

Westwood Village Homeowners Association
Minutes of the Annual Meeting
July 2nd, 2011

1. The annual meeting of the Association was called to order at 8:05am.
2. Of 79 units that make up Westwood Village there were owners from 36 units in attendance holding 20 proxies from others that could not attend. A quorum was established with a total of 56 units represented. Bill Wise, Westwood manager, was also present.
3. Design Committee: Ron provided an overview of guidance drafted by the Design Committee that illustrates the kinds of approvals and documentation required for a given project, based on its scope of work. The draft is included with these minutes as the last page.
4. Manager's Report:
 - a. Late and wet spring kept the staff from getting a lot of things done, but almost caught up now.
 - b. The ramp to Eagle's eastern bridge buckled to the point of being dangerous this spring. Temporary repairs have been completed. Permanent fixes will be done this fall.
 - c. Some new patio and pool furniture has been acquired. Please do your part to see it isn't abused.
 - d. The Eagle's north side retaining wall has tilted inward much more than we think is acceptable. The contractor will be brought back in after Labor Day to work on it.
 - e. The water pump to provide pressure to the Northern and Metaline unit area sprinkler system was installed this spring and is working well. Instead of only being able to operate a couple of heads at a time, the staff is putting in pop up heads so more of the grounds can be watered at the same time.
 - f. The barn was painted in early May. The Riverview units will be painted in July or August. This will be an exception to our rules about doing work between Memorial and Labor Day. But it's a large job that must be completed in warm weather, and when there is less chance of rain.
 - g. The planned removal of the railroad tie retaining wall and landscaping to the east of Eagle units met with objections by many folks that did not want to see the two spruce trees removed. That project is deferred indefinitely.
 - h. The railroad tie retaining wall south of the barn will be replaced with blocks this fall.

- i. Work to remove the existing tennis courts, build a new foundation and new courts is scheduled for this fall.
 - j. Roofs were inspected this spring with no serious issues discovered. A problematic leak on a Metaline unit is fixed.
 - k. Lawns have been aerated and sprayed for weeds.
 - l. New trees were put in by the barn to replace the diseased ones taken out last fall.
 - m. Ponds will be treated by Department of Lands for milfoil. During the treatment period the ponds won't be available for feeding the irrigation systems in the Northern, Metaline or new development areas.
 - n. A new pump for the water fountain was put in place this spring and seems to be working well.
5. CC&R Committee Report:

Last year we decided it was time to consolidate all of the amendments that have been made to our three governing documents; the Declaration of Condominium, Articles of Incorporation, and Bylaws into restatements of each. This is not a small task and may take several years to complete.

Effort thus far has focused on completing the first draft of the restated Declaration. Several of the amendments made to the existing Declaration are harder than others to incorporate. The Board is very grateful for the assistance provided by volunteers, such as Lynn Watts and Kam Majer who assisted in several lengthy sessions to identify areas in the draft that were ambiguous or contradictory.

Most of the recent effort has been around survey options for freshening our plat and incorporating Westwood Terrace lot 30 into our Common Area in order to reduce our taxes and eliminate paying dues to Westwood Terrace.

Charlie Parrish asked whether moving the Westwood Terrace lot into our plat and out of theirs would also affect our ability to use the pool and tennis court at Westwood Terrace. In fact, Westwood Village would no longer have access to either unless arrangements can be worked out.

We pay about \$1,300 per year in property taxes for the lot, in addition to \$500 per year in dues to Westwood Terrace. In return we get the use of their tennis court and pool. Bill keeps the keys we have for those amenities and said he is asked for the key about five times a year.

In a draft agreement we have offered to bear the costs of the work needed to move the lot into our Common Area. We are currently awaiting a response from their Board.

6. Sam Howard provided the treasury report, as of Wednesday, June 29th, 2011.

Panhandle Checking	\$28,507.41	\$28,507.41
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DA Davidson

Capital Reserve	50,984.37	
Special Assessment	114,383.34	
Insurance Reserve	<u>30,514.92</u>	
	195,882.63	<u>195,882.63</u>
Total		\$224,390.04

New Business

7. Question was raised about whether the financial statements from our accountant could be available for owners. Sam said he could forward upon request.
8. Sam reported that the Board had sent a letter of warning to an owner whose renter is keeping a pet. Our Rules and Regulations are specific that only owners are allowed to keep pets. In this particular case the owner had been notified last fall. The pet was seen again at the end of May. The owner will be assessed a fine if the problem is not corrected immediately.
9. 2012 Budget
- a. Sam provided an overview of the proposed operating and capital budgets, answering questions as they arose. The operating budget is what we use to pay the bills for utilities and services we use day to day. The capital budget is what we use to fund projects like roofing, siding, paving and painting.
 - b. Paul Verhoef suggesting we should keep the \$1,000 capital assessment in the budget instead of lowering it to \$500 because it would be harder to raise it again later if needed. Several owners opposed that idea and spoke in favor of the proposed budget, preferring to ask for funds as needed. Sam said that we have enough in reserve to cover our contingencies and even small projects that come up.
 - c. The capital budget is specifically for projects and should not become a way to supplement the operating budget.
 - d. Idaho does not require our keeping a large reserve like some states. Our guidance for a reserve is the generally accepted accounting practice recommendation of 20% of our operating budget. Several owners argued against enlarging the reserve beyond what is necessary.
 - e. Motion to approve the budget was carried.
10. Linda Van Dellen made an argument that we should consider re-orienting the tennis courts when they are replaced this fall. Several people opposed the idea of changing

the plan approved by the Association last year. Motion made and carried to keep the current plan of replacing the courts in their current configuration.

11. Jim Watts rose to say he has some ideas about improvements for the landscaping and will work with the Board to develop further, and volunteered to serve on the board.
12. Don Sheridan asked whether we knew how much time and money went into repairs for the irrigation system, and whether it would make more sense to spend the money and replace it so that it could be automated. Sam said the last time we estimated the replacement it was about \$250,000, and that we spend less than \$5,000 per year in maintenance. At that rate it would take a long time to realize any benefit from the new system.
13. Paul Verhoef asked that we consider putting in some playground equipment for younger children, and that we also consider adding to the deck on the south side of the barn to provide more room for people to sit and enjoy the view. Several people voiced support for both ideas. The Board will investigate options.
14. The three year term of office for three of the Board members (Jerry Binder, Sam Howard and Ron Hazelaar) is up this year. Sam and Ron have offered to stay for another term. Jerry is stepping down. Many thanks to Jerry Binder for his years of service to the Board as a member, secretary, vice president and president.
15. Our governing documentation allows for not less than five and not more than ten members on the Board. Jim Watts and Herm Pfahl volunteered and were elected to join the board. We now have nine members.
16. Our governing documentation and several years of meeting minutes are available at the following web site: <http://WestwoodVillage.us>.
17. Meeting adjourned at 10:26am.

Westwood Village Homeowners Association
Minutes of the Board of Directors Meeting
July 2nd, 2011

1. Rocky called the meeting to order at 10:35am. The following members attended:

Sam Howard (Treasurer)	Rocky Seelbach (Secretary)
Paul Kimmel	John Hunter
Holly Clements	Jim Watts
Herm Pfahl	Ron Hazelaar

Not present: Don Wolfe (Vice President)

Also present: Bill Wise (Westwood manager), and owner Gary Shea.

2. Election of officers was deferred to the next meeting when Don Wolfe could be present.
3. Jim asked if other members would be interested in visiting Condo del Sol to learn more about their irrigation system. Ron and Holly will accompany.
4. Our next meeting is tentatively scheduled for Friday, 2:30pm on September 9th, 2011.
5. Meeting adjourned at 10:53am.

General Guidance for Required Approvals Based on Project Impact

Impact of work to be done Requires	A	B	C	D	E	F	G
	Maintenance or repairs to Common Area performed by Westwood's staff.	Interior work (flooring, baseboards, trim, paint, etc) not visible from or affecting General or Limited Common Area	Affects Limited Common, such as decks, balcony, patio, etc.	Affects Common Area, including walls, ceiling, foundation, roofs, siding, etc.	Owner project that affect the interests of other owners. Fountains, etc.	Significantly alters an amenity provided by the Westwood developers. Examples include the pool, tennis courts, marina, or roads.	Makes the Declaration of Condominium inaccurate (such as unit footprint, Common Area, etc.), or requires conversion of General Common Area to Limit Common or a Unit
1 Notify Westwood manager	X	X	X	X	X	X	X
2 Design Committee approval			X	X	X	X	X
3 Restricted from summer season		Note 2	X			X	X
4 Affected owner input			X	X	X	X	X
5 Estoppel certificate			X	X	X		X
6 Architectural or engineering drawing				X		X	X
7 Board of Directors approval, recorded in meeting minutes				X	X	X	X
8 Association approval, recorded in meeting minutes						X	X
9 Amendment to Declaration						X	X

Notes:

1. Please inform Westwood's manager of any project involving contractors, deliveries or other activity out of the norm
2. Please consult with Westwood's manager for restrictions on work that impacts the Common Area either visually or audibly during the summer season.
3. Where this guidance conflicts with Westwood Village's governing documents, the latter take precedence.
4. The manager, Design Committee or Board may adjust requirements for a specific project after reviewing plans.
5. Category definitions are not a complete list of what fits a given category, but are indicative of the type of work.
6. Requirements for all categories that describe a project must be met.