

Westwood Village Homeowners Association  
Minutes of the Board of Directors Meeting  
November 18<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)
Darlene Pfahl (Treasurer)	Rocky Seelbach (Secretary)
John Hunter	Kam Majer

Absent: Vicki Dolsby and Pam Lawrence

Also present: Manager Bill Wise, owners Chuck Chehock, Jim Watts, Dave Oss, Tyke Van Dellen, Shirley Howard, Mike Bannon, Ken and Adrienne Yoder, Kris Stanton, and Jerry Binder.

Correspondence from Cliff Lawrence, Jim Watts, and Lynn Watts was considered in this meeting.

2. Minutes from the September 16<sup>th</sup> meeting were approved by the Board via email on September 22<sup>nd</sup>.
3. Treasury Report
- a. Darlene Pfahl reported the following balances, current as of today.

Columbia Bank	
Checking	34,438.92
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>\$ 219,092.71</b>

- b. The quarterly compilation was delayed at the CPA office used by Panhandle Management, Inc. (PMI) and is expected soon.
- c. In a meeting with PMI yesterday Rocky Seelbach and Darlene reviewed the third quarter budget versus actual expenses and made minor adjustments to separate items previously marked as miscellaneous. Westwood remains on track for expected expenses.
- d. Darlene and Rocky both expressed satisfaction with PMI's performance, and in particular with Dianne Brauer's ability to quickly answer questions and provide backing documentation.
- e. PMI was reminded to refer discussions about fines to the Board.
4. Design Committee Report

- a. Dave Mudra gave an overview of a request from an owner asking for guidance on how to provide some isolation between hers and the next door neighbor's patio. The Committee is still looking at options and discussing internally and will provide recommendations before spring, as agreed upon with the owner.
- b. Dave provided a handout with definitions and information that augment the matrix used as Design Committee Rules until now and provides better guidance to owners wanting to start projects. There may be revisions to the matrix in the near future to better define approvals needed for a given scope of work.
- c. Donna Parrish's request for a different type of lighting on the west side of the Eagle units is still being looked at. The desire is for something that doesn't shine so brightly over a long distance.
- d. Tyke and Linda Van Dellen's request for more lighting in the Eastern parking area was discussed. The Board agrees that safety is an important issue. Dave ordered a solar powered light to test how effective it would be, but it was also noted that there is a street light on the northwest side of the dumpster that might be tapped to provide power.
- e. The Design Committee approved an owner's request to allow them to replace their front door.

## 5. Manager's Report

- a. Bill got an estimate for repairs to the pool, tiling, and coping for \$60K. The repairs will require removing the concrete that surrounds the pool. Bill said staff can remove the concrete, but a separate estimate will be obtained for replacement. Replacing the pool is estimated at about \$250K. There are no indications that the pool is leaking or requires replacement.
- b. There needs to be some thought put into any other changes wanted at the pool if we are spending this much on the project. Owner input is requested on desire to resize the fenced area around the pool (without interfering with anyone's view), and whether the concrete deck around the pool should be enlarged to replace some of the grass inside the fence, or whether more grass is preferred. Pool project would start next fall at the earliest.
- c. Bill said both the south and west sides of the Riverview need to have siding replaced, and showed samples of wood and a composite product. After some discussion Bill was asked to obtain estimates for vinyl siding, which has been used for all of the re-siding projects so far.
- d. The sand based water filters at the pool will be replaced before it opens in the spring.
- e. As discussed during the last meeting, Charlie Kramer's report from 2015 identified the west section of our breakwater as needing replacement in 2018, with other sections needing work within a year or two after that. Jim Watts suggested putting together a long range plan to

consider other improvements to the marina and breakwater, and volunteered to be a part of a committee to look at options. Contact Rocky if you want to be included.

- f. Staff completed building the tile pathway between the pool and patio that was requested this past summer.
  - g. Following up on Chuck Chehock and Dave Mudra's request for a way to keep the leaves out of the gutters, Bill showed a cover that he is testing on Chuck's unit. Bill said they have cleaned gutters four times so far this fall. Owners that want to know when their gutters will be cleaned should contact Bill.
  - h. Bill will have a sign at the pool this spring that explains the weekly pool routine that includes closures for treatment.
  - i. As requested at the last meeting, Bill described what he found with several of the roof top dryer vents. The Board believes cleaning them is the responsibility of the Association, unless they have been modified through an owner initiated project.
  - j. Bill installed a slotted cover on the mail hut recycle bin to prevent people from using it for anything but discarded mail.
  - k. The waterfront treatment applied this past summer was very effective at controlling the aquatic weeds. We will do a ground treatment on both the ponds and the waterfront in the spring, before the water comes up.
  - l. A roof leak over Eagle east side stairway has been fixed.
- 6. Kam Majer provided some examples of inconsistency in the requirements for Estoppel certificates, and asked for clarification. Estoppels are required whenever an owner project may introduce long term risks or maintenance requirements. There are many examples where the certificates were not provided and the responsible owners have since sold the unit. Kam will draft a handout for owners on how to fill out an Estoppel.
  - 7. Darlene said no new owner concerns had been logged, although there was a request to have a whiteboard with a return time or phone number if staff is away from the barn area. Bill agreed and will install.
  - 8. Darlene showed a form she created for tracking maintenance efforts and expressed concern that we may not be capturing some information that would be beneficial over the long term. The form will be used to document repairs performed by the Association and kept in the unit's folder at the office.
  - 9. Cliff Lawrence wrote to support adjusting boat slip rental rates to better reflect the cost of providing them, suggesting that boat slip renters are paying more than their share because surplus rental fees contribute to paying other Association expenses. Rocky said this will be looked at during the budget process that starts after the new year.

10. The Board held an executive session to continue resource planning discussions. Some of the items discussed include;
- a. Darlene said she has made progress describing activities performed by the staff, and continues to work on it. This will help define resource requirements necessary to accomplish the activities. Darlene has also collected an inventory of the equipment owned by Westwood.
  - b. Pam Lawrence had spoken with other local home owner associations for information about their resource requirements and costs. Rocky and Darlene found that Tom Curtiss at PMI performed a study of one local association a year ago that will help us understand how our costs compare.
  - c. Kam handed out copies of a job description for the manager's position for Board members to review.
  - d. Several staffing options were discussed for long term planning.
  - e. Several owners expressed concern with not being able to find a staff member when visiting the office, or unexplained absences. Owners are reminded that Westwood is a large project, and staff is often working somewhere besides the office.
  - f. Westwood pays for the phone line at the office, but not the mobile phone that Bill owns. Many owners have Bill's private number. The Board will discuss with Bill to either provide a Westwood mobile phone or help pay for his.
  - g. Kam and Don agreed to be Bill's primary contact for the Board.
11. On behalf of Westwood, Sam Howard negotiated with **Northland Communications** for a proposal to provide internet service to all 79 units at a bulk rate.

In order to get owner input on the proposal the Board sent each owner a letter with a pre-addressed, postpaid ballot asking them to vote for one of the three options offered, shown in the table below. The letter provided context and a detailed explanation of the options with arguments both for and against each one.

There were 69 units (87% of all 79) represented in the responses. The high level of owner participation is greatly appreciated by the Board.

Owners of 59 units (75%) voted in favor of accepting the contract with either options 1 or 2. Ten (13%) voted against it.

A majority (41 votes, or 52%) were in favor of option 1, calling for the Association to accept the initial two year contract and pay for it with a \$32 increase in monthly dues beginning January 1<sup>st</sup>. This constitutes a majority of the Association in favor of amending the budget for 2017.

Option	Ballot Results
Option 1. Accept the initial two year contract and amend 2017 budget to fund with \$32 increase in monthly dues.	41 votes, 52% of 79 owners
Option 2. Accept the initial two year contract, use the current treasury surplus to fund in 2017.	18 votes, 23% of 79 owners
Option 3. Reject Northland's proposal	10 votes, 13% of 79 owners

12. Motion made and passed to accept Northland's proposal for an initial two year contract, and pay for it with our monthly dues beginning in January. Many thanks to Sam Howard for negotiating this deal on behalf of Westwood.
13. Beginning January 1st dues will be \$372 per month for the 74 condos, and \$332 for the five single family homes. Please remember to adjust any automated payments you may have established to reflect the new rate.
14. Tyke Van Dellen said that the cable TV wiring in the Eagle has been problematic. Coyote was also mentioned, though John Hunter said he was happy with his service. Rocky will initiate the discussion with Northland on defining what needs to be done to correct the performance problems Eagle is experiencing and get estimates for the work to be completed before the contract starts in January.
15. Jim Watts wrote asking for clarification on staff responsibilities for the privately owned boat slip covers. The Board explained that while staff could be the point of contact to coordinate having the covers installed in the spring and removed in the fall, Westwood's staff is paid for by all owners and should not be involved in maintenance of private property. If the covers are damaged in a storm, staff will alert the owners just as they do now. The renters of the covered slips remain responsible for the covers.
16. Kam Majer hosted an orientation for new owners Kenneth and Adrienne Yoder.
17. Names and addresses for our staff are provided below for holiday greetings and gratuities.

Bill Wise	Virgil Croy	Todd Orsi
1318 Spruce St	1509 West Oak, Apt 5	301 Iberian Way #204
Sandpoint, ID 83864	Sandpoint, ID 83864	Sandpoint, ID 83864
18. Next meeting tentatively scheduled for 3:30pm on Friday, January 20<sup>th</sup>.
19. Adjourned at 6:45