

## **Westwood Village Homeowners Association**

### **November 5, 2020 Board Meeting Minutes**

The meeting was held remotely via WebEx. (The next meeting will be held on ZOOM.) Board members Robin Betz, Joel Bonvallet, Kathi Head, Kam Majer, Julie Menghini, Kate Sheffield, Bern Sheldon, and Kris Stanton attended.

Owners attending included Holly Clements, Mike Paukert, Kathy Paukert, Don Wolfe, and Rocky Seelbach. Apologies to anyone missed.

**Manager Report:** Todd Orsi reported that activities to prepare for winter are underway, including distribution of a winterization guide for owners- attached to these minutes. No major work is currently scheduled, although Todd noted that condos of the Coyote complex will need reroofing soon.

**Treasurer Report:** WVHA bank balance totals \$232,649. This includes \$114,413 in operating expense reserves and \$118,236 in capital expense reserves.

#### **Old Business:**

1. **Limited Common-** The ad hoc committee on limited common property maintenance at Westwood Village (Kam Majer, Kate Sheffield, Holly Clements and Kathi Head) presented their initial recommendations to the board. Based on feedback from the board and owners attending, the committee was asked to revise the presentation and resubmit it. The committee will be discussing details with affected owners. The final version of the report is posted on the Westwood Village website- <http://WestwoodVillage.us/wp-content/uploads/2020/11/WVHA-Limited-Common-2020-11-05.pdf>.

The definition of limited common areas surrounding the Bullfrog house requires additional research and is being addressed separately.

2. **Hot Tubs-** Joel Bonvallet, in consultation with the rest of the WVHA board, has created a set of rules governing the installation of personal hot tubs. These are appended to this report. Remember that Design Committee procedures must be followed, see [Design Committee Rules Matrix](#)
3. **New Keys-** As has been previously noted, the pool and adjoining lavatory as well as the tennis courts have been equipped with new locks which require new keys. One new key per unit will be issued at no cost- see Todd to pick up your key. The board voted to charge \$150 for each replacement key.

#### **New Business:**

**Eastern/Eagle lights-** An owner of an Eastern unit has requested that the lights along the driveway to Eagle be put on a timer so that they go off late in the evening. The glare of the lights is disturbing. Todd will explore the practicality of adding a timer to turn the lights off at, say, 6 hours after sunset. Comments from affected owners, particularly in Eastern and Eagle units, are welcomed.

**Adjourn:** The meeting ended at approximately 5:40 PM; next meeting date and time to be determined.

**It is holiday time again.** Here are addresses for Virg and Todd in case anyone chooses to send greetings (or a gratuity.)

**Virg Croy: P.O. Box 412 Sandpoint, ID 83864    Todd Orsi: 1521 River Rock Rd Sandpoint, ID 83864**

**2021 Fees:** With the new year comes changes to Westwood Village fees for operations and reserves. This year owners of the individual homes will see fees of \$353; condos will pay \$474.

# Westwood Village Cold Weather Checklist

## ✓ **WATER:**

If you plan to be away for an extended period, turn off the water supply to the house. Open all faucets to completely drain the system. Make sure that the supply valve is completely off- no water should drip from any faucet once draining is complete.

## ✓ **HEAT:**

**DON'T TURN OFF THE HEAT** Set the thermostat to **55** degrees and open cabinet doors underneath sinks. Be very aware of the surroundings of any electric baseboard or space heaters- make sure that nothing flammable or heat sensitive is near the device. Space heaters should be equipped with a "tip over" switch.

## ✓ **WATER HEATER:**

Set the thermostat on a gas water heater to "vacation"; turn off an electric water heater.

## ✓ **SNOW PLOWING:**

**\*ATTENTION EAGLE OWNERS\***- Please make sure your cars are either parked inside your garage or in the West Parking Lot next to the tennis courts during winter months. Please DO NOT park in front of your garage doors. The plows will skip plowing the parking lot entirely if they are unable to do so safely

## ✓ **MISC:**

If your home is equipped with gutter heaters or heated ice dam preventers make sure that the switch controlling them is ON.

If you plan to use your wood-burning fireplace consider having it inspected/cleaned if you haven't done so recently (if you use it often this should be done annually.)

Make sure that your contact information (phone, e-mail, and home address) is up to date with Todd and Panhandle Management.

Thank You, **Todd Orsi**

## Hot Tub Rules

1. The spa/hot tub must have a maximum capacity of 4 people.
2. Homeowners must follow quiet hours of 10:00 PM.
3. Spa/ hot tub and accessories (covers, etc.) must closely match the existing color of the unit's siding.
4. Homeowner shall install spa/hot tub in a manner to diminish street visibility (discretion of design committee) and locate it close to the physical unit/structure.
5. Board/Design Committee approval required before installation.
6. Hot tub installation must follow steps outlined in the Westwood HOA Design Matrix, available at the website [westwoodvillage.us](http://westwoodvillage.us) in the CCR section.
7. Spa/Hot tub may not be installed on common ground.
8. Electrical wiring must be completed by a licensed electrician *if* the owner intends to connect to 220v.
9. Spa/hot tub may only be installed on ground level, except for owners who own all vertical floors (ie. Riverview).
10. A signed letter releasing Westwood Village HOA of all damages/injury/liability must be on file by the homeowner prior to installation.
11. There shall be no unsupervised use by persons under 12 years of age.
12. Homeowner must lock the cover when not in use.