

Westfield Estates HOA

Special Board Meeting

June 22, 2010

920 N 3500 W, Layton, UT

Present board members: Stewart Rogers (president), Julie Hillman (secretary), Brenda Ory (treasurer), Tony, Daly, Jerry Whitaker, Mike Southerd, and Brigitte Tucker. Larry Henson was excused.

At 7:45 p.m., Mr. Rogers called the meeting to order and asked members of the board to bring issues before the board they felt needed to be addressed in this special meeting.

- 1) Light audit—after a brief discussion, board members recommended a special committee be formed to perform a light audit to make sure each house connected with a street light was correct in our records. Ms. Tucker and Mr. Daly agreed to do the audit.
- 2) Create an email list of the homeowners—Ms. Tucker and Mr. Daly will collect as many current emails of homeowners as possible, and the board will combine the list with those already collected through Welch with the goal of having a complete list of homeowners' addresses.
- 3) The treasurer will take care of all financial communication between the board and Welch.
- 4) Secretary will create the following for the use of the board and the HOA:
 - a. Role call—spread sheet to track the attendance of board members.
 - b. Excel spread sheet on who lives in each of the 43 lots.
 - c. Description of each officer's role on the board.
- 5) Boards' Relationship with Welch—Management Company deals with the homeowners and brings issues to the board for review.
- 6) Purpose of the annual meeting is to review the budget, elect board members and other agenda items—leaving outstanding discussion points for the end of the meeting so that others can leave if they don't want to stay for the discussion if it runs long. The board sets the agenda for the meeting. However, homeowners can bring up other items during the discussion time.
- 7) Letter to be sent out to homeowners announcing Nominating Committee and asking for nominations for the board. Ms. Ory and Mr. Southerd will work with Welch in writing the letter. The board will welcome working with new members
- 8) General schedule for future board meetings—
 - a. January meeting to discuss delinquent accounts.
 - b. April meeting to prepare the budget and agenda for annual meeting.
 - c. Annual meeting in June.
 - d. Special meetings as needed.
- 9) Proxy form for annual meeting—this form must be specific and state exactly what is being voted on. The last proxy form was vague and insufficient (people didn't really know what they were voting for).

- 10) Several people have expressed a need to amend some of the bylaws to correct some items and clarify others. Therefore, the board should call a special meeting in the future to such a discussion. A special committee should be formed to put this together.
- 11) Feedback—the board would like to send out a letter once a year asking for feedback from the homeowners.
- 12) Agenda—an agenda should be formed before all future meetings to make sure the board moves quickly through it's business.

After more than two hours of discussion, the board decided to call another special meeting to discuss other outstanding items. A meeting was scheduled for Tuesday, June 29, 7:30 p.m. at the Tucker residents.