are topped with redwood decking. Depending on the section, the decking is secured to either a wooden or metal frame, which is itself secured to either log or plastic floats.

At its annual meeting held Monday, July 3rd, 2023 there was a lengthy discussion about the condition of the docks, repairs needed, and the associated costs. It was highlighted that the fees charged for slip rental in the marina are far below rates charged elsewhere on the lake.

WVHA slips have been rented to WVHA owners for \$350 per season for many years. In 2007 a \$200 penalty was instituted for prospective slip renters if they did not submit their paperwork by 1 April, effectively increasing from \$350 to \$550 for owners that did not get their paperwork in on time. Renters at WVHA and Westwood Terrace owners are allowed to rent a surplus slip at \$850 per season. In contrast, in 2023 Sandpoint's non-profit Parks and Recreation department offered 30' slips to city residents for \$1162 per season.

The \$200 early payment discount was eliminated at the recent annual meeting, effectively raising the slip rental fee to \$550 per season for the first slip rented by an owner. It was also motioned and approved to separate marina from non-marina related costs and revenue for better transparency, and it was suggested that slip rentals should cover marina expenses entirely.

A motion was made and approved to form a committee that will review and provide recommendations to the board regarding the conditions of the docks, expected maintenance

and repair costs, and how to fund them. This document defines the committee's responsibilities and deliverables.

Final reports from the committee's previous work in 2017 and 2021 are available on our website.

Scope

The focus area for this committee includes the marina docks and the ongoing funding for maintenance, repairs, and replacements. Areas to be considered for maintenance or improvement are all associated with the WVHA waterfront.

Special assessments to cover capital improvement costs and major repairs will be part of the normal budget process.

Objectives

The committee shall:

1. Present to the Board of Directors an overview of the committee's findings and recommendations no later than February 2024.
2. Provide a historical breakdown of the revenue and expenses of the marina and illustrate;
 - For every dollar spent by owners in dues and assessments, how much was spent on the marina versus non-marina.
 - For every dollar spent on the marina, how much came from slip rentals versus all owners.
3. Provide a report on the current state of the marina docks, including a list of issues to be addressed.
4. Provide a ten-year roadmap for marina dock maintenance repairs or replacement with estimates and a plan for funding.
5. Identify any limitations in the governing documentation that restricts the board of directors from setting slip rental fees.

Committee

The Waterfront Committee is chaired by Rocky Seelbach, and includes Nat Zaccaria, Kate Sheffield, Paul Verhoeff, board member Dan Murphy, and Westwood Village manager Todd Orsi.

Roles and Responsibilities

The Board of Directors will provide oversight and direction for the Committee.

The chair will organize and assign tasks and deadlines, collect detailed information about options and variations, total cost of ownership, including initial project costs, long term maintenance costs, insurance risks, etc.

Todd Orsi, Westwood's manager, will assist the chair as assigned. The manager is the single point of contact for contractors doing business with Westwood Village. The manager will ensure multiple bids are obtained to ensure costs are reasonable and identify permit requirements and timelines for approval.

The chair will keep notes of discussions, track progress on action items, and lead the development of material for presentation to the Board and distribution to the owners.