

Westwood Village Homeowners Association
Minutes of the Annual Meeting
July 6th, 2013

1. The annual meeting of the Association was called to order at 8am.
2. Of the 79 owners that make up the Association there were 37 attending, holding 15 proxies from others that could not attend. A quorum was established with a total of 52 owners, or 66% represented. Bill Wise, Westwood manager, was also present.
3. Motion made and carried to approve minutes from the previous meeting.
4. Manager's Report: The City's sewer lift station project was completed earlier this spring, but still has one piece of fence to restore. Bill Wise will follow up with the City to finish.
5. Design Committee:
 - a. Dave Mudra explained a form the Design Committee developed to make sure owners get the help and approvals they need when starting projects. The form will be available at our website; <http://WestwoodVillage.us>.
 - b. Dave led a discussion to gather owner preferences regarding the arborvitae west of the Eagle units. They are tall and broad, blocking the water view for some owners and prompting questions about whether they could be removed. Options to remove the existing plants and replace with something smaller, remove every other plant, or remove all of them were discussed. Consensus was reached with a request that Bill cut the tops off, as much as could be done without killing the plants and owners could then assess whether further action was needed.
6. CC&R Committee Report: The Declaration of Condominium has been re-written and a series of drafts reviewed by a number of volunteers. A vote for approval is on the current agenda.
7. Sam Howard provided the treasury report, as of Wednesday, July 3rd, 2013.

Panhandle State Bank		
Checking	\$36,534.94	\$36,534.94
DA Davidson		
Capital Reserve	19,682.83	
Special Assessment	65,293.79	
Insurance Reserve	<u>20,000.00</u>	
	104,976.62	<u>104,976.62</u>
Total		\$141,511.56

8. Change in accounting firm.
 - a. We will be moving to a new CPA firm within a month or two in order to keep our operating costs as low as possible. The current plan will have Boyle, Platte & Kee, LLP

start handling our books as of September 1st. BPK is moving soon, but is currently located downtown in the powerhouse building.

- b. As part of changing CPA firms we will move from our current control of requiring two signatures on each check to only needing one, with the CPA controlling the check stock.
- c. Payments from owners and invoices from our providers will need to be sent to the new address.
- d. The Board recognizes that this will be the third change of address in recent years. In order to prevent future disruptions of this sort, the Board acquired a post office box that will forever be Westwood. Our new CPA firm will collect and sort the mail, handling payments and invoices as expected, and setting aside other correspondence for our staff to pick up.
- e. If all goes as expected our new address for all correspondence will be effective 1 September, 2013;

Westwood Village Homeowners Association, Inc
PO Box 1941
Sandpoint, ID 83864

- 9. 2014 Budget – Sam led a detailed review of the proposed budget that includes a \$600 special assessment in order to raise our reserves, perform roof repairs to the Northern units, and recover costs associated with rewriting the Declaration. Motion for approval made and carried.
- 10. Declaration of Condominium. Rocky Seelbach provided a summary of our governing documentation and the Declaration's place at the top of the hierarchy. The current Declaration was approved in 1983 and been amended 19 times, making it difficult to interpret without collecting all 20 documents on file with Bonner County. A new survey of the property was also performed and now correctly shows the improvements made over the life of Westwood. Motion to approve made and carried.
- 11. Jerry Binder provided an overview of a request from Terry and Jennifer Johnston to retroactively purchase the 40 square feet of Limited Common incorporated into their unit at \$10 per square foot. Motion made and carried.
- 12. Don Wolfe led a discussion on whether we should require more than a simple majority approval for removal of a major amenity. Comments included naming specifically the pool, marina, barn and tennis courts as amenities that could not be permanently removed without approval by two-thirds of the membership. Other comments suggested there was no problem to be solved, and the simple majority has been working fine. There was consensus that a decision was not needed in the current meeting and further discussion could be had with any needed action taken in next year's meeting.
- 13. Election of the Board of Directors.
 - a. The term of office for Board members is three years. None of the current seven member's terms are up this year. Two will expire in 2014, and five in 2015.

- b. In order to have approximately a third of the member's terms expire each year, two of the current members volunteered to stand for re-election, with new three year terms expiring in 2016.
 - c. Motion made and carried to re-elect Jerry Binder and Rocky Seelbach to the Board.
14. Our governing documentation and several years of meeting minutes are available at the following web site: <http://WestwoodVillage.us>.
15. Meeting adjourned at 9:43am.

Westwood Village Homeowners Association
Minutes of the Board of Directors Meeting
July 6th, 2013

1. Meeting called to order at 9:58am. The following Board members attended:

Sam Howard	Rocky Seelbach
Jerry Binder	Dave Mudra
Don Wolfe	Ron Hazelaar

Not present: John Hunter

Also present: Bill Wise (Westwood manager), Marilyn Chambers, Darcy Chambers, and Jim Hansen

2. Following officers were elected as indicated;

Jerry Binder – President
Dave Mudra – Vice President
Sam Howard – Treasurer
Rocky Seelbach – Secretary

3. Following people are appointed to the Design Committee; Dave and Sharon Mudra, Holly Clements, Ron Hazelaar, and Kristy Wessels.
4. An owner's request for an exception to the rule prohibiting projects that impact the Common Area either visually or through construction noise was declined.
5. A resolution approving the move to Boyle, Platte, and Kee, LLP for accounting services and to serve as the corporation's registered agent was approved.
6. A resolution identifying all Board members, Holly Clements, and our soon to be accountant; Andrew Platte as authorized check signers was approved.
7. Sam suggested that we consolidate our banking with Panhandle State Bank and transfer funds to it from our account at D. A. Davidson. In the past there was an advantage to having separate accounts, but it hasn't been beneficial for years. There were no objections.
8. Next meeting tentatively scheduled for 3:30pm on 4 October, 2012.
9. Meeting adjourned at 10:27am.