

Westwood Village Homeowners Association, Inc  
Post Office Box 1941  
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<http://WestwoodVillage.us>

Manager's Phone (208) 263-2618

## **Policies and Procedures**

February 1, 2022

This document provides continuity and consistency of information about policies and procedures for the owners and management of Westwood Village Homeowner Association (WVHA).

The current version of this document and the related Codes, Covenants and Restrictions for Westwood Village are available at the Association's website; <http://WestwoodVillage.us>.

### **Table of Contents**

Budget Cycle .....	2
Annual Meeting .....	3
Crawlspace Mold and Standing Water .....	4
Hot Tub / Spa Policy.....	4

## Westwood Village Homeowners Association Policies and Procedures

Where any conflict exists between this document and the recorded CC&R, the latter takes precedence.

### Budget Cycle

Our fiscal year begins and ends with the calendar year. The board is responsible for preparing and distributing a recommended budget for the following year that the owners can approve at the current year annual meeting of the association.

#### **January – February**

- Gather budget inputs for the following year
- Bookkeeper provides budget spreadsheet with year-end numbers
- Identify / estimate projects and major expenses
- Treasurer assembles draft of budget

#### **March – April**

- Board of Directors reviews draft budget during regular meeting

#### **April – May**

- Treasurer adjusts draft as necessary and smooths for approval
- Board of Directors approves budget during regular meeting

#### **June**

- Secretary assembles and distributes meeting materials 20 – 30 days prior to meeting. See Annual Meeting.

#### **July**

- Budget approved by owners at the annual meeting
- Annual meeting minutes fully describe dues for the following year

#### **November – December**

- Board meeting minutes describe dues for following year
- Details to bookkeeper for January dues

Westwood Village Homeowners Association  
Policies and Procedures

## Annual Meeting

1. Track potential agenda items for the annual meeting in board meetings
2. Set date for annual meeting at first meeting of the year. Typically held at 8am Saturday over the July 4<sup>th</sup> holiday weekend.
3. Board approves agenda for annual meeting in April/May meeting
4. Coordinate with bookkeeper in May for distribution of meeting material by postal mail
5. Mailing for annual meeting includes;
  - Formal Notice of Annual Meeting
  - Proxy form
  - Proposed budget
  - Agenda listing all items requiring approval (owner projects, amendments, etc) in the outline prescribed in the Bylaws;
  - a. Roll call
  - b. Proof of notice of meeting or waiver of notice
  - c. Reading of previous minutes (can be waived by motion in the meeting)
  - d. Reports of officers
  - e. Report of committees
  - f. Unfinished business
  - g. New business
  - h. Presentation and approval of annual budget
  - i. Election of Board of Directors
    - Supporting documentation for proposals
6. Postal mailing postmarked between 20 and 30 days prior to the meeting (per Bylaws)
7. Post meeting agenda at the mail hut two weeks in advance
8. Ensure paper plates and a marker, and a current list of owners will be available at the meeting

On the day of the meeting:

9. As owners arrive;
  - Collect any proxies the owners bring with them
  - Mark each owner's arrival on the list with total votes represented (with proxies)
  - Give each owner a paper plate marked with the number of votes they represent (their own plus proxies tendered)
  - Notify the board when a quorum is established by having more than half the association represented (40 votes).
10. Hold a board meeting after the annual meeting to elect officers and handle any needed business

Westwood Village Homeowners Association  
Policies and Procedures

## Crawlspace Mold and Standing Water

Many of the buildings that host condominiums at WVHA include crawlspaces. The crawlspace is Common Area, and the Association's responsibility to maintain.

Moisture in crawl spaces is a common occurrence in the Sandpoint area. Crawlspace mold can be either non-dangerous (very common) or dangerous (rare).

Standing water within a crawlspace will be mitigated with a sump pump or other strategies as recommended by a professional contractor, and paid for by the Association.

Mold found on routine home inspection is common in the community. The Association will pay for mitigation services only if a "dangerous" mold is discovered.

Testing for mold type is not a responsibility of the Association. Tests for interior / exterior mold are available for several hundred dollars.

Any mold mitigation expenses must be authorized by the Association's Board of Directors.

## Hot Tub / Spa Policy

Hot tub (including spas) appliances are allowed at WVHA under specific conditions.

1. Design Committee approval is required prior to installation
  - a. The Design Committee Matrix must be consulted for required approvals
  - b. It must have a capacity of no more than four people (per manufacturer)
  - c. Installation must be contiguous with owner's unit
  - d. A license to convert the area to Limited Common will be required if the proposed site is Common Area
  - e. Appliance and accessory colors must be consistent with building exterior
  - f. The appliance must be situated to minimize visibility from the street
  - g. The appliance must be installed on solid ground
  - h. The installation must include a locking mechanism to prevent unauthorized use
  - i. A licensed electrician is required for 220 volt installation
  - j. Owner must indemnify WVHA of all liability for damages or injury with signed letter
2. The appliance must be locked when not in use
3. The appliance must not be used by persons under 12 years of age without supervision.